

UCF-4.029 Use of University Facilities; Definitions; Priority of Use; Restrictions on Use

(1) Definitions. For the purposes of University Regulations UCF-4.010 and UCF-4.029 through UCF-4.0293, the following definitions apply:

- (a) “University” means the University of Central Florida.
- (b) “University campus” or “campus” means those lands located in Orange County, Florida, or located in the City of Orlando, Florida, occupied or controlled by the University, along with any other educational or residential facilities controlled by the University within the seven-county service area of the University. “University campus” or “campus” does not include those facilities occupied by the University in leased or shared-use facilities; instead, events at those facilities must comply with policies and procedures proscribed by the owner of the facility. (E.g., Seminole State College establishes guidelines for events at Seminole State College, including in those areas used by the University of Central Florida.)

(c) “University facilities” means all buildings (inclusive of building curtilage) and grounds, including athletic and recreational fields, on the University campus.

(d) “Instructional space” means all University facilities used primarily for the conduct of scheduled classes and other academic activities, including but not limited to classrooms, laboratories, studios, theaters, auditoriums, and lecture halls.

(e) An “event” is a gathering or activity, typically involving multiple persons. A gathering or activity does not have to be scheduled in advance to constitute an event.

(f) A “potentially hazardous event” is a gathering or activity that, due to the size of the gathering or the nature of the activity, could reasonably be expected to create a risk of harm to persons or damage to property. Potentially hazardous events are also subject to the requirements of University Regulation UCF-4.0292.

(g) “March” means an organized walk, run, or procession by a group of people for a specific cause or issue where the organizer does or could reasonably expect at least 50 people to participate.

(h) “Parade” means a public procession, usually including a marching band or float(s) and often of a celebratory nature, held in honor of an anniversary, event, person, cause, etc.

(i) “University organizations” are defined for purposes of use of University facilities as colleges, schools, divisions, departments, institutes, or centers of the University; the Student Government Association; and certain corporate organizational units that operate for the benefit of the University (including but not limited to direct support organizations,).

(j) “University-related organizations” are defined for purposes of use of University facilities as registered student organizations; honor societies officially recognized by the University; and those organizations that, although not officially recognized or registered by or affiliated with the University or otherwise failing to meet the definition in paragraph (i) above, are related to the University because they promote the interests of the University or perform other service to the University, such as nationally or regionally organized academic professional associations or professional fraternal societies supported by an academic unit, the UCF Federal Credit Union, charitable community organizations, other public educational institutions, and governmental entities.

(k) “Non-university organizations” are defined for purposes of use of University facilities as persons or organizations that do not meet the definitions in paragraphs (i) and (j), immediately above. “Non-university organizations” include unregistered student groups; candidates for election to public office; organizations supporting such candidates; organizations that exist primarily for the purpose of carrying on commercial activity for profit; and those persons whose activities are primarily for private gain or benefit.

(1) “Organization” means any group of persons or individuals, whether incorporated or not and whether organized by means of bylaws or not, acting in coordinated fashion. Included in the term “organization” are groups commonly thought of as clubs.

(2) Priority of Use and Restrictions on Use. Use of University buildings, indoor facilities, and athletic or recreational facilities must be scheduled in advance. Use of certain outdoor areas must be scheduled in advance: this includes Memory Mall, Lake Claire, the Reflecting Pond, the Arboretum, Ferrell Commons, Recreation and Wellness Center facilities.

(3) Even where advance scheduling is not required, persons and organizations are encouraged to schedule events and activities in advance, because scheduled events will be given priority over unscheduled activities, except in the event of an emergency or the need to conduct instructional activities. In general, the conduct of educational and administrative functions and activities of the university will take precedence over functions and activities of organizations. Certain facilities on campus which are funded by student activity and service fees may give priority to student activities over university business, according to policies set by those facilities.

(4) The University reserves the right to relocate scheduled activities as necessary to accommodate University programs and instructional activities.

(5) The University shall not discriminate on the basis of the viewpoint expressed by any person or organization making authorized use of University facilities.

(6) Requests for scheduling events in University facilities should be directed to the authority controlling the facility, unless otherwise specified.

(7) Use of University facilities, including athletic and recreational facilities, may be subject to rental fees and/or service charges as determined by the authority or official controlling the facility.

(8) A condition for the use of University facilities may be that the sponsoring person or organization obtain adequate insurance coverage and/or that adequate security can be provided by the University Police. The costs of such insurance or security shall be borne by the event sponsor. See Regulation UCF-4.0292 for further information regarding insurance requirements.

(9) The above provisions relate to non-commercial speech and activity. Any use of University facilities for commercial purposes must be scheduled and approved in advance. The University shall review such requests in light of the University's contractual and other legal requirements, the relationship of the activity to the University's mission, and the benefit of the activity to the University and the State of Florida. Commercial use of University facilities is governed generally by University Regulation UCF-4.010, which is implemented by the Department of Business Services. However, a limited number of facilities on campus, such as the Student Union and the Recreation and Wellness Center, may rent out space in their facilities to members of the public pursuant to specific policies and procedures they establish for that purpose.

(10) All scheduled and unscheduled use of University facilities is subject to change, relocation, or cancellation in the event of an emergency.

(11) The possession or use of firearms, explosives, or munitions on campus is generally prohibited. Law enforcement personnel may carry firearms or munitions and may use them in the course of law enforcement activities. The university also reserves the right to permit the use of firearms or munitions by military personnel or trainees.

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