

Use of University Space And GatorConnect

REGULATIONS, POLICIES, & PERMITTING





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Policies

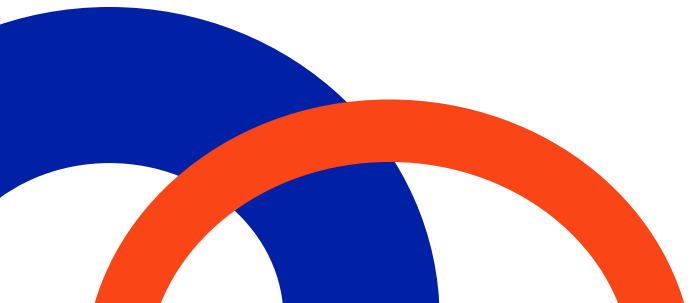
Policies supporting the regulations that fall under the responsibility of the Vice President for Business Affairs will be maintained by the Office of the Vice President & General Counsel and posted to the UF Policy Hub.

<https://policy.ufl.edu>

Policy Hub Policies Supporting on Campus Events



- Use of University Space
- Alcoholic Beverages
- Food and Beverage Services
- Tabling Events
- Fronting
- Campus Demonstrations
- Distribution of Printed Materials
- Commercial Activity
- Temporary Signage
- Animals Prohibited in Buildings
- RSO Classification



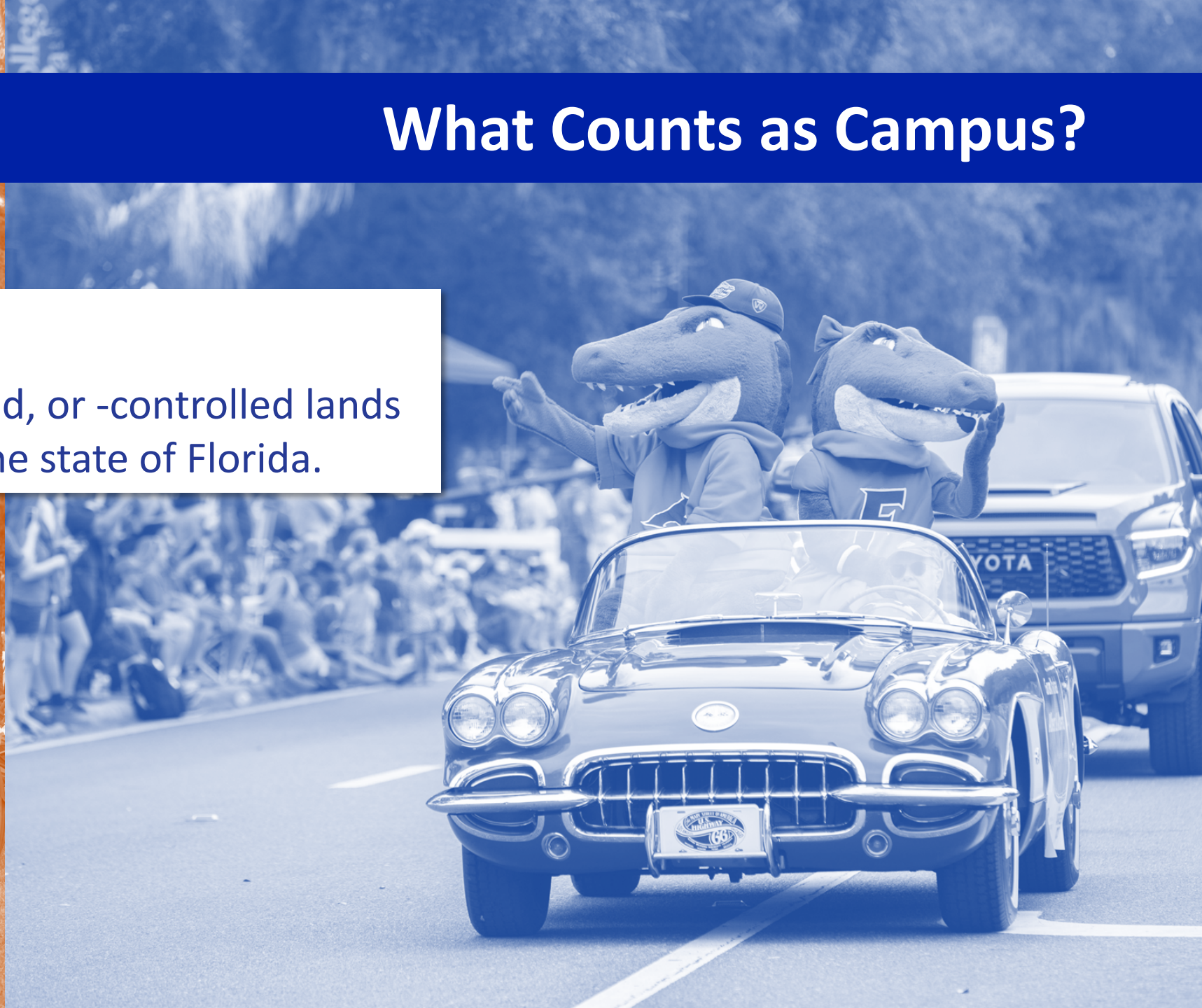
Definitions

Campus, Users, Spaces, &
How Policy Applies to You

What Counts as Campus?

Campus:

All University-owned, -occupied, or -controlled lands and buildings located within the state of Florida.



User Classification: Primary Users



The entities typically tied to the University's educational and research mission, including:

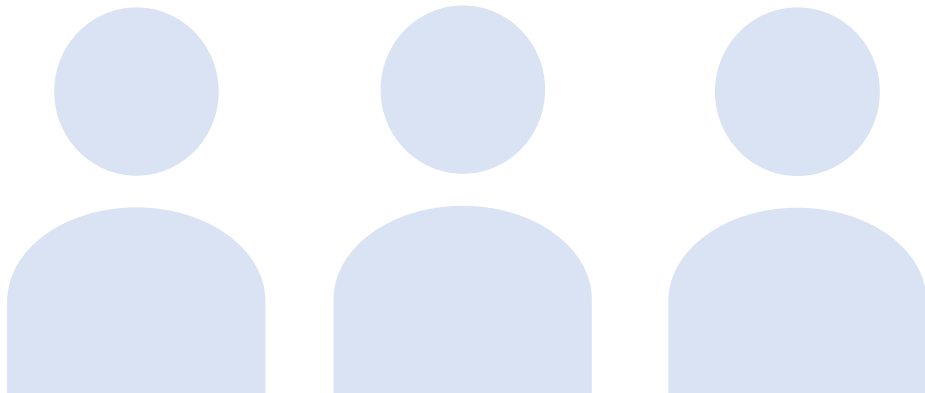
- Any University-recognized and officially constituted college, school, department, division, institute, center, office, or other University organizational unit;
- Any University employee when performing functions within the scope of their employment;
- Any University student engaged in activities directly related to their current course curricula, such as studying (individually or with a group of individuals all of whom are University students) and working on course-related projects or experiments.
- Any University-certified direct support organization organized and operated in accordance with Section 1004.28, Florida Statutes, and their employees when performing functions within the scope of their employment;
- Shands Teaching Hospital and Clinics, Inc. and any University Health Science Center Affiliate, and their respective employees when performing functions within the scope of their employment; and
- Any registered student organization when utilizing Space solely to conduct activities related to the registered student organization's stated mission or purpose.

User Classification: Select Users



Any individual, group, or organization not meeting the definition of Primary User, including:

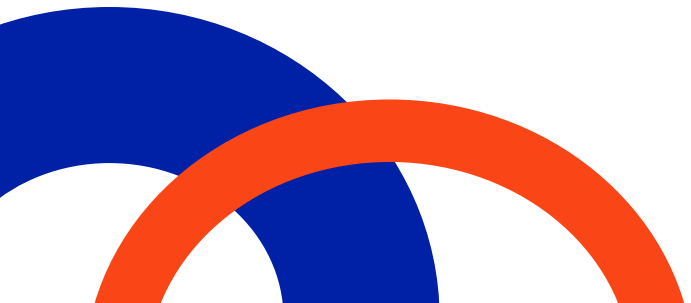
- Non-registered student organizations when not hosted by a Primary User
- Individual students
- Employees using space for non-work-related reasons, such as personal events and fundraisers
- General public
- Not-for-profit organizations not owned or operated by the University
- Commercial entities



||||||| Space Classification: Primary Space

———— Only PRIMARY USERS can reserve and use PRIMARY SPACES —————

Includes space that is only available for use by Primary Users and, unless otherwise specifically identified on the University's list of Select Space, includes all Instructional Space, Administrative Space, and Primary Outdoor Areas.



||||||| Space Classification: Select Space

PRIMARY and SELECT USERS can reserve and use SELECT SPACES

Includes indoor and outdoor Space that is eligible for reservation and use by both Primary Users and Select Users, a current list of which is available at <https://businessaffairs.ufl.edu/events/select-space/>. (Straughn Center, O'Connell Center, Emerson Alumni Hall, Reitz Union, etc.).

Your event coordinator in Select Space will guide you if a Business Affairs permit is required.



Select Space is reservable and available space within:

- Austin Cary Forest
- Baughman Center
- Emerson Alumni Hall
- Florida Museum of Natural History
- Harn Museum
- Phillips Center for the Performing Arts
- RecSports Facilities
- Reitz Union
- Stephen C. O'Connell Center
- Straughn Prof. Develop. Center
- University Athletic Association
- University Auditorium

Registered Student Organizations



Primary Users:

General RSO's

- GRISO are independent organizations with no legal affiliation to the University or any of its entities. Accordingly, any statement, idea, or conduct expressed by an RSO within this classification is its alone and not an expression of, or endorsement from, the University of Florida.
- A GRISO's mission and purpose are established by and fulfilled solely through its student leadership and membership.
- Neither the GRISO nor any of its members are eligible for coverage under the University's general liability or workers' compensation insurance.
- GRISO are not eligible for any University tax exemption.
- GRISO may not use any University or University of Florida Athletic Association names, trademarks, logos, or likeness without the express written permission of the University's Strategic Communication & Marketing Office.

University Sponsored RSOs

- USSO, unlike GRISO, are extensions of the University and serve one or more aspects of the University's mission.
- USSO's mission and purpose are established by the University and the USSO must operate within the scope and function of its affiliated University unit. Accordingly, it must follow all University regulations, policies, standards, business practices, and other applicable rules. Moreover, the USSO's membership standards and operational policies must be set by its affiliated University unit. Finally, the University may utilize USSO members as Volunteers under specific circumstances described below.
- When operating on behalf of the University, USSO members may be designated as Volunteers and therefore eligible for certain insurance benefits.
- A USSO may be eligible for University's tax-exemption status for purchases connected to University business. A USSO may be eligible for University's tax-exemption status for purchases connected to University business.
- A USSO may not use any University or University of Florida Athletic Association names, trademarks, logos, or likeness without the express written permission of the University's Strategic Communication & Marketing Office. A USSO may use the marks of its affiliated University unit with the unit's prior approval.

Read the Policy Here: <https://policy.ufl.edu/policy/rso-classification-officer-eligibility/>

Permitting & Risk Reviews

Ensure you take the proper
steps for your Event

Does My Event Need a Permit?

YES, for...

Non-Exhaustive list of events that **require** permitting:

- Events held or sponsored by **Select Users**;
- Events held or sponsored by **Registered Student Organizations**;
- Events designed to **include animals**;
- Events including **well-known individuals** (locally, nationally, or globally) who might bring increased publicity to the University;
- **Tabling Events** as required by the [Tabling Events policy](#);
- Events involving the sale, service, or consumption of **alcohol on Campus**, except when such Events take place in locations approved for the sale of alcoholic beverages (refer to [Regulation 2.019, Alcoholic Beverages](#)), or Events where University funds of any typer are being used to pay for the alcoholic beverages;
- Events where **food trucks** are requested as the caterer;
- **Grilling** on Campus; and
- Events requiring a **risk review** (see section 3 of Use of [University Space Policy](#)).

Does My Event Need a Risk Review?

YES, for... Non-Exhaustive list of events that **require** a risk review:

- Events where the expected attendance exceeds 250 people;
- Events including well-known individuals who might bring increased publicity to the University;
- Events likely to bring to Campus individuals not invited to the Event (e.g., press, protestors, community members)
- Events involving theatrical or music performances where the majority of the audience will not be seated;
- Events where alcohol will be served;
- Events with money changing hands;
- Events held in Outdoor Areas that include Amplified Sound or Concert Sound;
- Events designed to include open flames, fireworks, or other pyrotechnics;
- Events designed to include bounce houses, dunk tanks, rock climbing walls, etc.;
- Events including firearms and other weapons;
- Runs and walks;
- When University officials determine the complexity of the Event's planning or execution requires significant administrative involvement; or
- When University officials determine the Event is likely to significantly impact campus security or campus-wide services, functions, or activities.

||||||| GatorConnect - Event Permits

GATORCONNECT

ORGANIZATIONS ▾

EVENTS

BUSINESS AFFAIRS

STUDENT LOGIN

#INVOLVEDUF

DISCOVER

CREATE

ENGAGE

Business Affairs Permitting



- General Event (includes request to serve alcohol)
- Select Spaces: Request to Serve Alcoholic Beverages
- Tabling
- Yard Signs and Feather Banners
- Century Tower Lighting
- Banners
- Run/Walk

RSO Permitting



- General Event
- General Event w/ Alcohol
- Fundraisers/Philanthropy Events
- Large Scale Events
- Greek Tailgates
- Run/Walks
- Tabling



||||||| Food and Beverages

- UF Approved Caterers
<https://www.bsd.ufl.edu/catering/Caterers/Index>
- UF Approved Caterer vs. UF Vendor
- Safe food handling
- Self-Catered Events
- Mobile Food Facilities – Including Food Trucks
- Grilling



Alcoholic Beverages

- The sale, service, consumption, or possession of alcoholic beverages is prohibited on Campus during normal business hours, 8:00a.m. to 5:00p.m., Monday through Friday and is prohibited in instructional and administrative space.
- When to file a GatorConnect request
- Requirements for serving alcoholic beverages include:
 - Non-alcoholic beverages and “non-salty, non-snack food” available
 - Server for every 100 guests in attendance
 - Serving alcoholic beverages outdoors
 - UF staff serving alcoholic beverages



Tabling Events



2 Step Process

- Reserve the Space
- Complete a Tabling Events permit request

Locations

- Turlington Plaza and Newell Hall tables
- Reitz Union and Plaza of the Americas
- Space under direct control of University units
- Other locations



Temporary Signage



Signage Types

- Adhesive Stickers, Labels, Static Window Clings and Decals
- Banners
- Light Pole Banners (managed by Strategic Communications)
- Chalking
- Printed Materials such as Posters or Flyers
- Sandwich Boards (including A-Frame signs) in Outdoor Locations
- Yard Signs
- Temporary Directional or Way-Finding Signs of Events

Authorized Use

- To promote and provide directions.
- To promote events or activities related to the mission of the University.
- To celebrate anniversary milestones of Primary Users related to the University (beginning at 50 years, increasing in increments of 25 years).
- To recognize major donors (e.g. donors after whom a college or building will be named).

Review Process



Campus Partners

- UFPD
- Environmental Health & Safety (EHS)
- Facilities Services, Work Management
- Transportation & Parking Services (TAPS)
- Student Activity Advisors
- Venue Coordinators
- Youth Compliance

What Are They Looking For?

- Policy compliance
- Fronting
- Opportunities to mitigate risk.
- Do sprinklers need to be turned off?
- Will custodial services be needed?
- Will roads need to be temporarily closed?
- Will training be required by the Youth Compliance Office?
- Does the event have the proper insurance required?

||||||| [GatorConnect](#) - Event Permits

GATORCONNECT

ORGANIZATIONS ▾

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Denied Requests



Timeline:

- Requests must be submitted at least 15 business days prior to the date of your event. Events that meet the criteria for a risk review require at least 30 business days advance notice.

Best Practices:

- The more information you share upfront the more we can assist you.
- If any part of your event sounds like it could be a liability to the University, it probably is and needs reviewing by our risk management team.
- Communication is KEY!

Bonus Tip:

We're here to help!



||||| Stay Up To Date!

Sign up for the Business Affairs Events and Permitting Listserv. You will stay informed on new regulation and policy changes pertaining to how space is utilized on campus, new procedures, and helpful information to host successful events.

<https://businessaffairs.ufl.edu/events/events-listserv/>



Contact Us

Event Permitting and Policy Interpretation

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Questions?

