

College Operating Procedures (COP)



Procedure Title: Facility Reservations - Registered University Partners
Procedure Number: 04-0602
Originating Department: Office of Financial Services

Specific Authority: §1001.64
Board Policy 6Hx6:2.01; 6Hx6:7.01
Florida Statute §1001.64; 1001.65; 274
Florida Administrative Code 6A-14.054(11)

Procedure Actions: Adopted: 05/09; 06/09; 10/10; 11/1/10

Purpose Statement: This procedure establishes guidelines for contracting & billing of customer for the use of College facilities for registered University Partners.

Guidelines:

This procedure applies to facilities reservation contracts executed by the Office of Baccalaureate & University Programs which pertains to the use of the College grounds and/or buildings and may include the use of College staff, equipment and other College supplied non-instructional services.

Procedures:

- I. REGISTERED UNIVERSITY PARTNERS' FACILITIES RESERVATION, CONTRACT FORM BO-025
 - A. The Office of Baccalaureate & University Programs will establish the terms and conditions by agreement for all registered University Partners. The Dean of Baccalaureate & University Programs may coordinate with the Campus Presidents for space availability in the form of classroom and/or office space district wide.
 - B. All registered University Partners' requests for facilities reservations are made through the Baccalaureate & University Programs Office on the Lee Campus.
 - C. The Registered University Partners' Facilities Reservation Contract Form BO-025 is completed with the Office of Baccalaureate & University Programs where room rates and availability are verified and confirmed.
 - D. The Office of Baccalaureate & University Programs forwards a copy of the completed BO-025 Contract Form to the Office of General Counsel for Insurance Verification. The registered University Partners who are governmental agencies will be required to supply a Certificate of Insurance as proof of coverage. Those agencies in the private sector will be required to provide coverage for Florida

SouthWestern State College as additionally insured within the limits of \$1M each occurrence and \$2M general aggregate.

- E. After confirming all documents and insurance requirements are satisfied. Payment will be forwarded to Lee Cashier's by The Office of Baccalaureate & University Programs. Cashiering will forward a copy of the invoice and receipt of payment to the Office of Baccalaureate and University Programs and Auxiliary Services. Only Lee Cashiers will invoice the registered University Partners.
- F. Any fees waived or refunded should be substantiated by an approving signature from the appropriate Campus President, Senior Vice President or designee. Registered University Partners Facility Reservation Contract Form BO-025 and insurance requirements are required regardless of approval of waived fees.
- G. A completed packet, including Contract Form BO-025, Certificate of Insurance, Invoice and Cash and Check Receipt/Deposit – Form BO-042 will be forwarded to the Manager of Auxiliary Services.

II. PAYMENT PROCEDURES

- A. Payments are to be submitted to the Cashier's Office on a Cash and Check Receipt/Deposit – Form BO-042 including detail codes. Completed Cash and Check Receipt/Deposit form must accompany check.
- B. Payment is due no later than fifteen (15) business days prior to the start of the academic semester or special event. Lee Cashiers will send copy of payment to the Manager of Auxiliary Services to confirm payment.

III. CANCELLATION OF A CONTRACT

- A. The College will cancel a contract for a special event, or reassign classrooms, if all pertinent documents including proof of insurance and payment in full are not received fifteen (15) business days prior to the event date/start of the academic semester.
- B. The Manager of Auxiliary Services will notify the Office of Baccalaureate & University Programs of all contracts which have been cancelled due to non-payment.

LIST OF REQUIRED PAPERWORK:

- Completed registered University Partners Facility Reservation Contract Form BO-025
- Proof of Insurance
- Cash and Check Receipt/Deposit – Form BO-042