



## FACILITY USE POLICY

### PURPOSE

The primary purpose of the use of all buildings and grounds owned, leased or operated by Florida Southern College (the “College”) is to support the College’s educational mission. College facilities are primarily used for academic purposes and activities for students at the College. The purpose of this Facility Use Policy (the “Policy”) is to specify guidelines for the use of College facilities by external individuals or groups not affiliated with the College for events other than the normal College functions of teaching and administration.

### OVERVIEW

College facilities are primarily used for the official and regular purposes and functioning of the College. The College may, in its sole discretion, extend the use of specified space and facilities on the College Campus or on College owned property to individuals and organizations, not affiliated with the College, pursuant to the guidelines set forth in this Policy. As a private educational institution, the College has the absolute right to approve or disapprove the use of its facilities for any reason, including but not limited to reasons which the College deems not consistent with the educational purposes of the College or which are deemed inconsistent with the Judeo-Christian principles on which the College was founded.

### GUIDELINES

1. All requests for the use or rental of College facilities must be submitted in writing on forms provided by the College and shall accurately identify the individual or group making the request, provide an explicit description of the use or event and provide the expected number of attendees or participants. The furnishing of a form to an applicant shall not in any way indicate that the request will be granted nor shall the receipt of a completed application form from an applicant constitute in any way approval of the requested use or event. A copy of this Policy shall be provided to any person or organization requesting use or rental of College facilities.
2. If a request to use College facilities is tentatively approved, the College may require the execution of use agreements, rental agreements and other similar agreements prepared by the College. Approval shall not be final until all agreements required by the College are executed and any required monies or security deposits paid.
3. The use of College facilities shall not interfere with, or disrupt in any way, College educational activities, business and/or normal College functions or activities. The determination as to whether the requested use or event interferes with the operations of the College shall be in the sole discretion of the College.
4. The use of College facilities shall not impact campus safety or security or require coordination with or the involvement of local law enforcement agencies. All determinations regarding impact on campus safety and security shall be made by the College in its sole discretion.

5. The College shall not allow the use of College facilities or events which might have the potential to be disruptive, confrontational or which might incite violence. Additionally, the College shall not allow a use or event which has the potential of bringing protestors onto the College campus to disrupt the event because they might be opposed to said event. The determination of whether the use or event might have such potential shall be in the sole discretion of the College.
6. Any use of College facilities must:
  - a. Not impede in any way student education, academic activities, scheduled College events, College functions, residences or the faculty/staff work environment;
  - b. Be safe for participants and the College community and not generate any security issues; and
  - c. Preserve the integrity and aesthetics of the College's property and campus.
7. The College shall not allow the use of College facilities or events which might tend to reflect negatively on the College's reputation in the community or which would conflict with the College's Judeo-Christian principles on which the College was founded.
8. No individual or organization shall be allowed to use College facilities in a manner which might be detrimental to College operations, or which endangers life or College property, or in the sole opinion of the College, is ethically or morally inappropriate.
9. Depending on the nature of the use or event, the College shall have the right to request evidence of general liability or other insurance at a level deemed necessary by the College.
10. The allowed one time or multiple use by an organization shall not establish any right for a subsequent use by that organization, a similar organization or a competing organization.
11. The College shall at all times have the right to restrict any individual or organization, even if approved for use or an event, from displaying signs or banners on College property which in the sole determination of the College, would be inappropriate.
12. Any application from a political candidate or political organization for use of College facilities or for a political event shall be governed by applicable IRS Regulations pertaining to 501(c)(3) organizations and must require specific consultation with the College General prior to approval. Additionally, if a use or event is approved, all literature regarding the event used by the candidate or organization must contain College approved language indicating that the holding of the event at the College does not indicate that the College supports the political candidate or political organization.
13. Even after approval, the College shall have the right to reassign, limit, or cancel the use of College facilities or events in its sole discretion based on:

- a. Lack of available space;
  - b. Conduct of a culpable or reprehensible nature by the individual or organization subsequent to the approval;
  - c. Approval which was based on deceit or misrepresentation by the applicant in the approval process;
  - d. Anticipated violation of College policies; or
  - e. Other circumstances deemed necessary in the best interests of the College.
14. While not specifically enumerated herein, there may be other reasons why the College might deny the use of its facilities and the College reserves said right to deny any use if the College deems said use would be in any way detrimental to the College. Additionally, the College reserves the right to make exceptions to any of the above guidelines if the College determines said exception(s) is in the best interest of the College.