



USF System USF USFSP USFSM

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**Subject: Facilities, Use of**

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## **I. INTRODUCTION (Purpose and Intent)**

The purpose of this policy is to set priorities for facility usage and define scheduling and/or reservation procedures for any facility within the University of South Florida St. Petersburg (USFSP).

## **II. STATEMENT OF POLICY**

The primary purpose of the facilities at USFSP is to carry out the educational mission of the institution. Priority is given to events that are solely managed and coordinated by USFSP's faculty, staff, student groups or the USF System. However, as a public institution USFSP also seeks to reach out and be accessible to the larger community. To the extent that space is available, USFSP welcomes community groups and organizations to utilize our facilities for purposes compatible with the institution's mission.

Activities shall in no way violate the purpose, property or policies of USFSP or the USF System. All community groups and organizations are expected to follow the rules governing the particular facility or grounds being used. At all times, USFSP maintains the right to determine which activities are appropriate to be held on campus.

The use of University facilities shall be provided on a non-discriminatory basis that ensures equal opportunity and equal access for all persons.

Charges for the use of facilities will be assessed in accordance with the existing rates, fees structures, and centrality to the USFSP mission.

## **III. ACCESS TO FACILITIES**

The term "USFSP facilities" as used herein, includes all campus buildings and grounds under the organizational structure of USFSP.

As with all State Universities, "public" does not mean that all areas are open to the general public. There are some areas where access by the general public is permitted, and in many cases, encouraged. On the other hand, classrooms, laboratories, academic offices, and other academic and research

venues are not open to the general public but are for the most part limited to the use of faculty, staff, students, and invited guests who have business related to the mission of USFSP.

When a building contains areas that are designated as open to the general public, access is typically limited to those areas and only during specified hours. Unless otherwise posted, most public access areas are accessible by the general public during normal business hours (Monday through Friday from 8:00 am - 5:00 pm). There are some exceptions to this policy such as special events.

#### **IV. FACILITY USAGE PRIORITY**

The following priority is used for scheduling facilities for USFSP:

1. USFSP Academic classes
2. USFSP Academic related activities
3. USFSP, USF System, or USF group sponsored activities
4. Non-USF group activities that support the institution's mission
5. Non-USF group activities

Requests by non-USF groups for use of USFSP facilities for activities which are in competition with the institution's educational or cultural offerings (classes, seminars, etc.) are not approved.

#### **V. FACILITIES AND SCHEDULING**

1. Classrooms and computer labs are scheduled by the Office of Records and Registration.
2. Poynter Library – The Library has numerous public spaces designed for individual and group use. Contact the Library to schedule any of the below rooms.
  - a. Poynter's Corner,
  - b. First floor lobby and atrium,
  - c. Group study rooms,
  - d. Assistive Technologies Room,
  - e. Distance-learning studio,
  - f. Instructional Media Center,
  - g. Library instruction classroom,
  - h. Special Collections and other public areas.

One or more Library staff members must be present in the building while an event is underway and access will not be granted to public areas when the building is not open. Exceptions may be made for events of high importance to the institution.

3. Student Life – Various facilities and grounds can be scheduled by contacting the Reservation Office within Student Life.

- a. Campus Activities Center (CAC) core
  - b. Waterfront or surrounding grounds
  - c. Intramural Fields
  - d. Volleyball Courts
  - e. Basketball Courts
  - f. Peter R. Wallace Courtyard
4. Conference Rooms: Contact the Reservation Office within Student Life
- a. CAC 133
  - b. DAV 130
5. Campus Community Space – Contact Special Events Coordinator within External Affairs
- a. Snell House (SNL)
  - b. Williams House (WMS)
  - c. SNL/WMS Courtyard
  - d. Harborwalk

Appropriate personnel and phone numbers for the areas listed above may be found at <http://www.usfsp.edu/contact/>.

USFSP reserves the right to change facility assignments or to cancel any previously scheduled facility if such change or cancellation is made to meet the institution's needs. Under such circumstances, USFSP will do its best to provide an alternate space. If such alternate space does not exist or is not acceptable, USFSP is not responsible for any costs or damages suffered by a sponsoring group as a result of such change or cancellation.

## **VI. NON-USF ENTITIES**

Any eligible non-USF entity may be assessed a charge for usage. Charges can be obtained by contacting the area responsible for scheduling of that specific facility.

Any eligible non-USF entity that contracts for the use of USFSP facilities must obtain, at the user's expense and keep in effect during the period in which the USFSP facility is in use, a public liability insurance, in which both the University of South Florida Board of Trustees and the non-USF entity are named as insured in the amounts of \$1,000,000 for both injury, including death, and for property damage, covering injuries to persons or damage to property in or about the University or occurring in the course of or as a result of space usage.

The eligible non-USF entity's use of the premises may constitute a public accommodation subject to Title II or Title III of the Americans with Disabilities Act (ADA). During the use of the premises, the eligible non-USF entity shall provide all reasonable accommodations and auxiliary aids and services which may be required pursuant to either Title II or Title III of the ADA, as applicable, and shall use the premises in a manner which is readily accessible and usable by individuals with disabilities.

**Authorized and signed by:**

**Joseph Trubacz, Regional Vice Chancellor for Administrative & Financial Services**

**Sophia Wisniewska PhD. , Regional Chancellor**