

BOARD MEETING DATE: February 17, 2026

ITEM NO: X-e

RECOMMEND THAT the District Board of Trustees approves the advertisement for changes to BOT Policy 3.19.

This item attorney review status: Reviewed and Approved

THIS RECOMMENDATION Approve the change to Policy 3.19 to allow more flexibility for the President in decisions regarding the rent and use of the College's facilities.

NORTH FLORIDA COLLEGE POLICY MANUAL

Title: **Rental and Use of College Facilities** **Number:** 3.19

Authority: Florida Statutes 1001.64; 1001.65; 1013.10;
 1013.15

Date November 21, 2017

Adopted:

Date Revised: ~~June 16, 2020~~ **February 17, 2026**

OPR: Dean of Administrative Services

Statement of Purpose

Facilities owned and operated by North Florida College (College) have the primary purpose of supporting the mission and vision of the College, its curricular and co-curricular programs, academic departments, and administrative offices. College facilities further support the needs of officially recognized student, faculty, and staff organizations. This policy addresses the rental and use of such facilities by non-College affiliated individuals and entities.

Rental and Use of College Facilities

College facilities may be made available to non-College affiliated individuals and entities for rental for meetings, presentations, entertainment programs, educational programs and other uses that promote a stimulating artistic or intellectual environment and further the College's mission.

Fees

College facilities may be rented for a fee. Fees are determined by the Dean of Administrative Services and are based on the type of College facility being rented and whether the College is required to utilize any resources as part of the rental. The Dean of Administrative Services is responsible for determining rental fees. Fees must be paid ten (10) business days in advance of the event.

College-affiliated entities are not required to pay a fee for use of College facilities. However, College-affiliated entities may not serve as proxy entities for outside entities to operate on campus. College-affiliated entities that wish to co-sponsor campus events with outside individuals or entities must seek the advice and consent of the administration. While the College recognizes the benefits of partnerships and collaboration with non-College entities, the logistical and financial responsibilities of student-sponsored events must reside with a recognized student organization and its leadership corps.

Application

Individuals and entities desiring to rent or use College facilities must submit a signed application no less than fifteen (15) business days in advance of the desired rental date(s). Applications may be obtained from the Dean of Administrative Services.

Applicants will be required to provide, among other things, the following information:

1. Name, address, phone number, and e-mail address of applicant;
2. The facility to be rented;
3. Dates and times the facility is needed;
4. Name of event;
5. Purpose of event, including an agenda;
6. Approximate number of attendees;
7. Security measures or needs;
8. Audio visual needs;
- ~~9. Food and beverages;~~
10. Proof of insurance of the type and amount equal to or greater than that of the College. The applicant must also provide a certificate of insurance liability naming the College as an additional insured;
11. Information on the applicant's ability to organize and manage the event in a manner consistent with College standards and requirements; and
12. An executed College Facility Rental and Use Agreement

Prohibited Activities

The following is a non-exhaustive list of prohibited activities for which applications will not be accepted or approved:

1. Activities that will disrupt or interfere with safe College operations;
2. Activities that could potentially threaten the physical safety of any individual or result in damage to College facilities;
3. Political and religious events;
4. Fundraising activities **unless authorized by the College President;**
5. Activities conducted primarily for the purpose of making a profit for the sponsoring organization which is not of general interest to the College community;
6. Activities which could be construed by the public to be educational courses or other activities sponsored by the College when, in fact, they are not so sponsored; and
7. Activities that fall outside the mission of the College;
8. **Consumption of food and beverages unless authorized by the College President;**

Permitted Activities

Requests for use of College facilities will be considered for the following types of activities, subject to the limitations stated elsewhere in this policy:

1. Activities of a broad educational or informational nature benefiting College students and the College community; Programs with artistic, cultural, or entertainment content, which may appeal to College students and the College community;
2. Charitable events that benefit the College;
3. College student-initiated events approved by the administration; and
4. Events conducted by Federal, State, and Local Government that are in furtherance of the College's mission.

Application Review

Upon submission of a completed application (including all required attachments), the Dean of Administrative Services will review the application to determine whether to approve or deny the rental request. As part of the review, in addition to considering the application, Management will also consider the following:

1. Specific priorities and policies established for the requested facility;
2. Prior commitments of the facility for regular educational program use;
3. Suitability of the requested space for the particular type of event proposed;
4. Whether the event is in furtherance of the College's mission, including the potential impact on the College's status in the community;
5. NFC resources required to support the event; and
6. Impact of the event on the operation of the College.

Applications will be approved or denied within five (5) business days of the College's receipt of an application. Incomplete applications will be returned to the applicant and not reviewed until all required submissions are provided.

NFC Co-Sponsorship

When an academic or administrative department agrees to co-sponsor an event organized primarily by or for an outside group, several requirements must be met, including the following:

1. It becomes the responsibility of the department to work directly with the organization to plan, coordinate and participate with all aspects of the event.
2. The department or organization that proposes to co-sponsor an event must apply for approval. NFC academic departments must receive approval from the administration.
3. NFC student groups, faculty and staff must receive approval from the administration.

Depending on the nature of the event, usual rentals fees may be totally or partially waived at the discretion of administration.

SACSCOC 13.7