I. PURPOSE & INTENT:

University space, whether within buildings or part of the grounds, parking lots, roads, or athletic facilities, are valuable resources. These resources should be allocated and used in a manner that best supports the mission of the University of South Florida System (University or USF System).

II. STATEMENT OF POLICY:

University space should be used to support the instruction, research, and public service mission of the University. University space and facilities will be used for the official and regular purposes and functions of the University. The University may extend the use of specified space and facilities to members of the University community or to the general public subject to provisions outlined within this Policy and supporting procedures.

This Policy is superseded by any Joint Use Agreement, which the University enters for emergency purposes.

III. PROCESS STEPS/SPECIFIC PROVISIONS:

A. Use:

1. Conflicting requests for use of space occur infrequently because of the variety of facilities and time periods available. However, because space is a limited resource, if a conflict occurs, use should be scheduled in accordance with the following priority order:

   a. Credit instruction, research, and curricular events such as recitals and symposia.

   b. University-sponsored, non-credit instruction.

   c. An event or program that is associated with a part of the University curriculum, offered by an academic department, and targeted for a non-university audience, in addition to university participants.

   d. Extra curricular - events or programs that enrich the University student experience
such as student government sponsored programs, lecture series, student organization activities, intramurals, and recreational sports.

e. University-sponsored conferences and institutes.

f. Alumni and Foundation activities.

g. Professionally associated activities - events or programs offered by professional associations that are related to the academic disciplines or career fields of University faculty or staff in which University faculty or staff are members.

h. Public Service - events.

i. Private Events.

2. Some USF space is particularly designed or designated for one or more of the uses listed above. In such cases, the designation should supersede the priority order listed above.

B. Authorization & Scheduling:

1. Scheduling of University space shall be done decentrally by several University offices depending upon the facilities to be used:

   Please contact the appropriate facility management office.

2. The USF System may impose health and safety requirements as part of the approval procedures. In the event that Administrative Services deems an event a health or safety risk, Administrative Services reserves the right to partially or fully disapprove requests and/or an event or space use.

C. Charges:

1. University-related groups may be charged for occupancy of University space. Non-University groups will be charged for occupancy of any University facility in accordance with the procedures set forth for such facility. If services to support the user of the University space (such as set-up, clean-up) are provided by University units, who charge the University community for their services, then all users should be charged. If charges are not routinely levied, but services above the normal level are required to support the customer's use of a facility, charges should be levied.

   Current Responsible Office*: Administrative Services

   *Refer to the appropriate Responsible Office website for a current name of the Vice President or other Responsible Officer.

   History: New 6-28-91, Amended 2-1-17 (technical).