

NORTHWEST FLORIDA STATE COLLEGE
APPENDIX B

**OPERATING PROCEDURES FOR USE
OF FACILITIES, EQUIPMENT (including use of college cellular phones),
AND PROPERTIES FOR
OTHER THAN COLLEGE-SPONSORED EVENTS OR USES
(Reference Policy -- 6Hx17.4.00)**

A. General Considerations:

1. Priorities

- (a) Scheduled Classes
- (b) College Testing
- (c) Registration/Graduation
- (d) Conference Basketball Games
- (e) Fine & Performing Arts/Non-Conference Basketball Games
- (f) Other Educational Institutions and Government Agencies
- (g) Non-Profit Organizations
- (h) For-Profit Organizations

2. Times when outside events normally will not be scheduled. Exceptions may be granted.

- (a) Sundays
- (b) Days on which the college is officially closed
- (c) One day preceding or following registration period
- (d) One day preceding or following examination periods
- (e) One week preceding or following closure of the campus for Christmas/New Year's Holidays
- (f) One day preceding or following a holiday on which the college has been closed
- (g) Non-class days between semesters

3. Criteria for Facilities Use/Request of The Arts Center

As determined by the college president or his designee(s)

- (a) The request shall be consistent/compatible with the mission(s) of the college and of The Arts Center
- (b) The request shall not conflict with or otherwise overburden existing Arts Center commitments with respect to space, equipment and/or college staffing.
- (c) The request shall not interfere with other events or instructional activities scheduled elsewhere at OWC.

(d) The request shall not directly compete with or otherwise undermine the programming, the theme or variety of The Arts Center season.

(e) The request shall not limit, impede, or otherwise undermine the revenue potential of The Arts Center as an auxiliary operation of the college.

(f) The request shall be subject to a review of the requesting organization's previous facilities usage history, performance and adherence to college rules/guidelines.

4. Normally, a minimum of 30 days advance notice is needed to allow time for the insurance check to clear and scheduling of Physical Plant workloads.

B. No outside agencies' events will be scheduled until after May 15th for the next fiscal year beginning July 1st, to permit college departments first priority on the use of the Gymnasium, Arts Center and the College Mall. After that date, all requests will be evaluated according to college policy on a first-come, first-serve basis.

C. The Office of Facilities Planning has the responsibility to review any potential exceptions and make recommendations to the President. The President may waive fees for events which are co-sponsored by the College.

COLLEGE CELL PHONE PROCEDURES

1. All college cellular telephones will be on a college contract negotiated annually by the Telecommunications Administrator.
2. Each employee holding a cellular phone will receive a monthly stipend to pay the cell phone charges. The stipend will be as follows:

Standard Cell Phone	\$32.00
Direct Connect Phone	\$ 0
Blackberry	\$83.00

Each month an amount equal to the monthly stipend will be deducted from the employee's pay to cover the basic cost of the phone. There will be an additional charge to the employee of \$0.20 per minute for all peak minutes above the basic 1,000 minutes per month. Employees should use the toll free directory assistance when directory assistance is required. Additional charges for the use of directory assistance for personal calls will be paid by the employee.

3. Cell phones assigned to a department to be checked out by employees will be paid by the department. The department will be responsible for reviewing the bill and notifying employees of calls made while the phone was in their possession. The employee will be responsible for paying the business office for all personal cell phone calls at \$0.20 per minute.

4. The President or appropriate Vice President will approve the authorization for a department chair or employee cell phone to be added to the college phone contract.

Revised: July 1, 2006; R. 3/07; Rev. 1/09