

# Polk State College Procedure

Subject	Reference	Date	Number
Scheduling and Use of College Facilities and/or Properties	Board Rule 2.11	02/05/2002	6006

1. Purpose

To establish a system for the scheduling of college facilities and/or properties.

II. Statements of Facilities Policy

A. Use of college facilities is prohibited under any of the following conditions:

1. Activities in conflict with Board Rule 2.12.
2. Activities that are essentially commercial in nature.
3. Fund-raising activities by non-profit organizations that are inconsistent with the college mission as determined by the President.
4. Any activity that would violate the canons of good morals, manners or taste, or would be conducive to damaging the buildings, grounds or equipment.
5. Any activity permitting or encouraging gambling.
6. Activities which are inconsistent with the mission of the college or which tends to present only one side of a controversial issue.
7. Any political activity by or for a candidate for public office unless a candidate or his representative has been officially invited on campus by a recognized college organization with the approval of the proper college authority.
8. Activities that compete unfairly with local agencies or businesses.
9. Activities that interfere with regular college programs.

B. The following offices are authorized to make commitments of college facilities for the indicated purposes:

1. Credit classes, non-credit classes and extracurricular activities sponsored by college organizations or divisions – Vice President for Academic & Student Services and Division Deans.
2. Activities sponsored by non-college groups or individuals – Office of Cultural and Special Events, under direction of Associate Vice President for Development & Planning.
  - a. The Office of Cultural and Special Events will determine the levels of PSC building and technical supervision necessary for each extracurricular or non-college use of any facility.
  - b. Vice President for Academic & Student Services will determine the level of supervision for extra curricular activities.

C. Facilities requests are approved in accordance with the following priorities:

1. Credit classes and connected curricular activities, except in facilities designated as non-instructional related or released by the Vice President for Academic & Student Services.
2. Non-credit classes.
3. College and divisional requests for extracurricular activities, including athletic events and Student Activities Board events. Health Center gym floor must be available for supervised intercollegiate athletic contests and practices between 2:00 – 9:30 p.m. Monday through Friday.
4. Other student group sponsored events.
5. Non-college sponsored events (only for facilities not scheduled for classes) approved only after April 30 for the following September – December, or August 31 for the following January – August 31.

III. Areas of Responsibility

- A. Classroom space is reserved through Vice President for Academic & Student Services and Division Deans. Health Center Gym, Student Center, Fine Arts Theatre, Lobby and Gallery are reserved through the Office of Cultural and Special Events, with the exception that the academic area will have first priority for scheduling classes into these spaces as needed. At the conclusion of the drop/add period each term, the academic area will release its priority hold on these spaces for that term. Notification of request to use the Student Center and Health Center must be given to the Student Support Specialist and Director of Student Activities and Athletics to determine availability of the facilities prior to giving the approval.
- B. College user – Events other than classes.  
(Definition: College user is any club, group, organization or individual(s) whose purpose and direction are managed by the College President or designee.)
1. Reserves all facilities as far in advance as possible through the Cultural and Special Events Office, except for the College Board room and conference rooms. These rooms are reserved through those adjoining offices.
  2. Notifies Cultural and Special Events immediately if reserved space is not needed.
  3. If any maintenance or other services are needed, submits a Facilities Order form (Attachment 2) or a Fine Arts Theatre Facilities Order form (Attachment 3) for each event to Cultural and Special Events no later than 10 calendar days before the event (include the date and time the set up is to be removed). In the event of late requests, the Cultural and Special Events Office will make every attempt to comply with needs, but cannot guarantee services.
  4. Arranges for media services personnel request forms to be sent to the Office of Instructional Technology Services.

5. When applicable, verifies and signs time sheets for overtime personnel, then submits those forms to the budget head, who signs and sends time sheets to Business Office for payment.
6. The “user” of any college-sponsored event is responsible for the overall coordination of the event and cooperates with Cultural and Special Events and other offices to ensure its success.

C. Non-college user

(Definition: Non-college user is any club, group, organization or individual(s) whose purpose and direction is managed by an independent outside group.)

Invitation, solicitation, sponsorship or action on behalf of the non-college user by college faculty/staff shall not constitute or convey College user status.

1. Makes all requests for college facilities in writing through the Office of Development and Planning.
2. Upon confirmation from Cultural and Special Events of the Reservation, completes the PSC Facilities Order for Non-College Users (Attachment 4), describing needs for all equipment and services in detail and submitting to Cultural and Special Events.
3. Signs and returns a Facilities Contract (Attachment 5) prepared by Cultural and Special Events and pays any required fee in full (Attachment 1). Non-exempt users would also pay sales tax on the space rental. Does not advertise any event until a Facilities Contract is signed by the College and the user.
4. Meets all stipulations of the Facilities contract.
5. Provides Cultural and Special Events with public information about the event.
6. The user of the college properties will be financially responsible for all damage to property or injury to person arising out of the use permitted.
7. Provides the college with proof of general liability insurance in the amount of not less than \$300.00 naming Polk State College as “additional insured.” If they do not have their own coverage, they must reimburse the College for additional insurance.

D. Vice President for Academic & Student Services/Division Deans

1. Schedules all credit classes.
2. Delivers projected yearlong schedule of credit class facility reservations to Cultural and Special Events as soon as available each year.
3. Delivers final schedule of credit classes to Cultural and Special Events by 10<sup>th</sup> day of classes each term.
4. Notifies Facilities and Security of needs for credit classes.
5. Schedules non-credit classes and notifies Cultural and Special Events.
6. Enter room reservations into student record system.

E. Business Office

1. Processes time sheets for building supervisors and technicians when signed by PSC person in charge (Development and Planning or budget head).
2. Receives and processes facilities fees and taxes collected by Cultural and Special Events from non-college users.
3. Where applicable, sends invoice to non-college users for all services as directed by Cultural and Special Events.
4. Coordinates and updates fee schedules for use of facilities and personnel costs as approved by the college.
5. Maintains electronic formats of Attachments 1-5 for use of all facilities users.

F. Facilities/Security

Provides maintenance services requested on Facilities Order signed by Cultural and Special Events.

G. Building Supervisors

1. The building supervisor is the College's representative to the public. Duties include assisting the user by contacting necessary departments in the event of additional required services, giving information to the public attending the event, general security and supervision inside the facility in which the event is taking place, turning on and off lights, locking and unlocking doors and being able to notify proper authorities in case of an emergency. The Cultural and Special Events Office shall assign a building supervisor for all non-college user events held after regular business hours (8 a.m. – 5 p.m., Monday through Friday).
2. Where applicable, submits time sheets signed by Cultural and Special Events budget head (for non-college users) within 3 working days of the event.

H. Student Services/Switchboard

Receives a copy of each Facilities Reservation and/or Facilities Order and is notified of event changes in order to provide adequate accurate information to the public.

I. Development and Planning/Cultural and Special Events

1. Schedules all college and non-college requests for facilities for events other than credit and non-credit classes sponsored by academic divisions. The exception of the previous being the College Board Room and conference rooms.
2. Approves requests for facilities according to the priorities described in Section II-D of this procedure.
3. Notifies Facilities/Security of all reservations.
4. Coordinates with Facilities Department when additional security and housekeeping costs

to the college are involved. They must be reasonable in relation to the number of people served and the goals of the event. The Office of Development and Planning may require signatures of College budget heads involved in such cases.

5. Distributes approval Facilities Orders and attachments to appropriate offices.
6. Arranges for overtime or additional personnel as requested. Arrangements are made only with the approval of PSC supervisors when PSC personnel are involved.
7. Prepares and obtains signatures for Facilities Contracts with non-college users. Contracted facilities costs for non-college users are calculated according to the current fee (Attachment 1) provided by the Business Office, except when fees are waived or reduced by the College President or President's designee.
8. Processes time sheets from personnel serving non-college users.
9. Sends copies of the contract and time sheets to the Business Office with instructions for billing.
10. Where applicable, collects fees from non-college users and sends to Business Office with copy of the contract.
11. Notifies Facilities of cleaning needs.
12. Compiles a user report card from building supervisor report and user comments. Takes appropriate action on data collected.

#### IV. Other Information

- A. Smoking is not allowed in any college building.
- B. The contracted food service for the Student Center has the first priority to provide food concession on campus. Any exception must be approved by the food services representative.
- C. The schedule of personnel fees provided by the Business Office will be used for all non-college users. College personnel working for college events will be paid according to the Board approved salary schedule.
- D. Food may only be served and consumed in the Student Center, the Health Center Gym and the College Board Room.
- E. The Health Center gym floor is generally to follow this schedule:

Day Classes:	8:00 A.M. – 2:00 P.M., daily
Athletics	2:00 P.M. – 9:30 P.M., daily
Night Classes:	5:30 P.M. – 8:30 P.M., Monday & Wednesday, Mezzanine only

Exception to this schedule must be cleared by the Director of Student Activities and

Athletics.

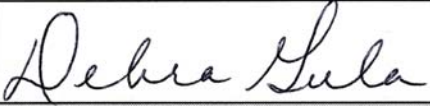
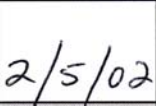
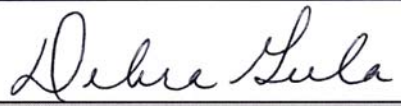
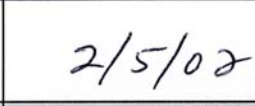
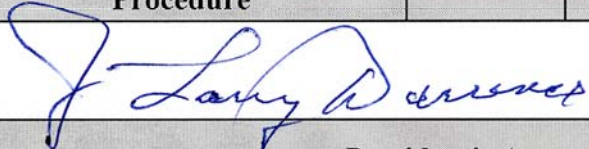
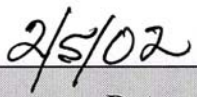
- F. Street shoes will not be permitted on gymnasium floor for any event scheduled. Exceptions must be cleared by the Director of Student Activities and Athletics.
- G. The attached forms are part of this procedure and include information pertinent to this system of facilities management.

Attachments: Six (6)

1. Fee Schedule (attached)
2. Facilities Order form (form located on "G" Drive)
3. Fine Arts Theatre Facilities Order form (form located on "G" Drive)
4. Facilities Order for Non-College Users (attached)
5. Facilities Contract (located on "G" Drive)
6. Conditions of Contract (located on "G Drive)

**History:** Adopted: Adopted July 22, 1974; Revised February 26, 1980 (number change); January 22, 1982; May 2, 1983; August 27, 1987; and September 23, 1996; February 5, 2002.

**Distribution:** All Holders of PSC Procedure Manual

			
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
			
President's Approval			Date

ATTACHMENT 1

<b>FEE SCHEDULE FOR FACILITIES AT POLK STATE COLLEGE</b>		
<b>FACILITY</b>	<b>NON-PROFIT ORGANIZATIONS*</b>	<b>ALL OTHER NON COLLEGE USERS</b>
Fine Arts Theatre	\$ 75.00/hour	\$150.00/hour
Health Center	\$ 80.00/hour	\$160.00/hour
Student Center		
WST 0126	\$125.00/hour	\$200.00/hour
WST 127 & 128	\$ 75.00/hour	\$150.00/hour
Auditoriums	\$ 60.00/hour	\$120.00/hour
General Classrooms	\$ 10.00/hour	\$25.00/hour
Theatre and Student Center Package	\$125.00/hour	\$250.00/hour
Computer Classrooms**	Hourly Charge TBD	Hourly Charge TBD

\* Polk County School Board, public schools, private schools and non-profit organizations will pay “non-profit” price. In extraordinary circumstances, fees may be waived or reduced by the College President or President’s designee if the event is directly related to Polk State College’s mission.

\*\* Computer technician required minimum of 4 hours; hourly rate TBD.

Special fees: Other fees charged for rentals of properties incurring unusual costs shall be determined on a contract basis.

<b>FEE SCHEDULE FOR OTHER SERVICES</b>	
<b>TYPE OF SERVICE</b>	<b>ALL NON COLLEGE USERS</b>
Theatre Technician and AV Technician	\$ 20.00/hour
Light Technician	\$ 9.25/hour
Sound Technician	\$ 9.25/hour
Building Supervisor	\$ 11.00/hour
Custodial	\$ 16.00/hour/per person
Support Person	\$ 7.00/hour
Administrative Fee (non-profit exempt)	\$ 35.00/contract
Cleaning Charges for Gym	\$130.00/day
Cleaning Charges for Theatre	\$64.00/day
Security	\$14.00/hour/per person/minimum of 4 hours
Cashier	\$ 8.00/hour
Cleaning charges for Student Center	\$35.00/day
Rental of Portable Staging	\$50.00 Refundable deposit \$25.00/day rental fee

<b>FEE SCHEDULE FOR OTHER SERVICES</b>	
Set-up Fee	\$20.00/minimum or \$10.00/hour