

St. Johns River State College Facilities Usage Guidelines & Procedures

St. Johns River State College, upon application and approval, makes its campus facilities (excluding THCA) available to organizations in the College's service region and governmental entities for meetings or other events on a space available basis.

St. Johns River State College is an educational institution provided and maintained by the people of the State of Florida. The public character of the College does not grant to individuals license to engage in activity which limits, interferes with, or otherwise disrupts the normal activities for and to which the College's buildings, facilities and grounds are dedicated and said buildings, facilities and grounds are not available for unrestricted use by non-college groups.

All facilities are owned or controlled by the District Board of Trustees of St. Johns River State College and their use is administered centrally. The Board delegates the authority to the President to schedule College facilities, based on relevant policies and procedures. Facilities will be scheduled according by the following priorities:

1. Academic activities involving course credit
2. Academic activities other than course-related activities
3. Administrative department meetings and programs
4. College-sponsored activities as directed by the Office of the President
5. Athletic activities in which College students compete, other than club sports and intramurals
6. Student activities related to student clubs and organizations that are recognized by the College and in which College students participate
7. Co-sponsored activities
8. External activities

The following College facilities are available as space permits:

- Large lecture rooms
- General purpose classrooms
- Conference rooms
- College grounds, i.e. parking lots and patio areas
- Florida School of the Arts Auditorium

Availability of Facilities

St. Johns River State College continues to experience increased enrollment and a need for classroom space along with space for student activities; therefore, **the College reserves the right to cancel a scheduled facility reservation should activities of the College require use of the space. Organizations seeking a guaranteed venue that cannot be cancelled should seek to reserve**

facilities elsewhere. If it becomes necessary for St. Johns River State College to cancel a facility reservation, every attempt will be made to relocate the event to another area or to reschedule within thirty (30) days, based on availability of facilities. The College's mission of serving our students is SJR State's top priority and meeting the needs of our students comes first.

Facilities are not available on legal or College holidays, or during registration and exam periods. Events cannot interfere with the normal operation or educational programs of the College. **The use of College facilities will be automatically cancelled when the College is closed, due to inclement weather.**

Reservation of Facilities

A facilities application must be completed, submitted and approved by the College's Senior Vice President/General Counsel in order to reserve space at our Palatka, St. Augustine, and Orange Park Campuses (excluding THCA). A copy of the approved application will be provided to the event sponsor. Individual SJR State faculty and staff members do not have the authority to grant facilities usage requests. Verbal reservations are not binding. Reservations should be submitted at least thirty (30) days prior to a desired event. (Facilities Application follows on page 5 & 6).

The College requires all non-College groups to provide proof of liability insurance, and an indemnification agreement. Proof of liability insurance and the indemnification agreement must be filed and approved by the Senior Vice President/General Counsel before any facility or property can be approved for outside use.

Use of College facilities by outside users requires combined single limits of liability of at least \$1,000,000 and a certificate of insurance naming St. Johns River State College as additional insured. Only the President or his/her designee can reduce or waive this insurance requirement. In any event, the certificate of insurance, letter of self-insurance, or waiver should be on file prior to the scheduled event.

Criteria Used for Approval of Requests

In general, requests for space may be approved if:

- The sponsoring organization is a public agency or a nonprofit private organization.
- The function planned does not duplicate or conflict with the College programs or the College mission; does not interfere with normal College operations or with public access to College buildings; does not violate any laws, leases or other contracts; the activity is compatible with the and security of the College community; and no fee is charged by the sponsoring organization.
- Suitable space is available and the College can accommodate the arrangements requested.

SJR State 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.

Terms of Use

The event sponsor must agree to indemnify and hold harmless SJR State from any loss, damage, liability expense, claim or demand that may arise as a result of the sponsor utilizing College facilities.

An inspection of the facility will be made by SJR State before and after the event. It is expected that property and facilities shall be returned in the same condition as found. User's property and equipment must be removed from College facilities immediately following the event.

The event sponsor will be financially responsible for any damage as a result of the sponsored event and will be charged for the cost of replacement (based on pricing obtained for damaged or removed property).

The event sponsor will not hire, select, or otherwise allow an employee or volunteer to have contact with a Minor, or place the employee or volunteer in a role that requires background screening, unless the screening process demonstrates the absence of any grounds for the denial or termination of employment or participation or unless the employee or volunteer has been granted an exemption from disqualification pursuant to Florida Law.

SJR State College is tobacco free effective January 1, 2015. The tobacco-free policy applies to all students, employees and visitors on all college properties and prohibits the use of all forms of tobacco and smoking devices, including e-cigarettes.

SJR State does not provide copier, phone or fax services, flip charts for seminars/workshops, and/or clerical services.

All College events must end by 11:00 p.m.

Appropriate supervision for events involving children must be provided. A designated event sponsor adult must remain at the event until all minor children have been picked up by parents or guardians.

Fees

Groups will be charged for facilities use in accordance with the rate schedule approved by the College. Fees may be waived by the President if the group is a non-profit or governmental organization. However, fees to cover the cost of janitorial services and to provide building access may apply. Contact the SVP's Administrative Assistant/Facilities Planner to obtain the fee schedule at (386) 312-4107.

If the event requires services beyond the College's established janitorial services contract, a janitorial fee will be charged at the current hourly rate for janitorial services. A minimum of four (4) hours janitorial fee will be charged. If janitorial services are not required, the event sponsor is responsible for all cleanup and trash removal.

If an event occurs outside the hours of regular campus security coverage, a building access fee for unlocking the building for the event and then relocking the building after the event may be charged at the current hourly rate for contract security. A minimum of four (4) hours will be charged.

Scheduling the Florida School of the Arts allows use of the “house lights” only (located above the seating area). If your event requires use of the stage lights, the College may be able to provide a technician for a fee based on availability of staffing and current operating condition of the equipment. **SJR State does not guarantee that a technician will be available to provide stage lighting. Florida School of the Arts will need to be contacted directly to obtain technician’s fees. Their phone number is 386-312-4303.**

Audio Visual – A stationary microphone can be supplied for meetings subject to availability.

Security

Outside groups using facilities and requiring security must pay for any additional security required by the College for facilities usage at the current hourly rate for contract security. A minimum of four (4) hours will be charged.

Event Promotion

Community organizations or outside groups using SJR State facilities may not use the College name in association with the external program to state or imply sponsorship, cooperative programming, or endorsement unless specifically agreed to in advance in writing.

Foods and Beverages

Foods and refreshments may be served at certain facilities. The user group is responsible for providing refreshments, for cleanup, placement of trash in containers, and for repair of any damaged or soiled furniture, floors or walls. The user group is also responsible for the cleanup of any outdoor areas, which were utilized by the user group. Items such as table cloths, water pitchers, and glasses, etc., must be provided by the user group.

Serving alcoholic beverages by outside groups is prohibited on the College Campuses.

Food and beverages are prohibited in the Florida School of the Arts Auditorium.

Parking

Ample parking is available college-wide. Handicapped spaces are clearly marked and should be utilized only by vehicles bearing official handicapped driver designation.

Event Signage

Any signage that that event sponsor proposes to place on campus to promote the event, as well as the proposed location of the signage, must be approved in advance by the College. Signage should be submitted for review at least ten (10) days prior to the event.

Questions

For more information, about the scheduling of facilities at SJR State, contact the SVP's Administrative Assistant/Facilities Planner at 386-312-4107 or by email susangeoghagan@sjrstate.edu.

St. Johns River State College

Facilities Application

5001 St. Johns Avenue, Palatka, Florida 32177

386-312-4107 (phone), 386-312-4229 (fax)

Application for Use of Facilities by Community Groups and Organizations

Please read carefully the Facility Use Policy for St. Johns River State College. Your signature on this form acknowledges that you have received and have read St. Johns River State College's Facility Use Policy (pages 1-4) and agree to abide by the policy and the fee structure as part of this application. Please fill out this form completely.

Name of Organization: _____

Organization's Representative and Contact Information:

Name: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

Campus Site Requested: Palatka Campus Orange Park Campus St. Augustine Campus

Room Number: _____ Beginning/Ending Dates of Event: _____

Name of Event: _____

Description of Event: _____

Start Time for Event: _____ End Time for Event: _____

Number of Attendees: _____ Audio Visual Needs: _____

Will Food or Beverages be Served? No Yes If yes, please describe: _____

Additional Comments Regarding Event: _____

1. The undersigned hereby represents himself/herself as an authorized agent of the organization below, and as such, makes application to St. Johns River State College for the use of College facilities.
2. It is understood that a completed application must be submitted in order to make a facility reservation at the College. The College cannot reserve space without this form.
3. A College telephone may be used for emergencies during the event, and the Dept. of Campus Safety & Security must be notified in the event of any emergency or disturbance. They may be contacted by calling 386-937-2052 (Palatka), 904-626-5885 (Orange Park), and 904-626-5956 (St. Augustine).
4. It is understood that non-College groups are not authorized to release the College phone number to the public for the purpose of the College providing information on the scheduled event. Further, it is understood that non-College groups will not promote or advertise an event as being sponsored or co-sponsored by the College and should not list the College telephone number as a source of information for the event. If there is a question on what constitutes a "sponsored or co-sponsored by the College," the College's Senior Vice President Administrative Assistant/Facilities Planner should be consulted at 386-312-4107.
5. It is understood that the use of alcohol by outside, non-College groups is prohibited on campus, and the use of tobacco products is prohibited.
6. It is understood that the number of participants shall not exceed the authorized capacity of the facility reserved.

7. By executing this document, I represent that all requirements concerning background screening for employees or volunteers who will be working with minors has been performed in accordance with *Section 409.175 Florida Statutes*.
8. The fee structure can be obtained by contacting the Senior Vice President/General Counsel's Office at 386-312-4107. The College will invoice the organization for any fees due, and payment is due to the College within ten (10) days after the event. Failure to make payment in a timely manner will result in the organization not being allowed to reserve College facilities again.
9. Groups will remove all of the organization's property and equipment from the College facilities immediately following the event.
10. All contracts between the College and outside entities that go beyond this application must be approved in advance by the Senior Vice President/General Counsel's Office.
11. By signing this application, my organization agrees to indemnify and to hold the College harmless from any loss, damage, liability, expense, claim, or demand that may arise or be caused in any way by use of the College facilities.
12. Use of College facilities by outside users requires combined single limits of liability of at least \$1,000,000 and a certificate of insurance naming St. Johns River State College as additional insured. Only the President or his designee can reduce or waive this insurance requirement.

For Florida State Agencies: To the extent permitted by the laws of the State of Florida, the using agency shall be responsible for the acts or omissions of its agents and employees causing harm to persons not a party to this contract. Nothing herein shall be deemed as an express or implied waiver of the sovereign immunity of the State of Florida.

I understand that the College reserves the right to cancel a scheduled facility reservation should the activities of the College require use of the space. I understand that if my organization is seeking a guaranteed venue that cannot be cancelled, my organization should seek to reserve facilities elsewhere.

Name (printed)

Signature

Title (printed)

Date

Return completed application to Susan Geoghagan, Administrative Assistant/Facilities Planner, either by mail to: St. Johns River State College, 5001 St. Johns Avenue, Palatka, Florida 32177 or by fax: 386-312-4229 or by email: susangeoghagan@sirstate.edu

For Campus Use Only:

Executive Director Approved: _____ Denied: _____ Senior Vice President Approved: _____ Denied: _____

Signature: _____ Signature: _____

Date: _____ Space Approved: _____ Janitorial Charge: _____

Security/Building Access Charge: _____ Total Amount Charged: _____

Date Paid: _____ Check: _____ Credit Card: _____

Copies to: Renter Switchboard Security Facilities Environmental Services Coordinator Academic Dean Building Coordinator

Notes: _____