

Select Space Designation Application

This application pertains to Regulation 2.004 and the Use of University Space policy which describes the process through which the University of Florida designates Select Space. Except as provided below, departments, colleges and/or units seeking to have Space under their control designated as Select Space apply for such designation from the Select Space Designation Committee (Designation Committee) by completing the Select Space Designation Application. See page 3-4 for complete instructions.

Building, Rooms and Use Information

College/Department: _____

Building name: _____ Building address: _____

Room or area name/number: _____	UF-STARS Designation: _____
Current use of space: _____	
Proposed available hours: _____	Maximum occupancy: _____
Rental Rate – hourly/daily _____	
Room or area name/number: _____	UF-STARS Designation: _____
Current use of space: _____	
Proposed available hours: _____	Maximum occupancy: _____
Rental Rate – hourly/daily _____	
Room or area name/number: _____	UF-STARS Designation: _____
Current use of space: _____	
Proposed available hours: _____	Maximum occupancy: _____
Rental Rate – hourly/daily _____	

Please select all types of events proposed within the Select Space:

<input type="checkbox"/> Ticketed events	<input type="checkbox"/> Fundraisers
<input type="checkbox"/> Events with food	<input type="checkbox"/> Political events
<input type="checkbox"/> Events with alcohol	<input type="checkbox"/> Demonstrations/protests
<input type="checkbox"/> Meetings by non-UF groups	<input type="checkbox"/> Lectures/Speakers – Open to public
<input type="checkbox"/> Social events/parties	<input type="checkbox"/> Lectures/Speakers – Open to staff, faculty, students only
<input type="checkbox"/> Assembly/town hall	<input type="checkbox"/> Performing Arts - theater, film, dance, concert, fashion shows
<input type="checkbox"/> Conference/seminar	<input type="checkbox"/> Events geared towards minors (tutoring, camps, classes, baby-sitting)
<input type="checkbox"/> Carnivals/fairs	<input type="checkbox"/> Other types of events not already listed

Operations

Describe internal structure in place to oversee the reservation and events process: _____

Special provisions, facility rules or facility regulations governing the space: _____

Contact Information

Name: _____ Phone: _____ Email: _____

Dean, Director or Department Head

Name: _____ Phone: _____ Email: _____

Employees responsible for day-to-day operations & management of space

Name: _____ Phone: _____ Email: _____

Employees responsible for day-to-day operations & management of space

DO NOT WRITE BELOW - FOR ADMINISTRATIVE USE ONLY

Select Space Designation: _____ APPROVED _____ DISAPPROVED _____ APPROVED WITH CONDITIONS

Vice President for Business Affairs

Date

Conditions:

Notes:

General Instructions

Building, Room, and Use Information

1. The name of the college or department that controls the proposed Select Space
2. Building name and address where the proposed Select Space is located
3. For each proposed Select Space:
 1. The room name (if one exists)
 2. The room or area number, and
 3. The room designation within the UF STARS system (if known);
4. The current use of each proposed Select Space (e.g. classroom, meeting room, lecture hall, laboratory, etc.)
5. The hours each proposed Select Space will be available as Select Space (e.g. 24/7, weekends and evenings after a specified time, weekends only, etc.);
6. The maximum occupancy rates for each proposed Select Space. If the maximum occupancy rates vary depending on the type of event, the maximum occupancy rate for each event type should be clearly listed;
7. The proposed hourly/daily rental rates for proposed Select Space:
 1. Departments, colleges and/or units must comply with all Educational Business Activity Rate Development directives when establishing rates: <http://www.fa.ufl.edu/directive-categories/rate-development/>.
 2. It is acceptable to have different rates for the following groups:
 1. Primary Users. The proposed rates to be charged to Primary Users cannot exceed the actual cost incurred for the proposed Select Space's use as well as any goods or services provided to the Primary Users, and Units must charge all Primary Users the same rates for the use of any specific space under their control and any specific services they provide.
 2. Select Users. Rates charged to Select Users (rates for anyone not paying through a University source of funds) may exceed the actual cost incurred for the use of the proposed Select Space as well as the and the goods or services provided. Select User rates may vary for the following sets of individuals:
 1. Non-Registered Student Groups or individual students not engaged in activities directly related to their current course curricula, and
 2. Individuals/Organizations with no University affiliation;
8. The types of Events the venue would be willing to host within the proposed Select Space.

Operations

1. A description of the internal structure the department, college and/or unit has in place to oversee the reservation and events processes for the proposed Select Space(s); and
2. Any special provisions, facility rules or facility regulations that govern the proposed Select Space(s).

Contact Information

1. The name and contact information for the dean/director/division head responsible for making administrative decisions regarding the proposed Select Space(s);
2. The name and contact information for any employees(s) responsible for the day-to-day operations and management of the proposed Select Space(s) (people listed here would also be responsible for overseeing the licensing or renting of the proposed Select Space(s);

Where to File

Please send your completed application to Business Affairs via email, ufba-events@ufl.edu. For any questions, contact Business Affairs at (352) 392-1336.

University Review of Application

1. Once received, the Designation Committee will review each application in as timely a manner as possible.
2. While considering an application, the Designation Committee may:
 1. Inspect the proposed space,

2. Request additional information from the applicant,
 3. Invite the applicant to meet with the Designation Committee, or
 4. Request consultation from campus experts/stakeholders (e.g. if an application presents questions about safety or security, the Designation Committee may consult the University Police Department or the University's Office of Environmental Health and Safety).
3. After completing its review of an application, the Designation Committee will recommend to the Vice President for Business Affairs or designee (VPBA), whether each space discussed within a Designation Application should be designated as a Select Space.
 4. After receiving the Designation Committee's recommendation, the VPBA, will determine whether to designate each submitted space as Select Space, and any restrictions that might be placed upon that designation.

Examples of restrictions include, but are not limited to, how long the designation will last, the types of events the space is not approved to host, and any time restrictions related to the designation (e.g. weekends only, evenings and weekends, et cetera).
 5. The designation decision of the VPBA shall be final.

Additional Information

1. Before the Designation Application process begins, the Designation Committee may recommend that the VPBA designate certain campus spaces whose purpose includes serving as a space or resource for community events as Select Space without such spaces needing to complete the Designation Application.
2. Any space designated as Select Space without completing a Designation Application must complete an informational survey to finalize its Select Space designation.
3. Prohibition on altering approved deposits, rates, and other requirements.
4. Unless otherwise authorized to do so in writing by the VPBA, a department, college and/or unit cannot alter or waive any established reservation deposits, rental rates, equipment and services rates and/or insurance requirements for its Select Spaces for any Users.
5. Departments, colleges and/or units may reassess their overall rate structure on an annual basis and announce new rental rates, once approved, prior to the beginning of the next fiscal year (beginning July 1).

Failure to Abide by University Regulations or policies related to Select Space

1. If a department, college and/or unit violates the University's Select Space regulations or policies, the VPBA may take any corrective action necessary to redress the violation, including but not limited to:
 1. suspending or revoking the space(s)' Select Space designation, or
 2. revoking the department, college and/or unit's authority to host certain types of events in its Select Space(s).
2. The Designation Committee shall recommend to the VPBA whether the department, college and/or unit's violations warrant corrective action and, if so, what type.
3. The decision of the VPBA is final.