

<b>FLORIDA</b>	<b>OFFICIAL</b>
<b>POLYTECHNIC</b>	<b>UNIVERSITY</b>
<b>UNIVERSITY</b>	<b>POLICY</b>

<b>Subject/Title:</b> Events on University Property
<b>FPU Policy Number:</b> FPU-1.0038P
<input type="checkbox"/> New Policy <input checked="" type="checkbox"/> Major Revision of Policy <input type="checkbox"/> Minor Technical Revision of Policy
<b>Date First Adopted:</b> December 10, 2014
<b>Date Revised:</b> March 19, 2019
<b>Responsible Division/Department:</b> Business And Auxiliary Services
<b>Initiating Authority:</b> Office of the CFO

**A. APPLICABILITY/ACCOUNTABILITY:**

This policy applies to any persons or organizations holding an event on Florida Polytechnic University property. This policy does not apply to credit classes or faculty and staff meetings held in the ordinary course of University business. Events on campus are also subject to the restrictions in University regulation FPU-1.003 Use of University Facilities and Property.

**B. POLICY STATEMENT:**

- 1) Approval. In order to conduct an event on campus the individual, organization or sponsor (the “Organizer”) must request approval through the official University Event Management System and receive approval from the Director of Auxiliary Services or his/her designee. Additional approvals by the Chief Financial Officer or designee are required for events that are not directly connected to the University’s mission. Approval must be received before advertising and/or commencing an event on campus.
- 2) Potentially Hazardous Event. In order to conduct a potentially hazardous event on campus the the Organizer must request approval through the official University Event Management System and receive approval from Facilities and Safety Services Department. Potentially hazardous events include any activity that could reasonably be expected to create a risk of harm to persons or of defacement or damage to public or private property. Examples of potentially hazardous events include, but are not limited to: bonfires; lighting of fireworks; events involving helicopters or other aircraft; drones; motor vehicle races; gatherings in excess of 200 persons, including unregistered campus athletic events; marches (including any organized walks or runs); parades; events involving the distribution or consumption of alcohol; and any outdoor events requiring electricity.
- 3) Fees. The Organizer may be charged facility usage fees, clean-up, damages, and furniture moving, catering, audio visual, technology services and any other direct costs including permits if required by the University, state or local authorities.
- 4) Weather. All events are approved subject to safe weather. Where inclement weather occurs after event approval is obtained, and prior to the event, the approval is voided unless the site is verified by the University Police Department to be safe for use. When unsafe conditions

develop during use, it is the responsibility of the Organizer to monitor the site and to suspend activities until it is safe to resume the event. The University event manager and the University Police Department have the authority to suspend activities until it is safe to resume the event.

- 5) Cancellations and Terminations. Application or approval for any event may be cancelled by either the Organizer or the University upon written notice to either party. Any event may be terminated at any stage by any University official whose approval is required for the event if it is determined that the event is not being conducted strictly in accordance with the terms of the approved application, the event is or has become disruptive or unsafe, if there are emergency circumstances, or if the event is interfering with other events or University operations.
- 6) Changes to the Event. If changes are made to the event, the Organizer must contact the Director of Business Auxiliaries or his/her designee to report the requested changes. The changes must be approved by the relevant departments to be effective.
- 7) ADA Requirements. Florida Polytechnic University is committed to the inclusion of individuals with disabilities in all aspects. All entities are required to be in compliance with the Americans with Disabilities Act as amended in 2008 and Section 504 of the Rehabilitation Act by providing reasonable accommodations and providing access to the venue and event. Accommodations may include, but are not limited to: interpreters, dietary requests, captioning, or handouts/materials in an alternate format (large print, Braille, audio). Organizers that are not affiliated with the University (“Unaffiliated Organizers”) are required to cover all costs that they may occur in making reasonable accommodations or providing access to their event. Unaffiliated Organizers may work with the University ADA Coordinator to make sure they are in compliance.

POLICY APPROVAL	
Policy No.: 1.0038P	
_____ Initiating Authority	_____ Date
_____ Policies & Procedures Review Committee Chair	_____ Date
_____ President/Designee	_____ Date
Approved by FPU BOT, if required	_____ Date
<p><b>EXECUTED SIGNATURE PAGES ARE AVAILABLE IN THE OFFICE OF THE GENERAL COUNSEL</b></p>	