

TALLAHASSEE COMMUNITY COLLEGE ADMINISTRATIVE PROCEDURES

TITLE: Use of Facilities	NUMBER: 11-02-2AP
AUTHORITY: Florida Statute: 1001.64, 1001.65, 1013.10	SEE ALSO: <ul style="list-style-type: none"> • Board Policy 11-01, Access to College Facilities and Property • Board Policy 11-02, Scheduling Activities and Facilities
UPDATED: 08/28/17, 08/14/19	

A. PURPOSE

All College premises are reserved primarily for educational use including, but not limited to, instruction, research, public assembly of college groups, student activities, and other activities related to the educational mission of the College. In service to our College community and the larger community, College facilities may be available when the facilities are not in use for College purposes. This procedure describes the rules governing the reservation and use of Tallahassee Community College (TCC) facilities by TCC students, employees and groups, as well as by non-College individuals and entities. The intent of this procedure is to ensure optimum use of resources and to develop and maintain good public relations with individuals and groups wishing to use these resources.

B. DEFINITIONS

Activity Owner A full-time College faculty member or employee responsible for event coordination and policy adherence.

Adequate Standard of Service– For all students, faculty, staff, and visitors on campus, the College has a degree of responsibility for their safety and comfort. Therefore the College has established a standard of service for all use of facilities. This standard will be considered for each facility use. This may include but is not limited to security and custodial services.

College Sponsored Activity – Any activity, event or meeting that is scheduled as part of the normal operations of the College. This may include but is not limited to a College athletic event, a business meeting, a College sponsored event for students, or a faculty lecture series.

College Facilities – College facilities includes all land, buildings, facilities and other property in the possession of, owned, controlled, or leased/rented by the College, at all campus sites.

TALLAHASSEE COMMUNITY COLLEGE ADMINISTRATIVE PROCEDURES

Normal Business Hours – For the College’s main campus, Tallahassee Community College Police Department and Facilities staff will be provided from 8:00 AM until 11:00 PM Monday through Friday and from 8:00 AM until 6:00 PM on Saturdays. This does not include official campus closures.

All other College campuses will provide services and support staff, related to facilities use, in accordance with reservation requirements, and campus hours and ability.

C. PROCEDURE

Activity Owner

Any individual or entity reserving College facilities must have a designated activity owner that is a full-time College faculty member or staff member. In many cases this may be the Auxiliary Services Manager or designated College personnel.

Activity owners are responsible for the following:

- Submit required forms prior to the anticipated event start date. Coordinate use of facilities and conference space with the College’s Auxiliary Services Manager or designated College personnel.
- Provide instructions and restrictions on use of facilities to participants.
- Inspect facilities immediately prior to and after each session.
- Familiarize participants with College policies.
- Contact Campus Police in the event of an emergency.
- At conclusion of event, confirm duration of use for assessment of fees.
- At conclusion of event, confirm utilized spaces are secured and all participants have exited facilities.

Risk Management

The activity owner is responsible for complying with all College rules and requirements relating to risk management procedures. The activity owner is responsible for contacting the College’s Auxiliary Services Manager or designated College personnel to submit required forms.

To Reserve Facilities

An individual or entity may request to reserve College facilities for the following purposes:

TALLAHASSEE COMMUNITY COLLEGE ADMINISTRATIVE PROCEDURES

1. **A College Sponsored Activity** – Any faculty or staff member may request to reserve College facilities for a College sponsored activity. Such request may be made via the College’s online facility management system. For requests made to use such facility outside of normal operating hours, the faculty or staff member must complete a *Request for Use of Facilities Form*. Such form must be completed no later than 5 business days prior to the start of the event and submitted to the Auxiliary Services Manager or designated College personnel. The Auxiliary Services Manager or designated College personnel is responsible for approving such requests, after consulting departments or divisions whose services might be required.
2. **A Meeting, Conference or Event** - Any individual or entity reserving a College facility, including but not limited to a conference room, classroom, building, athletic field, gymnasium, auditorium or outdoor space must complete a *Request for Use of Facilities form*. Such form must be completed no later than 5 business days prior to the start of the event and submitted to the Auxiliary Services Manager or designated College personnel. The Auxiliary Services Manager or designated College personnel is responsible for approving such requests, after consulting departments or divisions whose services might be required.
3. **Individual Use of Equipment, Gymnasium, Workout Facility** - The independent use of the gymnasium, athletic fields, or workout facilities are limited to current registered students, faculty or staff, during normal business hours. A current faculty or staff may bring one guest per visit, provided that the guest has completed the *Individual Guest Facility Use Form* acknowledging that such equipment and facility is used at their own risk and that they are accompanied at all times by the staff member. Such forms must be submitted to the Facility Manager prior to any use of facilities or equipment. In addition, all guests must sign in and out when using the athletic facility.
4. **A Florida College System School for a College Athletic Activity** – For visiting teams from other Florida College System schools, the College gymnasium, athletic fields, or workout facilities may be available. A completed *Request for Use of Athletic Facilities Form* must be submitted to the College Athletic Director, no later than 5 business days prior to the date of the requested usage of College facilities. For requests made that will occur during normal business hours as defined above, the Athletic Director must ensure that such space is available and adequately reserve that space via the College’s online facility management system. For requests made to use such facility outside of normal operating hours, the Athletic Director will coordinate availability, scheduling and adequate standard of service with the Auxiliary Services Manager. The Auxiliary Services Manager is responsible for approving such requests, after consulting departments or divisions whose services might be required. The Athletic Director, Lifetime Sports Complex Manager or designee must be on-site during use of the facilities.
5. **A College or University for Purposes of Preparing for an Athletic Activity** - For visiting teams from other Colleges or Universities, the College gymnasium, athletic fields, or workout

TALLAHASSEE COMMUNITY COLLEGE ADMINISTRATIVE PROCEDURES

facilities may be available. A completed *Request for Use of Athletic Facilities Form* including evidence of insurance must be submitted to the College Athletic Director, no later than 5 business days prior to the date of the requested usage of College facilities. For requests made that will occur during normal business hours as defined above, the Athletic Director must ensure that such space is available and adequately reserve that space via the College's online facility management system. For requests made to use such facility outside of normal operating hours, the Athletic Director will coordinate availability, scheduling and adequate standard of service with the Auxiliary Services Manager. The Auxiliary Services Manager is responsible for approving such requests, after consulting departments or divisions whose services might be required. The Athletic Director, Lifetime Sports Complex Manager or designee must be on-site during use of the facilities.

6. **A Secondary School for an Athletic Activity** - For visiting teams from Secondary Schools, the College gymnasium, athletic fields, or workout facilities may be available. A completed *Request for Use of Athletic Facilities by Secondary Schools Form* including evidence of insurance and signed Statement of Responsibility, must be submitted to the College Athletic Director, no later than 5 business days prior to the date of the requested usage of College facilities. For requests made that will occur during normal business hours as defined above, the Athletic Director must ensure that such space is available and adequately reserve that space via the College's online facility management system. For requests made to use such facility outside of normal operating hours, the Athletic Director will coordinate availability, scheduling and adequate standard of care with the Auxiliary Services Manager. The Auxiliary Services Manager is responsible for approving such requests, after consulting departments or divisions whose services might be required. The Athletic Director, Lifetime Sports Complex Manager or designee must be on-site during use of the facilities.

7. **Individuals or Organizations for Purposes of Operating a Camp or Clinic** – Employees of the College, should refer to procedure 11-02AP, College Sponsored Camps and Clinics. Individuals or entities that are not employees of the College should follow the procedure outlined in Section (C) (2) above for reserving the use of facilities for a meeting, conference or event.

Priority Use

College use of all facilities shall have absolute preemptive priority over use by non-College individuals or entities. The College reserves the right to cancel, postpone, or alter arrangements for any event if necessary. If an existing reservation is in place, the College will not cancel that event for a priority request. In determining the reservation of facilities, the College will prioritize new requests as follows:

1. Instructional use
2. Use by Campus entities

TALLAHASSEE COMMUNITY COLLEGE ADMINISTRATIVE PROCEDURES

3. Use by off-Campus educational and/or professional entities whose activities are relevant to the College
4. Use by State Agencies or other government entities.
5. Use by off-Campus charitable entities which are federal and state tax exempt
6. Use by College employees for personal purposes
7. Use by other off-Campus entities or individuals

Applicants may be denied reservation of College facilities, under the following circumstances:

1. A contract has not been fully executed.
2. The individual or entity has previously abused or misused College facilities, equipment or other property.
3. The individual or entity has outstanding debt to the College.
4. Required insurance cannot be provided.
5. The individual or entity has previously violated College policies, or federal, state, county or municipal ordinance or law.
6. Unsafe events or events that may threaten harm.

Fees

The College will assess a fee for the use of facilities. The fee schedule is determined according to the type of facility requested and the duration, and is provided in the *Request for Use of Facilities Form*. The Auxiliary Services Manager or designated College personnel will determine the final fee assessed. College employees will receive a 50% discount off of the standard fees for personal use of College facilities.

Restrictions on Use

1. Individuals or entities using College facilities may not use College facilities for a purpose that is unlawful or in violation of any federal, state, county or municipal ordinance or law.
2. Individuals or entities using College facilities may not use the College for activities, which are deemed to compete with, or undesirably duplicate College classes, programs or activities, or be in conflict with established College objectives or policies.
3. Individuals or entities using College facilities may not assume or imply that permission to use College facilities represents College endorsement or sponsorship of the group, its purposes or activities. Note: The College reserves the right to require a disclaimer be placed on all advertisements related to the use of the facility. The Disclaimer shall read: "Tallahassee Community College is not affiliated with and does not necessarily endorse the opinions, beliefs, statements, writing, and philosophies expressed by this activity or its participants."
4. Individuals or entities using the College facilities may not refuse College officials entry to facilities in which the group's activity is being held.

TALLAHASSEE COMMUNITY COLLEGE ADMINISTRATIVE PROCEDURES

5. Individuals or entities using the College facilities may not limit, restrict, materially or substantially disrupt or in any way inhibit the normal instructional programs of the College or other College activities.
6. Individuals or entities using College facilities may not publicize the event for which College facilities are being requested prior to confirmation of facility reservation.
7. The College reserves the right to require approval of any public event advertising that references the College, its logo, or the College's facilities.
8. Individuals or entities using College facilities may not have alcoholic beverages, without compliance with Policy 12.03 – Controlled Substances and Alcoholic Beverages, or illegal recreational drugs on the premises or grounds.
9. Individuals or organizations may not tape or in any way adhere signage to walls, doors, or other painted surfaces. Permission must be granted by the Auxiliary Services Manager or designated College personnel prior to hanging of any signage. Once permission is granted, signage must be hung as directed by the Director of Facilities Management.
10. All visitors are expected to obey the traffic regulations and park only in designated areas.
11. Open flames, fireworks, and pyrotechnics are prohibited on campus.
12. Firearms are prohibited on campus as outlined in Policy 12.17 - Firearms.

D. FORMS (IF ANY)

Request for Use of Facilities
Use of Athletic Facilities
Use of Athletic Facilities for Secondary Schools
Guest Use of Athletic Facility