



**REGIONAL CAMPUSES**  
**SOUTH ORLANDO**

## **Facility Use General Policies for UCF South Orlando**

Any University of Central Florida (hereinafter referred to as “university”) and non-university organization, business and individual applying to use UCF South Orlando (hereinafter referred to as “User”) is responsible for knowing and abiding by the rules and policies governing facility usage thereof. The following is a list of general policies that outline the terms and conditions of use.

1. Use of UCF South Orlando is made available to university departments, auxiliaries and outside businesses and organizations sponsoring activities consistent with the university’s mission and goals. The sponsor (User) of such activities is held accountable for payment of fees or charges that apply for facility usage. There is no cost to university departments scheduling UCF credit (FTE generating) courses, non-fee supported courses, programs, meetings or events. Rental fees apply for any event held at UCF South Orlando for which an admission, registration or any other fee is charged for participants to attend.\*
2. Upon receipt and review of a properly completed Facility Reservation Request, the scheduling office staff will notify the User of approval or disapproval of the request. Estimated rental and/or service charges as well as any deposits will be specified on the approved Request form. The organization is invoiced upon conclusion of the event, except where prepayment is necessary. A Facility Reservation Request must be submitted prior to dates needed. UCF South Orlando is not available for use on university holidays, and evenings during semester breaks. Reservations are confirmed on a semester basis; dates extending beyond six months are held tentatively.
3. Normal operating hours are currently Monday through Thursday, 8:00 am-10:00 pm, and Friday, 8:00 am-3:00 pm. Any event scheduled earlier than 8:00 am or beyond 10:00 pm including set-up time and clean-up time is subject to a 50% rate surcharge and staff availability. Prepayment of fees may be necessary for events scheduled on weekends. Entry to the facility by caterers or event attendees will not be permitted earlier than 7:30 am, unless prior arrangements have been confirmed with the Center’s facility scheduler. Charges will apply for the full reservation time unless the scheduling office staff is notified of any changes at least 1 business day before the event. A surcharge of \$15.00 per hour shall apply for facility usage during weekend hours.
4. Unless specifically waived by the university Business Manager, each User must provide a certificate of insurance indemnifying and saving harmless the university and its employees from any and all liability connected with the User’s acts and omissions and the acts and omissions of User’s employees, contractors and agents. Minimum coverage amounts may vary depending on the type of activity or event.
5. Alcoholic beverages may be consumed on the premises only in compliance with state laws and university regulations. No catering service/equipment is provided by UCF South Orlando. Food can be provided by User.
6. Only UCF computer technicians are authorized to install/remove software on the systems.
7. A UCF South Orlando staff person must be present at all scheduled events.



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8. Potentially Hazardous Events: Events which involve the use of certain potentially harmful materials, chemicals, activities, etc., including gathering of 150 or more people, require special permission of the university's director of Public Safety and Police. Form 40-C must be completed in addition to the Facility Reservation Request at least 20 days in advance of the proposed event.
9. User's Responsibility. The User must understand:
  - The event is to be conducted as described in the approved application.
  - All restrictions placed on the event by the university must be followed.
  - If the User has a UCF sponsor, the sponsor or a representative from the department, **MUST BE PRESENT OR FEES APPLY.**
  - The User is accountable for payment for damages to any university property or equipment.
  - Payment for services is due upon receipt of invoice immediately following facility use.
10. Confirmed reservations are subject to cancellation if the reserved space is needed for UCF credit classes or activities sponsored by UCF Downtown; or at any time prior to or during an event if User fails to comply with university policies and procedures; or if false statements are contained in the request. Prior notice will be given.

\*The auxiliary rental rate shall apply to all university departments or enterprises scheduling fee-supported activities.