

**Florida A & M University
Office of Human Resources**

HR OPERATING POLICY-PROCEDURE

Procedure No. HR-6001

Subject: Use of University Facilities	
Authority: Florida Statutes 1001.74; Florida A&M University Regulation 10.124	Effective Adopted Date: 07/01/1999
Revision(s)	06/27/1996; 3/2017
Related References	
Purpose	Using FAMU facilities

1.0 General Information

- A. University-related person, organizations, and groups whose activities are related to and further the mission of the University may sponsor meetings in University space in accordance with University policies and procedures.

2.0 Definitions

- A. Custodian is defined as the person designated by the University to oversee the use of a facility or facilities, or parts thereof. [Note: a facility may have one or more custodians.]

3.0 Responsibilities

4.0 Procedures

- A. Any person, group or organization requesting to use a University facility should make its written request to the designated custodian of the facility.
- B. The request for use of the facility should indicate the date, time, location, purpose, if the purpose is in furtherance of the mission of the University it shall so indicate, and any services that it desires the University to provide.
- C. The custodian shall review the request to determine: if the activities are related to and further the mission of the University; space availability;
- D. The custodian shall review the request to determine: if the activities are related to and further the mission of the University; space availability; if priority for use of the facility shall be given to a person, group or organization if the activity or activities are related to, or further the University's mission; charges for direct costs for the use; charges for requested services, if requested and available;
- E. After determining the above factors listed in A through D, the custodian shall grant approval or disapproval of the request for use of the facilities and services. with the University's Risk Manager, what type of insurance is required; with the University Police Department, what type of parking and security plan is needed; and with the General Counsel's Office as to whether the review of the request is legally sufficient.