



# Policy

## **UNIVERSITY POLICY SA-02.03-04/19**

**TO:** The University of West Florida Community

**FROM:** Dr. Martha D. Saunders, President

**SUBJECT:** Use of University Facilities for Events and Activities

**Responsible Office:** Division of Enrollment and Student Affairs

### **I. Purpose:**

Describes UWF Standard Practices for Use of University Facilities for Events and Activities

### **II. Who Does this Govern and Who Needs to Know this Policy?**

Staff responsible for managing facility use and any University personnel using University facilities for events and activities.

### **III. Definition of Terms:**

"Facilities" shall mean all University buildings and properties exclusive of those buildings and properties managed by the University Foundation, the Pensacola Historic Trust (West Florida Historic Preservation, Inc.) or UWF Business Enterprises, Inc.

### **IV. Policy Statement:**

- A. All University facilities are subject to an established space assignment, utilization policy and related procedures managed by the Division of Finance and Administration, with the exception of the University Commons, Housing, Recreation, and Intercollegiate Athletics which are managed by those departments. University facilities are scheduled on a priority basis to serve university needs and, when available, to accommodate non-university groups and the general public.
- B. First priority for use of university facilities is the activity normally scheduled for the space as it is officially classified by the University; second priority is for activities sponsored by University departments and members of the University community.
- C. Departments and designated staff responsible for scheduling facilities shall ensure that these spaces are used according to State University System and the University of West Florida regulations, policies, standards and priorities. The University will require evidence that sponsors are aware of and intend to comply with the University's policies and/or regulations pertaining to minors.

**V. Procedures:**

- A. University Use: University use may take the form of either university sponsorship or co-sponsorship of an event or activity.
1. University sponsorship is defined as any event or activity exclusively sponsored by an official unit of the University and does not involve any non-university agency or organization as cosponsor. Sponsoring departments or organizations are responsible for reserving facilities and processing work requests in a timely fashion. University groups may be assessed costs determined by the requirements of the facility utilized and/or the special needs of each event.
  2. On occasion, an official unit of the University may agree to co-sponsor an event or activity with a non-university organization. Co-sponsorship is not intended to be a mechanism for non-university users to avoid rental and service charges, therefore University co-sponsorship of an event or activity is subject to the following conditions:
    - a. The event is initiated by an officially recognized university agency;
    - b. The university agency is primarily responsible for implementing and producing the event;
    - c. The university agency is primarily responsible for planning the event;
    - d. The event has a clear, direct connection and substantial relationship to the purposes of the university agency; and,
    - e. The event has logical and demonstrable relationships to the objectives and mission of the University. University cosponsored events must be approved by the appropriate department or division head. University offices responsible for scheduling facilities are accountable for confirming approval for cosponsored events.
  3. Revenue Generating Co-sponsorships. In the event that such cosponsored use involves generating revenues from ticket sales, registration fees, or other charges, the event will be subject to appropriate rental fees and/or service charges for space, staff, and equipment. Sponsoring university departments or university organizations are responsible for reserving facilities and processing work requests in a timely fashion.
  4. Non-Revenue Generating Co-sponsorships. In the event that no revenue is generated, only such charges as would routinely be assessed and collected directly by applicable university departments would be applicable. Examples of such charges might include: security, special plant operations fees, and damage charges. Sponsoring departments or organizations are responsible for reserving facilities and processing work requests in a timely fashion.
- B. Non-University Use/Facility Rental: University Commons Event Services is responsible for managing the rental of all University facilities, except Athletic and Recreation facilities, to non-university groups and the general public. Recreation and Athletic Facilities Services is responsible for managing the rental of all Athletic and Recreation facilities to non-university

groups and the general public.

1. Non-university groups and the general public may request use of facilities through the designated management staff. The designated staff will process appropriate facility reservation forms, coordinate necessary services, and assess all fees and charges. All rental contracts will be executed in compliance with the University's "Authority to Sign Contracts and Other Documents" policy.
2. Use of facilities by non-university groups is generally restricted to special events and limited series. Facilities are not scheduled for frequent, continuing activities, unless approved by the University Commons and Event Services.
3. Rental rates will be established and periodically reviewed. Changes in or exception to rental rates will be approved by the Vice President for Enrollment and Student Affairs or designate.
4. Procedures will be maintained to ensure adequate billing, collection, and other business management activities that comply with University standards and requirements.
5. Standard contractual requirements will be established and periodically reviewed and approved by General Counsel.

C. Special Requirements for Athletic and Recreation Facilities

1. Except as noted below, Recreation and Intercollegiate Athletic facilities are governed by the policies described above.
2. The first priority is for the regular university recreation and intercollegiate athletic programs normally assigned use of those facilities. In the event of conflict among regular university programs, priority will be given to:
  - a. Instructional programs;
  - b. Organized Recreation and Athletic programs;
  - c. Non-credit programs;
  - d. Special event; and
  - e. Open recreation.
3. The second priority is for activities and events scheduled by university departments or organizations. The third priority is for activities and events scheduled by non-University sponsors.
4. The Sports Complex (Varsity Soccer, Track, Baseball, and Softball fields), Pen Air Field, and University Park Field are not available for rental without authorization from the Athletic Director. In the event that authorization is granted, all applicable policies, procedures, and pricing shall apply. The Athletic Director shall ensure, by frequent

visual inspection and consultation with the athletic field caretakers, primary users, and the University Landscape Services Department that managed turf areas do not receive excessive wear and tear due to high frequency of use.

5. The Field House, Argonaut Athletic Club, and the first floor of the Gooden Center are not available for rental without authorization from the Athletic Director. In the event that authorization is granted, all applicable policies, procedures, and pricing shall apply.
6. Use of the University of West Florida Aquatic Center is established in a separate University policy statement of that title.

D. Special Requirements for On Campus Weddings

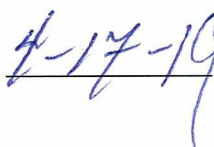
1. Generally weddings and wedding receptions will follow the same procedures and be subject to the same rental fees as any other special event. However, in the interests of promoting a spirit of unity and celebration within the UWF community, an exception to the standard rental policy will be made when either the prospective bride or groom or a parent of either the bride or groom is a student, faculty member, staff member or alumni of the University of West Florida. In these cases, a discounted facility rental fee will be applied plus any direct costs (special staffing and set-up/clean-up, catering, and any necessary security).
2. Individuals wishing to arrange for a wedding on campus must contact University Commons Event Services to arrange and confirm all bookings, arrange all set-up and other requirements, and coordinate catering if necessary. Wedding sponsors will be required to sign a contract outlining applicable terms and conditions.

**Authority and Related Documents:** UWF Regulation 2.005

**APPROVED:**

  
Dr. Martha D. Saunders, President

Date:



History: SA-02.00-06/01 created June; amended February 2014; amended April 2019.