

Polk State College Procedure

Subject	Reference	Date	Number
Scheduling and Use of College Facilities and/or Properties	Board Rule 2.12	03/19/2014	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. Fund-raising activities by non-profit organizations that are inconsistent with the College mission as determined by the President.
3. Any activity that would violate the canons of good morals, manners or taste, or would be conducive to damaging the buildings, grounds or equipment.
4. Activities that are inconsistent with the mission of the College or which tends to present only one side of a controversial issue.
5. Any political activity by or for a candidate for public office unless a candidate or his/her representative has been officially invited on campus by a recognized College organization with the approval of the proper college authority.
6. Activities that interfere with regular College programs or scheduled facility closing time.
7. Activities that do not adhere to federal, state, and local laws (i.e. gambling).

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

1. Credit classes and connected curricular activities.
2. Non-credit classes.
3. College and divisional requests for extracurricular activities, including athletic events and Student Government Association events.
4. Other student group sponsored events.
5. Non-college sponsored events.

III. Areas of Responsibility

A. With the exception of the health center, classroom space, the student center, fine arts theatre, lobby, galleries, and auditoriums are reserved through the Provosts or their designees, deans, and directors. Reservations for usage of the health center gym shall be coordinated through the athletic director.

B. College user – College user is any club, group, or organization whose purpose and direction are managed by the College President or their designee.

1. Reserves all facilities through the Provost's office or their designee, except for conference

- rooms. These rooms are reserved through those adjoining offices.
2. Notifies the Provost or their designee immediately if reserved space is not needed.
 3. If any maintenance or other services are needed, submit the appropriate form (i.e. Fine Arts Theatre Action Sheet, Facilities Action Sheet, etc.) for each event to the Provost or their designee no later than 10 calendar days before the event. In the event of late requests, the College will make every attempt to comply with needs, but cannot guarantee services.
 4. 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 Services for payment.
 5. The college user of any college-sponsored event is responsible for the overall coordination of the event in cooperation with the Provost or their designee and other offices to ensure its success.

- C. Non-College user – Non-College user is any club, group, or organization whose purpose and direction is managed by an independent outside club, group, or organization.

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 the Provost.
2. Upon confirmation from the Provost or their designee of the reservation, the designee will work with the user to complete the Polk State College appropriate forms describing needs for all equipment and services in detail.
3. User will sign and return an Event Facilities Contract prepared by the Provost or their designee and pay any required fee in full. User will not advertise any event until an Event Facilities Contract is signed by the College and the User.
4. User and College shall meet all stipulations of the Event Facilities contract.
5. User shall provide the Provost or their designee 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(s) arising out of the use permitted.
7. Provides the College with proof of general liability insurance in the amount of not less than \$1,000,000 naming Polk State College as “additional insured or rider.” If the user does not have their own coverage, the user must reimburse the College for additional insurance.
8. Users must follow all College rules and procedures, as well as state, federal, and local laws.

- D. Campus Deans and Directors

1. Schedule all credit classes and non-credit classes and reserves rooms electronically through College’s reservation system.
2. Notifies facilities and security of classroom needs.

E. Facilities/Security

1. Provides services as requested on the applicable form(s) (i.e. Fine Arts Theatre Action Sheet, Facilities Action Sheet) signed by the Provost and/or his/her designee.
2. Security personnel to monitor events periodically.
3. Coordinates and updates fee schedules for use of facilities and personnel costs as approved by the College, on an annual basis.

F. Event Supervisors

1. The event supervisor shall be a Polk State employee and is the College's representative to the public. Duties include assisting the user by providing information, notifying proper authorities in cases of emergency, contacting general security, and providing supervision for the overall event.
2. The Provost or their designee shall assign an event supervisor for all non-College user events after scheduled facility closing time.

G. Office of the Provost

1. Schedules all college and non-college requests for facilities for events other than credit and non-credit classes held on College campuses and locations. The exception of previous being College conference rooms and the health center.
2. Recommends approval or disapproval of requests for facilities according to the priorities described in Section II-A&B 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. The costs must be reasonable in relation to the number of people served and the goals of the event. The Provost's office may require signatures of College budget heads involved in such cases.
5. Distributes appropriate forms (i.e., Facilities Action Sheets) and attachments to applicable offices.
6. Arranges for overtime or additional personnel as requested. Arrangements are made only with the approval of Polk State supervisors when College personnel are involved.
7. Prepares and obtains signatures of Event Facilities Contracts with non-College users. Contracted facilities costs for non-college users are calculated according to the current fee schedule (Attachment 1) provided by facilities, 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. Where applicable, collects fees from non-college users and hand delivers to cashier with original contract.

IV. Other Information



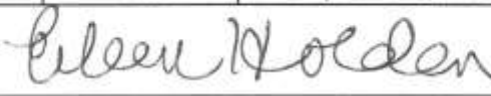
- A. All individuals shall adhere to nonsmoking policies.
- B. College personnel working for college events will be paid according to the Board approved salary schedule.
- C. Street shoes will not be permitted on gymnasium floor for any event unless the floor is covered.
- D. The attached forms are part of this procedure and include information pertinent to this system of facilities management.

Attachments: Six (6)

- 1. Fee Schedule
- 2. Facilities Action sheet
- 3. Facilities Action Sheet Fine Arts Theatre
- 4. Facilities Contract
- 5. Conditions of Contract

History: Adopted: Adopted July 22, 1974; Revised February 26, 1980 (number change); January 22, 1982; May 2, 1983; August 27, 1987; September 23, 1996; February 5, 2002 and March 19, 2014

Distribution: All Holders of PSC Procedure Manual

	5/21/14		5/21/14
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
			5/8/14
President's Approval			Date