

FLORIDA	OFFICIAL
POLYTECHNIC	UNIVERSITY
UNIVERSITY	POLICY

Subject/Title: Events on Campus by Non-University Groups
FPU Policy Number: FPU-1.0038P
<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Major Revision of Policy <input type="checkbox"/> Minor Technical Revision of Policy
Date First Adopted: December 10, 2014
Date Revised:
Responsible Division/Department: Facilities/Building Code Administration
Initiating Authority: Office of the General Counsel/Building Code Administration

A. APPLICABILITY/ACCOUNTABILITY:

This policy applies to any non-university persons or organizations holding an event on Florida Polytechnic University property. This policy shall not apply to official events which are scheduled annually in University publications (classes, orientation, registration, etc.) or to University events that do not involve alcohol or tents or other temporary structures. The Florida Board of Governors Regulation 1.001 provides authority for this policy.

B. POLICY STATEMENT:

Before advertising and or commencing an event on University property, non-university persons or organizations must obtain written authorization from the Facilities Department and will be subject to inspections by Building Code Administration (“BCA”) and Environmental Health & Safety (“EH & S”).

C. DEFINITIONS:

1. Potentially hazardous event: Any activity that could reasonably be expected to create a risk of harm to persons or of defacement or damage to public or private property. Examples of potentially hazardous events include, but are not limited to: bonfires; lighting of fireworks; events involving helicopters or other aircraft; drones; motor vehicle races; gatherings in excess of 200 persons, including unregistered campus athletic events; marches (including any organized walks or runs); parades; events involving the distribution or consumption of alcohol; and any outdoor events requiring electricity.

2. Organizer: The organization or person requesting or holding an event.

3. SAFE Form: The Safe Action Facilitates Event Form (“SAFE”). The online form that is required to initiate the review/approval process to ensure compliance with University policies regarding events or activities held on University property found on the University web page.

4. Certificate of Liability Insurance: A document issued by an insurance company broker that is used to verify the existence of insurance coverage under specific conditions granted to the listed individuals. All non-university organizations or persons holding an event on University property

shall submit a certificate of liability insurance to the University that lists the Florida Polytechnic University and the Florida Polytechnic Board of Trustees as additional insureds.

5. Canopy. A structure or shelter, including a tent, that is constructed of pliable materials supported by any manner, except by the contents it protects, and which is open, without side walls, and does not exceed 120 square feet.

6. Tent. A temporary structure of pliable material over 120 square feet that achieves its support by mechanical means such as beams, columns, poles, arches, cables, ropes, or other similar support members.

7. Flame Spread Certificate. A certificate from the tent manufacture used to describe the surface burning characteristics of materials, indicating the tent meets all the requirements from the National Fire Protection Association (NFPA) 701 and the Florida Building Code. It is also known as the Flame Resistant, Flame Retardant, and Flameproof Certificate.

8. Site Plan. A diagram showing the proposed temporary structure location, distances to adjacent structures, pedestrian access and egress pathways, emergency vehicle access and any other pertinent information. Aerial photographs of the campus from EH&S or BCA can be used for making site plans.

9. Temporary Structure. For the purpose of this policy, any structure erected, assembled, inflated, constructed, set or otherwise delivered configuration of building materials, accessible for any occupied use located on University property, for a duration of less than ninety (90) days. This includes tents with and without sides, canopies, stages, platforms, or similar installations that have the potential to present a risk to health and safety, regardless of size.

D. PROCEDURES:

1. Requesting permission for an event. Before commencing or advertising a potentially hazardous event on University property, the individual, organization or sponsor (the "Organizer") must request permission to hold the event by completing and submitting a SAFE form and receive the University's written approval. The Organizer must submit the SAFE form to the Facilities Department at least two (2) weeks prior to the start of the proposed event. For events involving fireworks, and temporary structures the SAFE form should be submitted at least thirty (30) days prior to the Event to allow sufficient time to process the application.

2. Events requiring tents, canopies or temporary structures. An Organizer planning to erect a temporary structure on University property shall obtain authorization and permits from EH&S, BCA, and if necessary, the State of Florida Fire Marshal office in Tallahassee, Florida. The Organizer shall also call SUNSHINE for utility location service before any digging, trenching, staking, etc. on University property.

3. Information required for tent, canopy or temporary structures. At least thirty (30) calendar days before the event the Organizer shall submit the following:

- a. Certificate of liability insurance
- b. Flame spread certificate

- c. Site plan
- d. Egress plan
- e. Seating arrangement
- f. Services, equipment and utility plan
- g. Details on manufacture-approved alternate methods of structural member connections, where original equipment is not supplied.
- h. Details on ground support methods. (all staking on University property requires a utility locate by calling SUNSHINE for location services)

4. Inspections of tent, canopies and temporary structures. BCA reserves the right to inspect any temporary structure on University property. Any structure found to pose a risk to health and safety, placed without approved permit, or installed with a questionable structural assembly will be denied occupancy and removed.

5. Fire Protection for tents, canopies and temporary structures. All structures subject to human occupancy shall be manufactured of materials with adequate fire resistance. Improvised tarp or plastic are not acceptable.

6. Fees. There is no fee for submitting the SAFE form; however the University may impose facility/rental fees and any temporary utilities associated with the use of a temporary structure may require the payment of installation or inspection costs. In addition there may be fees for local City of Lakeland permits and for state permits. A BCA work order with a billable account number or direct billing information must be filed with the BCA to request connection to temporary utilities. The Organizer of the event will be charged for removal of refuse and or damages to University property arising from the event.

7. SAFE Form process. Once approved by the Director of External Affairs, applications will be reviewed by the Facilities Department and circulated to the University Department of Public Safety & Police, Facilities and the appropriate building/area coordinator and any other relevant University officials. Once approved by all applicable departments, EH&S/Facilities will verify compliance with University requirements and the Assistant Director of Facilities/designee will make a determination regarding the issuance of the University's approval. If the Event involves alcohol, the Facility Administrator/designee will make a determination regarding the issuance of the University's approval.

8. Amplified sound. The use of amplified sound at the event must not disturb classes or unduly hinder other members of the University community from engaging in their tasks or activities or enjoying their right to privacy within their living or working spaces.

9. Weather. All events are approved subject to safe weather. Where inclement weather occurs after event approval is obtained, and prior to the event, the permit is voided unless the site is verified by the Department of Public Safety & Police to be safe for use. When unsafe conditions develop during use, it shall be the responsibility of the Organizer and University event manager in conjunction with the University Department of Public Safety & Police to monitor the site and to suspend activities until it is safe to resume the Event.

10. Cancellations and terminations. Application or approval for any event may be cancelled by either the Organizer or the University upon written notice to either party. Any event may be terminated at any stage by the University Department of Public Safety & Police or any University official whose approval is required for the event if it is determined that the event is not being conducted strictly in accordance with the terms of the application as approved, the event is or has become disruptive or unsafe, if there are emergency circumstances, or if the event is interfering with other events or University operations.

11. Changes to the event. If changes are made to the event, the Organizer must contact BCA to report what changes are being made. Even if the SAFE form has been processed, the changes are not approved unless the relevant departments have been notified and accept them.

POLICY APPROVAL	
Policy No.: FPU-1.0038P	
_____	_____
Initiating Authority	Date
_____	_____
Policies & Procedures Review Committee Chair	Date
_____	_____
President/Designee	Date
Approved by FPU BOT, if required	_____
	Date

**EXECUTED SIGNATURE PAGES ARE AVAILABLE IN THE
OFFICE OF THE GENERAL COUNSEL**