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**LAKE-SUMTER STATE COLLEGE  
ADMINISTRATIVE PROCEDURE**

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TITLE: INTERNAL COLLEGE EVENTS AND FACILITY USAGE

NUMBER: PRO 7-16

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REFERENCE: a. 6A-2.0111, Florida Administrative Code (SREF)  
b. 6A-14.0262 Florida Administrative Code  
c. Florida Statute 1004.097  
d. Board Rule 2.13 (Games of Chance)  
e. Board Rule 2.14 (Alcoholic Beverages)  
f. Board Rule 2.15 (Smoking Regulations)  
g. Board Rule 6.12 (College Property)  
h. 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, performances and events for purposes that support the College's mission and the student experience.

**IV. DEFINITIONS**

- a. **The Nest-** 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:
- d. special seating arrangements; tables and chairs.

- e. Linens are required for all events; must be picked up from the Events Department no less than 24 hours before your event, and returned no later than 48 hours after your event. If your linens are misplaced or lost, a replacement fee may apply.
- f. food; must be coordinated through the Events Department and within your Event Request(s).
- g. Additional facilities, technology, and or security support.
- h. **Internal group**- LSSC sponsored meeting/event. This includes students, faculty or staff conducting LSSC business.
- i. **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 in Administrative Procedure 7-02 regarding external event requests.
- j. **Classroom** - An instructional space having no special design or equipment and normally utilized for instruction .
- k. **Department** - A unit within the LSSC organizational structure to which a funding account number has been assigned (Enrollment Services, Student life, etc.).
- l. **Educational Facilities** - The buildings and equipment that are built, installed or established to serve LSSC's mission.
- m. **Educational Plant**
- n. **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 campuses.
- o. **Instructional Space** - Any area used primarily for study or instructional purposes.
- p. **Large Event**: 100 Attendees or more
- q. **Normal Classroom Hours** - 8:00 A.M. through 10:00 P.M. Monday through Thursday; 8:00 AM. through 5:00 P.M. Friday and 8:00 AM. through 5:00 P.M. Saturday.
- r. **Normal Working Hours** - 8:00 AM. through 4:30 P.M. Monday through Friday.
- s. **Small Event** – 100 attendees or less

## 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:

- i. Priority 1 - Credit classes and those events held in direct support of such classes
- ii. Priority 2 - Non-credit classes and those events held in direct support of

- such classes
- iii. Priority 3 – Recruitment and Student Activities support and those events held in direct support of the College's mission, mission which does not qualify for Priority 1 or 2 scheduling
- iv. Priority 4 – College-sponsored or co-sponsored events or activities, including those events or activities conducted by college direct support organizations
- v. Priority 5 - Events or activities conducted by other local educational institutions
- vi. Priority 6 - Non-College sponsored events or activities conducted by State of Florida approved non-profit organizations
- vii. 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.

1. Reservations must be initiated by the reserving party in the Nest. Email and verbal requests will not be honored.
- a. **Internal Group** reservation process.
  1. All Nest requests should contain complete information regarding the meeting requestor and contact information;
  2. Meetings must use the standard room set up. 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 nest reservation request by the reserving party.
  4. A required walk through, preplanning, and debrief will be scheduled for all internal reservations.
  5. 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 external group requests unless an external reservation has been confirmed

- a. Internal Group Reservations: LSSC reserves all space for use in meeting its mission, therefore, the reserving party must initiate the reservation request by submitting an Event Request form, on the events site in the nest.
  1. **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.

2. All requests must use the designated platform for event scheduling in the nest and all RSVP functions must be managed in the nest.
3. All departments must select from an approved vendor list provided by the Events Department for every request requiring any kind of additional goods, products, or services.
4. Events Department will notify necessary custodial, security, IT, Facilities personnel of any services needed, all details and services must be listed in "The Nest"

#### **VIII. SAFETY REVIEW**

Once the Event Request form is received, the 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 Event Manager will reserve the event date in the Nest and notify the applicant.

- a. The following non-exhaustive list of events will not be approved:
  1. Hot Air Balloon rides;
  2. Bungee jumping;
  3. Pyrotechnics or explosives;
  4. Gun or Knife shows;
  5. No violent or horror type events
  6. Renaissance fairs (exceptions may apply with certifiable supervision);
  7. Circuses or Rodeos.
- b. 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 Team. 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 on behalf of the President of Lake-Sumter State College.
- c. The Florida Fire Prevention Code requires that all places of assembly must have at least one security officer or designee on-site. 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).
- d. 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.

**IX. GENERAL EVENT CONSIDERATIONS**

- a. Additional Charges may apply.
- b. 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 a member of the LSSC events team before and after the event. It is expected that property and facilities shall be returned in the same condition as found.
- c. All food, food containers, etc. for both internal and external meetings or events must be discarded in the trash cans. A fee will be charged 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.
- 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 on legal or College holidays. The use of college facilities will be automatically cancelled when the College is closed due to inclement weather or another emergency.
- g. This procedure also applies to expressive activities on any Lake-Sumter State College campus as outlined in Administrative Procedure 2-26. Individuals will utilize the meeting or event reservations process outlined in this procedure in compliance with the rights and responsibilities outlined in PRO 2-26
- h. The College recognizes that a speech, demonstration, or event on college property may potentially invite other forms of protest. When these occasions arise, the expression of all parties is important. When appropriate, a separate area may be designated for counter-protesters, college security officers will be present and other security measures will be employed to ensure the safety of all participants and the College community. The College may provide an alternative space for protesters attending an event if, in the reasonable judgment of the College, it is necessary to preserve order and ensure the physical safety of all participants at the event.
- i. 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.