

PENSACOLA STATE COLLEGE
POLICIES OF THE DISTRICT BOARD OF TRUSTEES

Policy Title:	Facilities and Equipment (Use of)	Number 6Hx20-1.015
Legal Authority:	s. 1001.64, Fla. Stat.	Page
Law Implemented:	s. 1001.64(5), Fla. Stat.	Page 1 of
	<u>12</u>	

In support of expanding College programs and activities, the President is authorized to enter facilities rental agreements up to one year in length and within the Florida Statutes 287.017, Category Five cost threshold. All other facilities rental/lease agreements shall be subject to the review and approval of the District Board of Trustees.

The President is authorized to establish procedures for the administration of facilities use agreements and to establish rates of rental for general community use. Accordingly, the President is authorized to establish procedures for the review and approval of any fees that may be charged to the public by renters.

Permission to use any College facility or equipment must be given by the President, Vice President, or their designee. Such permission will be in accordance with the rules of the Board of Trustees and Administrative Procedures with appropriate charges made for utilities, custodial services, and other special costs.

I. Priority for the Use of Facilities and Equipment

Priority for the use of facilities and equipment is as follows:

A. Internal Groups

1. Education functions of Pensacola State College;
2. College groups; and
3. Direct support organizations.

B. External Groups that may use Pensacola State College facilities

1. Government agencies;
2. Public schools;
3. Community/civic agencies; and
4. Non profit organizations.

II. Facilities

- A. Groups normally shall be charged for specialized facilities whenever they are used, or any facility whenever it is used outside normal class hours. Specialized facilities include any facility other than a general classroom or a conference room. The facility use charge

~~shall be in accordance with a schedule recommended by the President and approved by the Board. All fees shall be paid directly to the College prior to the use of the facility.~~

- ~~B. Except as approved by the Board, no College facility may be rented and no group using a College facility may charge an admission fee.~~

~~III. Use of Equipment~~

~~All equipment belonging to the College should remain in the College buildings unless its removal on a temporary basis is specifically authorized for use by employees or students for College or College-affiliated purposes. The College does not lend equipment to non-College organizations or persons not affiliated with the College when it is to be taken from the building. No equipment may be removed from the campus without authorization from the President, a Vice President, or a Dean.~~

~~IV. Use of Broadcast Equipment~~

~~All broadcast equipment under the control of the Board shall be used for educational purposes only. An exception to this policy may be authorized as to the use of the broadcast tower to support antennas other than the Board's. Any such use is subject to the following limitations:~~

- ~~1. The installation of antennas and attendant equipment may be authorized by the President or his or her designee.~~
- ~~2. Any such installed antennas and attendance equipment may be authorized by the President or his or her designee.~~
- ~~3. A lease agreement must be in effect between the Board of Trustees and the other agency covering at least the following points:
 - ~~a. Period of lease;~~
 - ~~b. Responsibility of liability insurance;~~
 - ~~c. Understanding that should any installation interfere with the College's use, the Board has the absolute right to terminate immediately such lease should the interference not be corrected or not be correctable by the lessee;~~
 - ~~d. Charges to the agency, if any; and~~
 - ~~e. Access to the transmitter building shall be available only at the time the College engineering personnel are normally there.~~~~
- ~~4. The number and type of antennas authorized for installation shall be based on engineering and operational considerations and shall be exclusive decision of the Board of Trustees.~~

History:

Adopted 7/1/68 as 6A-14.771(4)(b); amended 6/29/71, 12/14/71;
repromulgated 4/2/75 as 6Hx20-14.262(4)(6); amended 5/20/80; amended
8/19/82; amended 6/27/83; amended 8/21/84; repromulgated 11/19/85;
amended 2/17/93; amended 2/21/06; amended 1/22/13; 06/20/17.

President's Signature:

Date: 06/20/17