



## **Use of College of Law Facilities by Outside Groups and Individuals**

Stetson University College of Law is a private institution of higher learning devoted to educating its students. To fulfill this mission, College facilities are used primarily to support instructional and other College-related activities.

The College of Law frequently receives requests from outside groups and individuals to use College facilities in Gulfport and Tampa. Not all requests can be granted.

An outside group or individual, for purposes of this policy, includes employees and students who are not seeking to use campus facilities for official College of Law business or activities. Outside groups also include organizations in which Stetson University College of Law faculty or staff serve as members.

Requests are referred initially to the Director of Conferences and Events to check for conflicts and appropriateness. On occasion, other senior officials must review the request. If the College permits the event to occur on one of its campuses, the Office of Conferences and Events will set the fee schedule and will help coordinate the event.

Requests to use College of Law facilities should be made at least six weeks before the anticipated event, although longer lead time is encouraged. The College of Law has blocked out certain dates, such as new-student orientation, the reading and examination periods, graduation, and the last few weeks before The Florida Bar Examination, when outside groups normally may not use College of Law facilities. The College of Law also has rules regarding serving alcohol on campus, using AV equipment, and using specific caterers. In addition, the College of Law may require the outside individual or group to provide proof of insurance covering the event, or to purchase event coverage insurance.

*Administrative policy revised January 26, 2009.*