


# PROCEDURE

<b>Subject</b>	Event Rental Fee Waiver Policy	<b>Number:</b> 1.26.03 <b>Reference (Rule #)</b> 6HX14-1.26
<b>President's Approval/Date:</b>		8/28/2025

## Purpose:

The purpose of this policy is to establish clear criteria and procedures for granting event rental fee waivers in a manner consistent with the mission of the State College of Florida, Manatee-Sarasota. This policy ensures event fee waivers are granted only when the event provides direct benefit to students.

## Policy Statement:

State College of Florida, Manatee-Sarasota may waive event rental fees for eligible groups whose activities directly benefit students, provided such waiver does not impair College operations or fiscal sustainability.

## Eligibility Criteria:

Event rental fees may be waived if the requesting organization clearly demonstrates how the event provides a direct and substantial benefit to SCF students. Each request must answer the following central question:

*How does this event and its use of SCF facilities provide a direct benefit to students?*

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Examples of potential benefits may include (but are not limited to):

- Providing educational opportunities or professional development
- Offering networking, mentorship, or career advancement prospects
- Supporting student engagement, well-being, or cultural enrichment
- Enhancing campus life or community involvement specifically tied to student success

## Procedure:

### 1. Submission of Request:

- All waiver requests must be submitted in writing using the designated Fee Waiver Request Form, at least 30 days in advance of the event date.

## 2. Required Information:

The request must include:

- A complete event description
- Expected student involvement or attendance
- Clear explanation of student benefit
- Any supporting documentation or letters of endorsement from SCF departments or faculty.

## 3. Review Process:

- The Business Services Office will review all submitted requests for completeness.
- Complete requests will be forwarded to the VP Operations for review.
- VP Operations will then forward the request for final review and determination to the President.

## 4. Decision Notification:

- The requesting organization will be notified in writing of the President's decision by Business Services.
- Fee waiver decisions are final and not subject to appeal.

## Limitations & Exclusion:

- Fee waivers apply only to room rental fees. All other event-related costs (e.g., custodial, security, equipment, staffing) remain the responsibility of the event organizer.
- Waivers will not be granted for events that primarily serve non-student audiences or that promote agendas without direct and demonstrable student benefit.
- The College reserves the right to decline any waiver request if:
  - The event conflicts with scheduled College activities.
  - The request imposes excessive operational burden or cost.
  - The organizer/requestor has previously violated facility use policies.

## Conditions of Approval:

Approved events must:

- Credit the College for support in promotional materials
- Follow all safety, capacity, and facility use rules
- Cover any damages or incidental costs resulting from the event.

## Tiered Implementation Schedule:

1. Effective July 1, 2025 – June 30, 2026
  - Previously Eligible events will receive a waiver for 100% of the room rental fee.
  - Custodial and Security fees must be paid in full.
2. Effective July 1, 2026 – June 30, 2027

- Previously Eligible events will receive a waiver for 50% of the room rental fee.
  - Custodial and Security fees must be paid in full.
3. Effective July 1, 2027 and Beyond
- Eligible events must clearly demonstrate a direct student benefit to qualify for a full waiver of the room rental fee.
  - Custodial and Security fees must be paid in full.