

UNIVERSITY POLICY SA-02.02-06/01

DATE: June 21, 2001

TO: University of West Florida Community

FROM: Morris L. Marx, President

SUBJECT: Student Organization Facilities

AUTHORITY: Section 240.227 F. S., Rule 6C-6.010, F.A.C.

Policy/Purpose: Describes UWF Standard Practices Regarding Student Organization Facilities

The University of West Florida has dedicated property and resources for the development of student organization facilities as depicted in the UWF Master Plan.

It is anticipated that fraternity and sorority, religious, scholarship, and other student organization facilities will be constructed. Some facilities will be *centers* or *lodges*, that is, they will be non-residential and will typically feature space for organizational administration, programming, storage, and other special uses. *Centers* and *lodges* may include limited residential accommodations for guests or staff employed by the organization. Some facilities may be *houses*, that is, they will offer residence for members of the organization.

Such on-campus student facilities are desirable as the resultant activities and services make positive contributions to the mission and scope of the university. The university recognizes the importance of co-curricular activities, programs, and living environments as a vital component of the college experience. Student organizations and activities provide education in civic responsibility, leadership, cooperation, spiritual values, ethics, independent action and thought, and participation in the rights and privileges afforded to all citizens. Additionally, the availability of space for spiritual or religious activities and services provides opportunities for developing traditional moral and ethical values. Institutional support of this concept recognizes the role these facilities can play in providing an essential focus for activities, social opportunities and developing life skills.

Only student organizations, which meet the following criteria, are eligible to submit a written proposal:

- The organization must have been registered as a university student organization for an uninterrupted period of five years prior to the date of application.
- During the previous three years, the organization should have maintained an average of 25 active members with no fewer than 15 at any given time. At least sixty percent of the membership must be freshmen, sophomores, or juniors at the time of application.
- The organization must be in good standing with the university and demonstrate a record of positive contributions to campus life and good citizenship.
- Seventy-five percent of the membership of the organization must be in agreement with the proposal to establish an on-campus facility.
- The organization must provide proof of financial stability.
- The organization must be represented by an established "Organizational Corporation" or similar board which must assume responsibility for the organization's participation in the project.

Policies and Procedures

Two committees shall be established to provide policy and direction for student organization facilities: the **Student Organization Facilities Steering Committee** will be a university committee with representatives from Student Activities, Student Affairs, Housing, Facilities Planning, Physical Plant, Safety and Security, and Student Government. This committee will provide administrative guidance, ensure that necessary university resources are available to carry out the project, and recommend both general and specific policy. Revision of policy and procedure stated in this document, as well as development of any new policies or procedures, will be the responsibility of the Steering Committee.

The **Student Organization Facilities Advisory Board** will consist of the Director of the University Commons and Student Activities, alumni and/or organizational corporation representatives from all participating organizations. This board will provide input and guidance on policy issues, will serve as an information conduit between the university and the various organizational corporations, and will identify issues of concern to be addressed by the Steering Committee.

Both committees shall report their recommendations to the Vice President for Student Affairs or designee.

In addition to the laws of the State of Florida, student organization facilities and their members will be subject to applicable university policies and procedures.

Facilities will be under the jurisdiction of the UWF Office of Environmental Health and Safety (EH&S). EH&S will enforce the appropriate state and local life safety regulations and coordinate inspections with appropriate agencies including State Fire Marshal, Escambia County, FIRS, and DEP.

Organizations are expected to comply with the university's alcohol rule and the policies and procedures associated with it.

Any renovation or expansion of the facilities and/or grounds must be approved by the university. The Steering Committee will make recommendations for approval or denial to the Facilities Planning Committee.

The university will provide the following services/utilities on a monthly fee basis (recovery of direct costs plus reasonable amortization of capital costs of services over the life of the services): water, sewage, telephone, garbage collection, electrical service, cable.

Application Process

Prior to the submittal of an application for a Student Organization Facility, the Organization shall complete the Student Organization Proposed Facility Application form. The completed application shall be submitted to the Steering Committee which will schedule a meeting with the organization to discuss the proposed application. A presentation may be required by the Steering Committee to ensure a full understanding of and compliance with the terms and conditions of this policy. Other university requirements prior to the construction of a student organization facility will be discussed with the organization following the initial approval of the proposal.

Design and Construction

- The Proposal Project shall be in compliance with the University of West Florida approved Master Plan.
- The building program shall follow the format set forth in Chancellor's Memoranda.
- Selection of the architect shall follow procedure noted in Chancellor's Memoranda.
- If construction-management method is used, the construction of the facility shall follow

Chancellor's Memoranda.

- If design-build method is used, the construction of the facility shall follow Chancellor's Memoranda.
- All facilities constructed on university property shall be in compliance with all federal, state, and university policies and regulations regarding the construction process, environmental issues, and the state building code.
- The project will be administered by the Office of Architectural & Engineering Services. The actual cost of such administration shall be assessed to the student organization.

Facility Occupancy

Each organization shall be responsible for grounds maintenance and upkeep. In the event an organization fails to properly maintain the grounds, the university reserves the right to correct the deficiency at the expense of the organization.

Each organization shall be responsible for fire and safety inspections, the cost of which shall be borne by the organization. Any corrections to achieve compliance must be made promptly and these corrections documented.

Residential facilities will be restricted to currently enrolled (six credit hour minimum) degree-seeking students (undergraduate or graduate) who are active members of the organization. In special circumstances, exceptions may be made to this policy by the Steering Committee.

Residential facilities must be staffed by house directors employed by the organization. The house director will serve as liaison with the various university administrative offices in regard to daily operational issues. The Student Organization Facilities Steering Committee will develop job descriptions and minimum qualifications for staff for each facility.

Each facility must develop its own guest policy but at least the following minimum standards must be met:

- No guest may remain more than five consecutive nights.
- No guest may remain more than five days in any 30-day period.
- Longer stays must be approved by both the house director and the Director of the University Commons and Student Activities.

All residents, in addition to any rules of self-governance, will be subject to all student conduct regulations as outlined in the current *Student Life Handbook*. Further, the university reserves the right to develop additional rules and regulations in the interest of maintaining order and safety.

Land Lease

Student Organization Facilities will be built on land leased to the organization by the university for 40 years. At the completion of the 40-year period, the land and building will revert to the university. The details of any lease of land agreement will be negotiated on an individual basis with the university. A model lease is available from the General Counsel's Office.

Costs

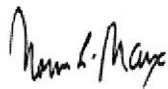
Capital costs incurred by university (to be recovered via appropriate fees based on direct costs plus reasonable amortization of capital costs of services over the life of the services, *i.e.*, parking fees and utility costs):

- _ Entrance/exit onto University Drive
- _ Construction of resident parking
- _ Water system
- _ Waste water system
- _ Electrical system
- _ Telephone system
- _ Cable television

Costs borne by student organization

- _ Architect and engineer design
- _ Site work
- _ Connection to university provided utilities
- _ Additional parking (if desired)
- _ Construction
- _ Design and construction administration by UWF (approximately 1% of construction costs)

APPROVED:



Dr. Morris L. Marx, President

DATE: July 5, 2001