

PENSACOLA STATE COLLEGE
MANUAL OF PROCEDURES

Procedure Title:	Use of Facilities, Service and Equipment	<u>Number</u> 115
Related Policy:	Facilities and Equipment (Use of) – 6Hx20-1.015	<u>Page</u> Page 1 of 5

I. Purpose

To establish an overall statement of procedure pertaining to the use of College facilities, services, and equipment (Facilities).

Approval to use College facilities may be given by the President or the President’s designee. The criteria for approval, and the rates (Fees) are approved by the President.

Priority of Use

PSC’s Mission and Vision Statements are to be the primary focus.

A. Internal Entities (Facilities Users)

1. Educational Functions of Pensacola State College (College)
2. Recognized College Clubs or Organizations (Groups)
3. Direct Support Organizations (DSOs)

B. External Entities (Licensees / Facilities Users)

1. Government Agencies
2. Public Schools
3. Community or Civic Organizations
4. Non-Profit and Not-For-Profit Organizations
5. For Profit Organizations
6. Private citizens for select ceremonies

II. Fees, Scheduling, and Processing

Fees shall apply for the use of all Pensacola State College facilities when the function or activity (Event) is not a College educational purpose or is not sponsored directly by the College.

- A. Only the College President may waive fees. The President’s signature specifying the waiver is required. No fee waivers can be given for expenses incurred by the College for which no refund can be obtained.
- B. All internal and external inquiries regarding facility use (Requests) must use the college’s scheduling platform (platform).

- C. Requests are to be submitted a minimum of 30 days prior to an anticipated date of use.
- D. Requests received within 30 days of the anticipated date of use may not be processed without President's approval.
- E. Requests serve only as an initial inquiry, therefore there is to be no advertising or other means of obligating the use of College facilities without written approval as defined in section II. N., below.
- F. Only select facilities, rooms, and areas (Spaces) are available for use. These spaces may change from time to time as determined by the College and are listed separately.
- G. Inquiries and questions received outside of the platform are to be directed to Special Events by calling, 850.484.1900 or 850.484.1903.
- H. A designated Special Events Scheduler (Scheduler) gathers contact information and informs the requesting party that an introductory email will be sent within the next 3 business days. The introductory email is to include the following information and statements:
 - a. The link to PSC's scheduling platform.
 - b. Facilities Use requests submitted within 30 days of the desired date of use may not be processed.
 - c. All requests are required to provide a Preferred date of use and an Alternate date of use.
 - d. Exhibit A "For Reference Only."
- I. If tax-exempt status is claimed, the requesting party must provide their current Florida certificate of exemption before preparing quotes or documents.
- J. Quotes may only be prepared by designated schedulers after sufficient information has been received from the requesting party. Quotes, agreements, and associated documents are generated using the platform.
- K. The platform consists of various components including calendars, inventories, facilities drawings, calculations, and other system-based information.
- L. Fees for space, equipment, and services provided by Pensacola State College will be applied in accordance with the Fee Schedule.
- M. Schedulers are the liaisons between the College, the facility user, and each College department involved. Prior to approval of facilities use the schedulers gather information, research the availability of equipment, staff, and other resources to make determinations and to develop a plan. The scheduler is also responsible for sharing various notifications, confirmations, and cancellations.

- N. Quotes are based on the information received from the requesting party and are emailed from the scheduler to the requesting party.
- O. The requesting party is required to sign the quote and return it to the scheduler via email within 3 business days. This signed and returned quote serves as acceptance and confirmation of the date(s), and space.
- P. Updates and additions to the quote should be discussed and agreed upon prior to signing the quote or preparing the Agreement.
- Q. Addendums are required for changes that have an impact on the Agreement.
- R. The Agreement, Exhibit A, and associated documents should be emailed to the Facility User within 3 business days following the receipt of the signed quote.
- S. Payment instructions are to be included in the Agreement.
- T. 50% deposit is due with the fully executed Agreement and Exhibit A no less than 21 days prior to the intended use of the space. Schedulers are to share payment reminders with facilities users.
- U. Event and facilities use will be cancelled if payment in full has not been received 14 days prior to intended use of the space.
- V. Deposits and payments become non-refundable if a cancellation occurs within 14 days of intended use of the space. See exception: Exhibit A, Paragraph 12.
- W. Counter signatures of applicable documents will be obtained by the scheduler. Once complete, the final documents are emailed to the appropriate recipients by the scheduler.
- X. Student Financial Services is to email payment receipts to Special Events and the facility user as payments are received.
- Y. The Certificate of Insurance (COI) is due 14 days prior to event start date. The COI is to be submitted to scheduler only after it is verified by the facility user for accuracy according to the insurance parameters specified in Exhibit A, Paragraph 5.

III. Specific Restrictions

- A. Facilities Users, their agents, attendees, etc. shall not consume, possess, sell, serve, or otherwise make available while occupying the space, alcoholic beverages.

1. If alcoholic beverages are desired or anticipated the facility user must submit specific disclosure to the scheduler for review and approval.
 2. If the College grants approval for the specified alcoholic beverages, the approval will be made part of the Agreement and the facility user is to have these details added to the Certificate of Insurance.
- B. There are to be no sales of any kind, including but not limited to food, drink, entry fees, tickets, merchandise, etc. without the facility user submitting to the scheduler details regarding items to be sold.
1. If the College grants approval for sales, the approval will be made part of the Agreement. Facility user, person or entity offering items for sale (Vendor) must be registered with the Florida Department of Revenue to collect, report, and remit sales tax.

IV. Sponsors, Sponsored Groups, Co-sponsorships

- A. A Sponsor (Sponsor) is an eligible College employee that represents and works with an officially recognized student Group. The Group must be in good standing in accordance with the College documents that govern such Groups. Individual employees that are not Sponsors of such a Group, or who do not meet these criteria cannot co-sponsor facilities use or events.

The Sponsor must be directly involved in all planning, communication, processing and signing of documents and follow-through with various College departments. The Sponsor must be present at the Event presented by the Group to act as the College liaison between the Group, the College, or the Co-sponsored entity, while upholding College Policies and Procedures.

- B. Co-sponsorships are relationships where a College department or recognized College Group submits an inquiry via the platform noting that an external organization will be invited to cooperate in the event. Co-sponsorships are limited in duration to individual events or facilities use Agreements. Co-sponsorships are eligible for reduced fees. The College department or Group may share the payment of fees with the external organization. Please note: If an external organization expresses interest in the use of College facilities for their purposes, they are to be directed to Special Events.

V. Applicable to All Facilities Use

- A. Miscellaneous event-related details such as proper scheduling, third party vendors, delivery, and assembly of décor, etc. are to be completed, organized, priced, and gathered by the Licensee, Facility User, Sponsor, the Sponsored Group, or the Co-Sponsored organization directly.

- B. Agreed upon space(s) may only be occupied by the facility user during the times and on the day(s) detailed in the Agreement.
- C. Access to the space to be used, and staffing of events that occur outside of normal hours of operation is considered after-hours (After-hours).
- D. After-hours includes times and days when the College is closed, assigned staff are normally off duty, weekends, Spring Break, Winter Break and Holidays that are recognized by the College. Facility users, sponsors, etc. are encouraged to select alternate times or dates to avoid these additional fees.
- E. After-hours use may be subject to overtime.
- F. Normal hours of operation are times and days when the College is already open and assigned staff are available during a regular workday.

Responsible Official	Director of Facilities, Planning and Construction
----------------------	---

President's Signature:		Date: 01/08/2024
------------------------	---	------------------