

Florida State University Republic of Panama Campus Campus Facilities Policy & Use Guidelines

Policy Derived from Main Campus Policy

OP-B-10 USE OF UNIVERSITY FACILITIES

OBJECTIVE To specify the guidelines for use of university facilities for events other than the normal university functions of teaching, research, service and administration.

OVERVIEW University space and facilities will be used first for the official and regular purposes and functions of the University. The University may extend the use of specified space and facilities to members of the University community or to the general public subject to the provisions outlined within this procedure.

A. DEFINITIONS The following definitions apply throughout this procedure.

Private Events:

A private event held on the University campus is one that is open to attendance only by members and invited guests of the host organization or person.

Public Events:

A public event held on the University campus is one that is open to attendance by all members of the University community and/or to the general public in accordance with the provisions of this policy. A ticket or registration fee may be required for admittance to the event.

University Persons, Groups and Organizations:

University persons, groups and organizations are defined as one of the following: individual members of the University community, that is, students, faculty members, Administrative and Professional (A&P) employees and University Support Personnel System (USPS) employees, student organizations, honor societies; and officially constituted colleges, schools, divisions, departments, agencies or other corporate organizational units that are part of, or operate on behalf of the University, such as foundation and alumni organizations.

University Related Groups and Organizations:

Groups and organizations not officially recognized by or affiliated with the University, or otherwise failing to meet the definition in the preceding paragraph, but are related to the University because of the promotion of interests of the University community, the academic professions and other related interests of the faculty, staff or students, or which perform other services to the University and its community, such as credit unions, academic professional associations and fraternities, employee organizations, charitable community organizations, other public educational institutions and the like.

Non-University Persons, Groups and Organizations:

Persons, groups or organizations which do not meet the definitions of persons, groups or organizations as defined above, including those groups and organizations which exist primarily for the purpose of carrying on commercial activity for profit, or which otherwise exist primarily for private individual gain or benefit.

B. NON-DISCRIMINATION POLICY Reservation of space and/or the use of facilities will be denied to any organization whose membership requirements discriminate against any person on the basis of race, sex, color or national origin, etc.

C. SPACE RESERVATION REQUIREMENTS The person or organization arranging for space assumes the responsibility for advising the members of the organization concerning university policies pertaining to reservations and facilities use. The person or organization that sponsors the event is also responsible for any damages incurred in connection with the event. No university person, group or organization is to sponsor an event (public or private) for any non-university person, group or organization that has sought and has not received permission on its own merit to use university facilities.

D. SPACE RESERVATION PROCEDURES - UNIVERSITY PERSONS, GROUPS and ORGANIZATIONS

Faculty or Staff Persons, Groups or Organizations

Space for Academic Courses: All inquiries about classroom space for scheduled classes should be directed to the Vice Rector for Academic Affairs.

Space for Other Events: Requests for on-campus space for all events other than regularly scheduled classes should be directed to the Operations Manager.

Students, Student Groups or Organizations

Space for Campus Events: all registered students, student groups or organizations requesting space on Florida State University Panama campus should contact the Vice Rector for Academic Affairs.

Non-University Persons, Groups or Organizations Persons, groups or organizations external to the University will contact the Vice Rector for Academic Affairs to request space for educational conferences, meetings, seminars and workshops in the Republic of Panama campus.

E. APPROVAL OF REQUESTS FROM UNIVERSITY-RELATED AND NON-UNIVERSITY PERSONS, GROUPS and ORGANIZATIONS

As a general rule, non-University persons, groups and organizations may not use Florida State University Panama facilities. There are, however, special situations such as educational programs that may be given for members of non-university organizations that may allow use of university facilities by this category of user. Requests for such use of the FSU Panama facilities shall be addressed to the Vice Rector for Academic Affairs. Appropriate University officials shall participate in determining services, equipment and facilities to be provided by the University; related expenses or deposits associated with these services; equipment and facilities. Sponsors must agree to be responsible for any damages to university facilities and equipment.

FSU Panama's lease agreement with the City of Knowledge prohibits the subleasing of any areas of the premises to a third party, so arrangements for use of the university facilities are very rarely granted, and only when such activities support the educational mission of the university.

F. USE OF UNIVERSITY PROPERTY, FURNISHINGS AND EQUIPMENT AND ATTENDANT RESPONSIBILITY. Groups, organizations and individuals reserving space or facilities should be aware and make their members or others participating aware of the responsibilities attendant to the reservation of designated space or facilities including responsibility for the proper care of any furnishings and equipment located in or about the designated area:

The group, organization or individual reserving the space or facility agree to abide by all laws, rules, regulations, policies, ordinances, etc pertaining to the use of University property, furnishings and equipment.

Damage: The group, organization or individual reserving the space or facility is responsible for any damage to the area reserved, including property, furnishings and/or equipment. If damage should occur, the group, organization or individual reserving the space or facilities shall be held responsible for costs incurred and the repair or replacement of said damaged property, furnishings or equipment.

Removal: Removal of property, furnishings or equipment assigned to university facilities is strictly prohibited except in instances where proper removal procedures are followed, and when under the supervision and approval of the Operations Manager of FSU Panama.

Liability: The University disclaims responsibility for any injuries occurring in the use or preparation of reserved space for special events that require the alteration of rooms, set up or decoration. Injuries or the theft of personal effects occurring in connection with the event shall in no way be the responsibility of the University or its officials.

G. RESERVATION OF SPACE FOR POLITICAL CAMPAIGN SPEECHES.

FSU Panama does not endorse political campaigns and certain restrictions are placed on the reservation of space for political speeches. Only registered University student organizations may sponsor candidates or speakers making appearances on behalf of political parties, and only when equal opportunity can be offered to all representative parties.

H. FEES AND OTHER CHARGES FOR USE OF UNIVERSITY SPACE AND FACILITIES Registered student groups and university units are not assessed user fees for university space. Charges for labor and special services required for an event are assessed on the basis of an established schedule. If any group, person or organization chooses to cancel a scheduled event, the Operations Manager must be notified at least 24 hours in advance. Failure to comply with this requirement will result in assessment of charges as though the event were held as scheduled.

Clean-up Charges: Sponsors must clean up and remove all decorations, trash and other items associated with their event immediately after the event is over. Failure to do so will result in the assessment of a clean-up charge to pay for the labor associated with the removal of any decorations or debris.

P. REASSIGNMENT, REFUSAL OR CANCELATION OF UNIVERSITY SPACE REQUESTS The reservation and use of Florida State University Panama space and facilities is a privilege and not a right. The Operations Manager, in conjunction with other appropriate administrative officers, reserves the right to reassign, refuse or cancel space reserved by any group, organization or individual.