

## ADDENDUM 5

### Panama City Campus Space Use Priorities/Space Reservation Procedures

#### A. SPACE USE PRIORITIES

The FSU Panama City branch campus facilities will be used first for scheduled academic classroom instruction. After classroom space has been assigned, requests for space will be considered on a first-come first-served basis with respect to exceptions granted for university groups given higher facility use priority. A list of the order of facility use priority is given below:

- Scheduled Academic Classes
- University Users
- University-Related Users
- Non-university Users

Individual students, faculty members or staff members may not sponsor an event as a university user without the co-sponsorship of an official university unit or organization.

#### B. SPACE RESERVATION PROCEDURES

All inquiries and requests for university space except for scheduled academic classes should be directed to the FSU Panama City Campus Office of the Dean. Requests for space to schedule academic classes should be directed to the FSU Panama City Campus Office of the Registrar.

The following guidelines will be used in assigned space:

- Academic space usage during the normal academic scheduling pattern will be approved only after credit classes have been scheduled. This means that requests for use of academic space must be made on a semester-to-semester basis and that final approval will not be given before the second week of classes of the semester that the space is requested. Use of non-academic space or use of academic space during unscheduled hours may be approved prior to the semester of requested use if other facility use requirements contained within this document are met.
- Written requests for space utilization should be submitted to the Office of the Dean at least two (2) calendar weeks prior to the requested date of use. The requests must be submitted on an FSU Panama City Campus Request for Facility/Space Use form. The two week lead time does not apply to a University employee who is requesting space for use in the performance of his/her university assigned duties, however the Facility/Space Use form is still required.
  - Approval for facility use may be granted after appropriate consultation with representatives from:
    - Business Services
    - Center for Professional Development
    - Physical Plant
    - Student Affairs
    - University Attorney
    - University Police
    - Other Administrative Offices
- If approval is given; a duly executed license agreement will be required for use of university space by all university-related and non-university users (even when the event is co-sponsored by a University User). The license agreement must be approved by both parties (Florida State University and the User) prior to the date of the requested usage.

It should be noted that the License Agreement requires the user to present evidence of insurance covering the event. The coverage requires minimum limits of \$500,000 per person and \$1,000,000 per occurrence with Florida State University and the Florida Board of Regents both named as additional insured's against any claims. Adjustments in insurance may be made depending upon the risk involved.

## GUIDELINES FOR FSU PANAMA CITY CAMPUS FACILITY USE

**Request forms, proof of insurance certificate and if applicable, sales tax exemption certificate must be submitted SEVENTY-TWO (72) HOURS prior to date of facility use to allow adequate time for processing.**

**Note:** Groups, organizations or individuals arranging for space assume the responsibility for advising members or others participating of the responsibilities attendant to the reservation of designated space or facilities, including the responsibility for proper care of furnishings and equipment located in or about the designated areas. This form must be signed before it will be processed. (See guidelines below.)

Prior to confirmation of usage, the organization needs to complete the hold harmless agreement ([Download here](#)), provide proof of insurance and if applicable, sales tax exemption certificate and forward via e-mail attachment to [facilities@pc.fsu.edu](mailto:facilities@pc.fsu.edu) or fax to (850) 770-2616.

Events that are primarily social in nature with no educational or training component will not be approved. Events outside normal Monday – Friday business hours will need special approval and incur higher rates.

Eating and/or drinking is strictly prohibited in all classrooms and hallways and permitted in designated areas only. These designated areas are the lounge in Bayside, faculty /staff lounge in the Faculty Building, and the Commons area in the Barron Building. In compliance with the Florida Clean Indoor Air Act, smoking is prohibited in any University facility.

Do not attach materials to walls or doorways. Any adhesive tape, other than blue painter's tape, will cause damages and will result in additional charges.

Glitter, helium balloons, helicopters and live animals are some specific prohibited items. Similar items or items unique to your event that may be questionable must be pre-approved.

If your workshop/seminar/meeting requires the rearrangement of classroom furniture, please return the furniture to the original configuration before leaving.

Please end your workshop/seminar/meeting promptly, as others may be scheduled to use the facilities immediately afterwards.

Please check in with the Switchboard Operator, Lobby of the Barron Building, when you arrive on campus. Emergency messages **ONLY** will be delivered to participants of workshops/seminars/meetings. Participants should check with the Switchboard Operator during breaks for routine messages.