

UCF-4.0294 Use of University Facilities; General Requirements.

- (1) University facilities are reserved and used primarily for the official and regular conduct of the University's business by the University and the campus community.
- (2) University organizations and University-related organizations may request non-commercial use of University buildings, and particular facilities may be assigned in response to such requests on a noninterference basis and subject to the requirements of the University. Use of University grounds, including reserving grounds for use, is governed by University Regulation UCF-4.0293. Commercial use of University facilities is governed by University Regulation UCF-4.010, University policies and procedures, and procedures of the specific facilities in which space may be reserved for commercial purposes.
- (3) No outside food service shall be permitted on or in University facilities during, or in conjunction with, any meeting, event or function without the specific approval of the University.
- (4) The general public shall be deemed to have license to the streets, libraries, book stores, and parking lots on the campus solely for the purposes of conducting legitimate business with the University and participating in University-related activities that are open to the public. Unless invited by someone with authority to do so, the general public shall not have access to lecture halls, classroom buildings, classrooms, laboratories, studios, residential facilities, research areas, administrative buildings, faculty or staff offices, or other buildings and areas reserved for University housing, teaching, research, administration, recreation, creative activity, or athletic activity.
- (5) University facilities shall not be used for any purpose that will impair or interfere with the orderly processes and functions of the University, or that pose an unreasonable and immediate threat to the safety of University students and personnel or property, or are otherwise contrary to law. For purposes of determining interference and disruption, University officials will look to the standards of University Regulation UCF-4.0293.
- (6) University athletic and recreational facilities may be scheduled for recreation purposes provided such use is authorized by the athletics association or department controlling the athletic or recreational facility in question.

(7) Facilities must be returned to their original condition following use by any person or organization. Users will be billed for the costs of cleanup that they do not adequately complete themselves.

(8) Displays, whether as part of an event or not, must adhere to the following guidelines:

- (a) Outdoor displays are allowed only in conjunction with an event or program.
- (b) Displays must be self-supporting and are restricted to a size of eight feet by four feet. Screens for projection purposes may be larger.
- (c) Displays must be assembled and disassembled each day.
- (d) Displays must be staffed at all times by the person or organization sponsoring the display.
- (e) There is a five-day maximum on displays.
- (f) The same display cannot be sponsored by the same or different organizations successively merely to extend the five-day maximum.
- (g) The size and construction of any display must be reviewed and approved by a University building code official or safety officer. A sketch drawing of the display indicating the size and construction materials must be submitted with the SAFE Form.

(9) All events, activities, and expressive activities using University facilities must comply with the following requirements:

- (a) Events may last no more than five days in succession. The same or different organizations may not sponsor the same event in succession in order to extend this maximum limitation.
- (b) No organization may reserve or make use University facilities and then permit the facilities to be used by any other person or organization. Where a University facility may be reserved, reservations are made in the name of a specific person or organization, and that person or organization must be present and actively utilizing the space so reserved. The University may shut down an event (or revoke the reservation) if the person or organization reserving the facility is not present and/or not actively utilizing the space so reserved.

- (c) Events, activities, and expressive activities generally are limited to the hours of 8:00 a.m. to 10:00 p.m. Sunday through Thursday and 8:00 a.m. to 12:00 midnight Friday and Saturday. Events, activities, and expressive activities outside of these hours must be specifically approved by the University at least fifteen calendar days in advance, so that the University can make custodial and security arrangements.
- (d) Sound amplification, including bullhorns, is not permitted, except as specifically authorized by the official in charge of the specific location where sound amplification is proposed to be used. See also Regulation UCF-4.0293(7) regarding amplified sound.
- (e) Any damage to University or personal property in the course of use of University facilities is prohibited. Care should be taken to ensure that University and personal property is not damaged or destroyed. This includes campus lawns, grassy areas, shrubs, plants, and trees. The University will charge the users of University facilities for necessary repairs or replacement.

(10) All potentially hazardous events, regardless of who is the sponsor, must follow the requirements (including insurance requirements) of Regulation UCF-4.0292.

(11) Use of University facilities may be subject to usage fees and/or service charges as determined by the authority or official controlling the facility to defray the costs of allowing use of the facilities. These charges may vary depending on whether the person or organization is University, University-related, or non-University, as those terms are defined in University Regulation UCF-4.029. Charges will not be imposed for the conduct of expressive activities in outdoor areas of campus as set forth in section 1004.097, F.S. However, if a non-University person or organization wishes to reserve an outdoor area of the University campus for exclusive, prescheduled use and the outdoor area in question is available for such rental, then the speaker will be expected to pay usage fees and/or service charges otherwise charged to members of the public.

(12) A limited number of facilities on campus - such as the Student Union, the Memory Mall, Ferrell Commons, the Live Oak Event Center, the Fairwinds Alumni Center, the UCF Arena, and various outdoor recreation facilities – are available for rental by the

general public at rates set by the facility and on a space-available basis. Rental of these facilities may be for personal purposes (such as a reception) or commercial purposes (such as a test preparation service), subject to the policies and procedures of the University and the procedures of the specific facility.

Authority: BOG Regulation 1.001. History – New 8-15-07, Formerly 6C7-4.0294, Amended 1-15-2010, 7-19-18.