LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURE

TITLE: EXTERNAL COLLEGE EVENTS AND FACILITY USAGE NUMBER: PRO 7-19

REFERENCE: a. 6A-2.0111, Florida Administrative Code (SREF) PAGE 1 OF 6
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)

ENCLOSURES: Event Fee Schedule
Partnership Agreement

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:
   1. special seating arrangements;
   2. food;
   3. Additional facilities, technology, and or security support.

d. ***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.
   a. The function planned should not duplicate or conflict with any LSSC programs or the College's mission, vision, or interfere with daily operations.
   b. 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.
   c. Please refer to Administrative Section 5.2 of the Use of College Facilities or see Terms and Conditions in the Nest to see reservation priorities and hierarchy of conflicts.

e. **Agency** - A commercial or government bureau furnishing some form of service for the public.
f. **Classroom** - An instructional space having no special design or equipment and normally utilized for instruction.
g. **Department** - A division within the LSSC organizational structure to which a funding account number has been assigned (Fiscal Operations, Music Department, etc.).
h. **Educational Facilities** - The buildings and equipment that are built, installed or established to serve education's purposes and which may be lawfully used.
i. **Educational Plant** - The buildings, equipment and grounds necessary to accommodate students, faculty, administrators, staff and the activities of the educational program at LSSC.
j. **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.
k. **Instructional Space** - Any area used primarily for study or instructional purposes.
l. **Large Event-** 100 Attendees or more.
m. **Maintenance** - Those activities that are concerned with keeping the grounds, buildings and equipment at an acceptable level of efficiency.
n. **Normal Classroom Hours** - 8:00 AM. 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.
o. **Normal Working Hours** - 8:00 AM. through 4:30 P.M. Monday through Friday.
p. **Operations** - Those activities concerned with keeping 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.
q. **Organization** - A licensed body of persons organized for some purpose or work.
r. **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 OR EVENT SPACE RESERVATIONS

Internal group requests for space will generally take precedence. External groups will be charged for utilization of space, unless waived by the President.

1. 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/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.

2. ***External Group*** reservation process.
    i. Reserving Party must submit an Event Request Form at least 30 days in advance to the Community Site of the Nest through https://lssc.edu;
    ii. Based on the information provided, the Event Manager or designee will determine if a suitable meeting space is available;
    iii. The Event Manager or designee will notify the reserving party within one business day of receipt of a completed Event Request Form of the available space.

iv. If the space is accepted, the Event Manager or designee will book the space in the Nest and secure a signed rate estimate to forward to finance for invoicing;
v. The requestor or designee will provide a certificate of insurance for their organization to the Event Manager or designee.
vi. The Event Manager or designee will enter the booking in the Nest and communicate all technology, janitorial, facilities or security assistance that might be necessary to the appropriate personnel.
vii. A required walk-thru will be scheduled for all external reservations.
viii. **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
ix. **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.
x. 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.
xi. 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.

*All external group requests must be reserved in the Nest, confirmed and signed off by the Executive Director of Events, and comply with the current rate schedule.

VII. 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. 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:

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 for certifiable supervision);
7. Circuses or Rodeos.

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 on behalf of the President of Lake-Sumter State College.

d. 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).
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.

VIII. 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 LSSC 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. 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.
c. 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.
d. 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.
e. 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.
f. This procedure 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. Sponsored by the college or for non-college use under Administrative Procedure (7-01: Use of College Facilities), faculty, visitors or staff may not materially disrupt previously scheduled or reserved activities/events on college property.

g. 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.
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.

IX. INSURANCE REQUIREMENTS

a. All external individuals/groups booking meeting, classroom, 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.
b. 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.
c. 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.
d. 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.