
**LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURE**

TITLE: COLLEGE EVENTS AND FACILITY USAGE

NUMBER: PRO 7-16

REFERENCE: 6A-2.0111, Florida Administrative Code (SREF)
6A-14.0262 Florida Administrative Code
Florida Statute 1004.097
Board Rule 2.13 Games of Chance
Board Rule 2.14 Alcoholic Beverages
Board Rule 2.15 Smoking Regulations
Board Rule 6.12 College Property
Admin. Pro. 2-14 Animals on Campus

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I. PURPOSE

To establish a framework for the booking, planning and the management of meetings and events using Lake-Sumter State College (LSSC) property and facilities for both College and non-College personnel.

II. RESPONSIBILITY

The coordination and provision of space for meetings, events, and activities is the responsibility of the Executive Director of Events.

III. OBJECTIVES

Lake-Sumter State College is committed to assisting students, faculty, staff, and visitors in engaging in educational, civic and cultural activities by providing a comfortable, safe and secure environment. LSSC will designate limited indoor and outdoor spaces for meetings, events, performances and activities for purposes that support the College's mission and the student experience. The function planned should not duplicate or conflict with any LSSC programs or the College's mission, vision, or interfere with daily operations.

IV. DEFINITIONS

- a. **Event Software**-the event management booking system used to track all internal/external meetings, events, classrooms and community activities both on-campus and off-site.

- b. **Meeting**- any gathering that uses the standard room configuration and does not require the movement of room furniture or additional setup.
- c. **Event**- gatherings that require additional resources such as, special seating, arrangements, tables, chairs, linens, food, technology, and security.
- d. **Internal group**- An LSSC hosted meeting(s)/event(s). This includes students, faculty or staff representing Lake-Sumter State College.
- e. **External group**- any non-LSSC sponsored, independent group; may be governmental, for profit, or not-for-profit. This includes students, faculty or staff acting outside of LSSC official college business. These activities will be charged according to the Rental Fee schedule regarding external events, meetings, and or activities requested.
- f. **Department** - A unit within the LSSC organizational structure to which a funding account number has been assigned.
- g. **Educational Facilities** - The buildings and equipment that are built, installed or established to serve LSSC's mission.
- h. **Educational Plant** - The buildings, equipment, grounds necessary to accommodate students, faculty, administrators, staff, and the activities of the educational program at LSSC.
- i. **Grounds** - That area which includes, but is not necessarily limited to, all patios, exterior walls, grassed areas, playing fields and parking areas located within the legal boundaries of the educational plant.
- j. **Instructional Space** - Any indoor or outdoor area used for study or instructional purposes (classroom, labs, auditoriums, pavilions, etc.).
- k. **Large Event** - 100 Attendees or more
- l. **Operations** - Activities that keep the educational plant open and ready for use such as cleaning, disinfecting, heating, cooling, lighting, power, communications, set-up/tear-down, grounds care and security.
- m. **Organization** - A licensed body of persons organized for some purpose or work.
- n. **Small Event** - 99 attendees or less
- o. **LSSC Events** - gatherings that require additional resources such as special seating arrangements, linens, and or food ([www.lssc.edu/theevent software](http://www.lssc.edu/theeventsoftware))
- p. **LSSC Meeting** - any gathering that uses the standard room configuration and does not require the movement of room furniture or additional setup. (www.lssc.edu/bookameeting)
- q. **Student Engagement** - gatherings that are for student life or student club meetings. (www/lssc.edu/students)
- r. **LSSC Instructional Spaces** - any instructional space that is used for LSSC classes, Workforce Development, and Lake Tech Classes. (www.ssc.edu/classrooms)
- s. **Lakehawk Sports** - Any athletics related practice, weight room training, or game. (www.lssc.edu/sportschedule)
- t. **Recruiting Off Site** - Any recruiting event held off campus that does not need any additional accommodations (www.lssc.edu/recruitingoffsite)
- u. **Lake County Library** - Any Cooper Memorial Library or Friends of Library events and meetings (www.lssc.edu/lakecountylibrary)
- v. **Community Site** - gatherings for Non-LSSC groups where revenue is anticipated.

V. BACKGROUND

- a. 6A-2.0111, Florida Administrative Code (SREF) establishes operating standards for state College facilities.
- b. 6A-14.0262, Florida Administrative Code provides authority for the College President to ensure such standards are maintained.
- c. The remainder of the References assign responsibility to the President, or his/her designee, while ensuring the proper utilization of college facilities, and establishes policy and conditions for the use thereof by college or non-college personnel. Those procedures deemed necessary and essential for the administration of these requirements are set forth herein.

VI. MEETING SPACE RESERVATIONS

Internal group requests for space will generally take precedence. College facilities shall be scheduled in accordance with the following priorities:

Priority 1 – Credit classes and those events held in direct support of such classes.

Priority 2 – Non-credit classes and those events held in direct support of such classes.

Priority 3 – Recruitment and Student Activities support, and those events held in direct support of the College's mission, which does not qualify for Priority 1 or 2 scheduling.

Priority 4 – College-sponsored or co-sponsored events or activities, including those events or activities conducted by college direct support organizations.

Priority 5 – Events or activities conducted by other local educational institutions

Priority 6 – Non-College sponsored events or activities conducted by State of Florida approved non-profit organizations.

Priority 7 – Non-College sponsored events or activities conducted by commercial organizations, or by any other individual, group, agency or organization not covered by Priorities 1 through 6 above.

In the event of a last-minute change, alternate spaces may be assigned by the Events Department. Reservations must be initiated by the reserving party in the event software. Email and verbal requests will not be honored.

a. Internal Group Reservation Process

1. All requests must contain complete information regarding the meeting requestor and contact information.
2. Meetings must use the standard room configuration. The Events Department may deny an event reservation request for non-standard configuration.
3. All extra services such as technology assistance, HVAC after hours, etc. must be included in the reservation request by the reserving party.
4. Same day reservation changes for internal meetings and events are not guaranteed.

Note: Standing meeting reservations should be made at least two weeks in advance and can be made for one academic year at a time.

VII. EVENT SPACE RESERVATIONS

Internal group requests for space take precedence over non-LSSC group requests unless a non-LSSC reservation has been confirmed.

a. Internal Group Reservations

The reserving party must initiate the reservation request by submitting an Event Request Form on the events management site. **Events** must be submitted **30 days in advance** for small events and **45 days in advance** of the event date for large events. Reservations cannot be guaranteed if Event Request form is submitted less than the stated number of days above (30 or 45 days in advance). Once the Event Request Form is received, the Events Department will schedule a planning meeting.

1. All requests must use the designated site for event scheduling in the event software and all RSVP functions must be managed in the event software.
2. All departments must select from an approved vendor provided by the Events Department for every request requiring any kind of additional goods, products, or services.
3. A required walk through, preplanning, and debrief will be scheduled for all internal event reservations.
4. Events Department will notify necessary custodial, security, IT, Facilities personnel of any services needed, all details and services must be listed in the event software, such as, special seating arrangements; tables and chairs, additional facilities, technology, and or security support.
5. Linens are required for all events; The host or designee must pick up the linens from the Events Department no less than 24 hours before the event, and returned no later than 72 hours after the event. If the linens are misplaced, lost, or damaged a replacement fee may apply.
6. Food must be coordinated through the Events Department and have allocated funds in the Requester's Department budget. If funds are not allocated for food, speak with your Supervisor.

The request will be sent to the Division Vice President for approval. Upon Vice President approval, the request will be sent to the Events Department for further review and approval. The Events Department will "approve" or "deny" the request. If the request is approved by all parties, a meeting with the President's Vision Team will be scheduled by the President's Office to provide an opportunity to collaborate and create new experiences of events if applicable. After the President's Vision meeting, the Events Operations Team will meet with the requester or liaison of the event or meeting to ensure all details are prepared and addressed. If the request is "denied" at any level of the approval process, the request will be returned to the requester.

VIII. SAFETY REVIEW

Once the Event Request form is received after approval from the Division Vice President and Events Department, the Executive Director of Campus Safety, or their designee, will perform a risk management analysis. If the event is deemed to conform to required safety standards, the Events Department will reserve the event date in the reservation and notify the applicant.

- a. Large Events will be reviewed within five business days of form being received.
- b. Small Events will be reviewed within 2 (two) business days of form being received.

The following non-exhaustive list of events will not be approved: Animal acts/shows (does not include service animals or animals used for instruction) Please see AP 2-14 regarding Animals on Campus

1. Carnival/Amusement Rides
2. Balloon Rides
3. Bungee Jumping
4. Fireworks, pyrotechnics, or explosives
5. Gun or Knife Shows
6. Halloween Haunted Houses
7. Motorized Racing Events
8. Renaissance Fairs
9. Circuses or Rodeos

This list is not all inclusive and each proposed activity will be evaluated at the time of the event request.

- c. To ensure the safety of all participants, all planned activities for the event should be listed on the Event Request Form. Once the Event Request Form is approved, planned activities, or portions of activities may be canceled, however, any addition to, or replacement of, listed planned activities must be reviewed and approved by the Events Department. Failure to do this may result in cancellation of the event. No changes may be made within 3 business days of the event date, other than cancellation or changes made under the authority of the Executive Director of Events or the President.
- d. The Florida Fire Prevention Code requires that all places of assembly must have at least one crowd manager. Where occupant loads exceed 250, additional crowd managers/supervisors are required at the ratio of one crowd manager/supervisor for every 250 occupants (NFPA 101, Section 12.7.6.1). (i.e., A 275-person event = two crowd managers).
- e. Additional Security Officers may be required for any meeting/event over 100 people to handle traffic and additional safety concerns. The need for additional Security Officers will be determined by the type of event activity, size and composition of expected attendance and other information relevant to the event. LSSC reserves the right to require a specific number of Security Officers, and/or law enforcement officers, to work an event to maintain the safety and security of the event. Security officer(s) may be included in the Crowd Manager count necessary for the event. Additional charges may apply.
- a. Neither impede public access to college buildings, or violate any laws, leases and or other contracts. The activity must comply with the safety and security of the College community as well.

IX. GENERAL EVENT CONSIDERATIONS

- a. Facilities should be left in clean condition and undamaged at the conclusion of a meeting or event. An inspection of the facility will be made by the Events

Department before and after the event. It is expected that property and facilities shall be returned in the same condition as found.

- b. All food, food containers, etc. for both internal and external meetings or events must be discarded in the trash cans by the event liaison or designee. A fee will be charged to the unit's budget if the requirement is not met. Internal departments are expected to follow these guidelines and leave the space in the same condition it was found.
- c. The host or designee will be responsible for picking up the food for the event.
- d. User's property and equipment must be removed from college facilities immediately following the event. An additional charge may be added to the final billing to cover the cost of additional clean up, removal of property, and/or damage repair.
- e. Lake-Sumter State College reserves the right to impose reasonable conditions to assure compliance with regulations, and to reject any application from an organization or group that has previously misused facilities or breached an agreement.
- f. Facilities are not available during official College closures. The use of college facilities will be automatically cancelled when the College is closed due to inclement weather or another emergency.
- g. This procedure applies to expressive activities on any Lake-Sumter State College campus as outlined in Administrative Procedure 2-26.
- h. Alcoholic beverages are generally not permitted; however, Board Rule 2.14 makes provisions for an exception. Please refer to this rule for all qualifications and exemptions.
- i. **External Group** reservation process.
 - a. Reserving Party must submit an Event Request Form at least 30 days in advance to the Community Site of the event software through <https://lssc.edu>;
 - b. Based on the information provided, the Events Department will determine if a suitable meeting space is available.
 - c. The Events Department will notify the reserving party within one business day of receipt of a completed Event Request Form of the available space.
 - d. If the space is accepted, the Events Department will book the space in the event software and secure a signed rate estimate to forward to finance for invoicing;
 - e. The requestor will provide a certificate of insurance for their organization to the Events Department or designee.
 - f. The Events Department will enter the booking in the event software and communicate all technology, janitorial, facilities or security assistance that might be necessary to the appropriate personnel.
 - g. A required walk-thru will be scheduled for all external reservations.
 - h. **Large Events** must be submitted **45 days in advance** of the event date. Reservations cannot be guaranteed if Event Request form is submitted less than 45 days in advance. Once the Event Request Form is received, the Events Department will schedule a planning meeting
 - i. **Small Events** must be submitted **30 business days** in advance of the event date. Reservations of the space will not be guaranteed if Event Request form is submitted less than 10 business days in advance. Once the Event Request Form is received, Events Department may schedule a planning meeting.

- j. Then the event will enter the formal approval queue and may be required to schedule additional planning meetings with the Executive Director of Events and the Events Department.
- k. The Events Department will notify necessary custodial, Security, IT, Custodial and Facilities personnel of any services needed; all details and services must be listed in the event request.

X. INSURANCE REQUIREMENTS

The insurance requirements are set by the Florida College System Risk Management Consortium (FCSRMC) and are subject to change at any time.

- b. All external individuals/groups booking meeting, instructional space, or event space must present a Certificate of Insurance (COI) listing the College as an additional payee in the amount of at least \$1,000,000 to Lake-Sumter State College, 9501 U.S. Hwy 441, Leesburg, FL 34788.
- c. All vendors used at any meeting/event must present a Certificate of Insurance (COI) with combined single limits of liability of at least \$1,000,000 listing the College as an additional insured.
- d. Food may be brought in from outside sources such as pizza delivery or pre-made sandwiches without a Certificate of Insurance, however, if the food is to be prepared and served by the vendor on site, they must provide a Certificate of Insurance.
- e. Tenants and Users Liability Insurance (TULIP) coverage may be purchased by individuals or groups who do not have the required liability insurance coverage, at their expense.

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