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**LAKE-SUMTER STATE COLLEGE  
ADMINISTRATIVE PROCEDURE**

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TITLE: COLLEGE EVENTS

- b. **Meeting**- any gathering that uses the standard room configuration and does not require the movement of room furniture or additional setup.
- c. **Event**- gatherings that require additional resources such as, special seating, arrangements, tables, chairs, linens, food, technology, and security.
- d. **Internal group**- An LSSC hosted meeting(s)/event(s). This includes students, faculty or staff representing Lake-Sumter State College.
- e. **External group**- any non-LSSC sponsored, independent group; may be governmental, for profit, or not-for-profit. This includes students, faculty or staff



**VII. EVENT SPACE RESERVATIONS**

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0 Internal group requests for space take precedence over non-LSSC group requests unless a non-LSSC reservation has been confirmed.

**a. Internal Group Reservations**

The reserving party must initiate the reservation request by submitting an Event Request Form on the events management site. **Events** must be submitted **30 days in advance** for small events and **45 days in advance** of the

- a. Large Events will be reviewed within five business days of form being received.
- b. Small Events will be reviewed within 2 (two) business days of form being received.

The following non-exhaustive list of events will not be approved: Animal acts/shows (does not include service animals or animals used for instruction) Please see AP 2-14 regarding Animals on Campus

- 1. Carnival/Amusement Rides
- 2. Balleal/dele-0.8 (lc 0 Tw 11w .6 3)TjEMC /P <MCIDMCID 19 BDC 23.001 Tc -0.001 Tw -13.37 -

Department before and after the event. It is expected that property and facilities shall be returned in the same condition as found.

- b. All food, food containers, etc. for both internal and external meetings or events must be discarded in the trash cans by the event liaison or designee. A fee will be charged to the unit's budget if the requirement is not met. Internal departments are expected to follow these guidelines and leave the space in the same condition it was found.
- c. The host or designee will be responsible for picking up the food for the event.
- d. User's property and equipment must be removed from college facilities immediately following the event. An additional charge may be added to the final billing to cover the cost of additional clean up, removal of property, and/or damage repair.
- e. Lake-Sumter State College reserves the right to impose reasonable conditions to assure compliance with regulations, and to reject any application from an organization or group that has previously misused facilities or breached an agreement.
- f. Facilities are not available during official College closures. The use of college facilities will be automatically cancelled when the College is closed due to inclement weather or another emergency.
- g. This procedure applies to expressive activities on any Lake-Sumter State College

- j. Then the event will enter the formal approval queue and may be required to schedule additional planning meetings with the Executive Director of Events and the Events Department.
- k. The Events Department will notify necessary custodial, Security, IT, Custodial