



Santa Fe College Rules Manual

Title: **Use of College Facilities** **Rule 6.4**

General Authority: FS 1001.64

Law Implemented: FS 1001.64(5), 1001.65(6), 1004.097, 877.13

Effective Date: June 17, 2020

Purpose: To provide for use of College facilities in conjunction with Rule 2.10:
Dissemination of Information on College Premises.

A. General

College facilities are intended primarily for educational purposes and for the benefit of the students. However, the College may allow for the temporary use of its facilities to outside users when there is no conflict with scheduled College events, functions, or business and in accordance with College rules, procedures, and policies. College facilities may be made available to outside users once College needs have been satisfied.

All criteria for assessing requests for use of College facilities must be applied in a viewpoint-neutral manner and without regard to the content of any performance or speaking aspect of an event.

The terms “facility” or “facilities” as used in this Rule refer to College buildings, grounds, property, physical structures, furniture, equipment, and other assets. College facilities available for use under this Rule may include meeting rooms, classrooms, athletic courts, track and soccer fields, baseball and softball fields, the College gymnasium and certain designated outside assembly areas.

The term “user” means any College or non-College individual, group, organization, board, club, council, association, partnership, business, corporation, etc. requesting use of or using College facilities pursuant to this Rule and accompanying procedure. The term “outside user” means users that are not wholly operated within the College, or any College employee or group engaged in activity outside the scope of conducting College business or official position responsibility. The term “event” means any use of facilities or related services.

B. Prohibited Uses

College facilities will not be made available to users for events:

- 1) involving gambling,
- 2) where alcoholic beverages are served or consumed (exceptions may be approved by the President conditioned upon the requester obtaining necessary licenses, adequate staffing and supervision, and liquor liability insurance coverage naming the College as an additional insured in accordance with Procedure 6.4P),
- 3) encouraging illegal activities,
- 4) promoting or endorsing political candidates,
- 5) encouraging the overthrow of the government by violence,
- 6) intended for the purpose of earning a personal profit except as addressed in a written agreement between the user and College,
- 7) of a fundraising nature for campaigns not specifically approved by the President,
- 8) which may present a hazard or unsafe environment to persons or property,
- 9) which place an undue financial burden on the College, which the requester is not willing to fund, or
- 10) that discriminate against any person or groups as prescribed by Rule 2.8.

C. Trademarks

Outside users may not use the name of the College, nor its photos, likenesses, logos, or trade or service marks in any advertisements or promotional materials, in any form or medium, without the express written advance consent of the College.

D. Authorization Is Not Endorsement

Authorization for use of College facilities shall not be considered an endorsement or approval of any user nor the purposes they represent.

E. Reservation of Rights

The College reserves the right to refuse the use of its facilities by any user. The College may limit, deny, terminate, cancel, or prohibit facilities use at any time in case of an emergency or other situation beyond the control of the College, or if imminent danger exists or unlawful activity is practiced by the user, or if there is any violation of any term, condition, or provision of any applicable use agreement, College rule or procedure, or local, state, or federal law.

The College reserves the right to impose time, manner, and place conditions on use of College facilities and will modify any reservation made under Rule 6.4 or Procedure 6.4P in accordance with these conditions.

The College will reject or cancel any event that does not meet the requirements of this Rule and its accompanying procedure. In addition, the College will reject or cancel any event which it reasonably anticipates will substantially disrupt or interfere with the College's operations, including closing buildings, cancelling classes, or disrupting education. In making this determination, the College may consider past conduct, including but not limited to violent incidents at previous events, of the user and any other reasonable factors. The

College will also reject or cancel any event if it discovers safety and security concerns (including but not limited to true threats or a risk of imminent violence or other criminal conduct that would endanger people or property and are reasonably likely to occur).

F. Delegation of Authority

The Board of Trustees authorizes the President to establish procedures for the use of College facilities in accordance with this rule. Such procedures shall at a minimum include reservation, fee, and insurance requirements.

Fees for the use of College facilities and services shall be recommended by the President in the form of a schedule of fees that shall be presented to the Board for approval. The College President is authorized to waive fees or conditions for the use of College facilities for good cause.

Rule History

June 2020 (410.571)
April 2016 (510.520)
November 2002 (410.347)
February 1999 (410.264)
July 1997 (200.521)
October 1995 (200.483)
June 1995 (410.185)
November 1986 (410.125)
September 1986 (410.123)
May 1983 (410.103)
July 1977 (410.68)
October 1976 (410.61)