

District Board of Trustees Policy (BOT)



Policy Title: Use of College Facilities

Policy Number: 6Hx6:7.01

Specific Authority:

Florida Statute 274.03; 1001.64; 1001.65(6)
Florida Administrative Code

Policy Approved: 4/23/92; 7/14/98; 08/23/05; 02/18/09; 11/24/09; 01/27/15

Policy:

The following guidelines are established regarding the Use of College Facilities:

1. **GENERAL:** When not in use for regular College classes and/or activities, College facilities may be used by the general public. This Board Policy does not include the Barbara B. Mann Performing Arts Hall, which comes under separate rental and use provisions.
2. **PRIORITIES:** The following priorities for use of College facilities will be followed in the order given:
 - a. Scheduling for the credit program of the College.
 - b. Continuing Education programs and activities and other non-credit activities of the administration, faculty, student body, or other College department or unit.
 - c. Events and/or activities sponsored by groups or individuals from the general public.
3. **PROVISIONS AND STIPULATIONS:**
 - a. Such use will be limited to educational, informational, and/or cultural programs of interest to the community.
 - b. Such use will be governed by the provisions of this Board Policy and appropriate College Procedure implementing this Policy.
 - c. The sponsoring group or person may be required to provide the content of the program or activities to be presented to the College in advance.
 - d. The College reserves the right to decide if the program or activity is appropriate for use of College facilities, and the College reserves the right to deny use of College facilities to any person or group at any time.
 - e. Commitments for use of College facilities cannot be made for periods for which credit schedules have not been officially published and released. The earliest advanced booking of space is normally six months.

- f. The sponsoring person or group will hold the College harmless for any loss, damage, cost, or expense that may arise or be caused through use of College facilities. The College will also be held harmless for any claims or liability for worker's compensation, property damage or personal liability which may arise or accrue by reason of use of College facilities or property.
- g. The sponsoring person or group may be required to provide appropriate liability insurance as a condition of use. This determination will be made by the College on an individual case basis.
- h. The sponsoring person or group (regardless of non-profit status) will be required to cover all expenses incurred by the College which are considered to be above normal College operating expenses (e.g., custodial, security, power).
- i. No one individual or group will be allowed to monopolize the use of College facilities.
- j. Programs/activities/persons of a highly controversial nature will normally not be allowed to use College facilities. The exception to this may be when such programs/activities/persons are considered by the College to be in the public interest and when arrangements are made to insure that all sides of the controversy are presented, with all sides having equal opportunity and time to present views, arguments, etc., to a common audience.
- k. The user is at all times subject to the policies and procedures of Florida SouthWestern State College.