

Facilities Use Handbook



STEPS TO USING ST. PETERSBURG COLLEGE FACILITIES

Contact the College Site / Contact Numbers	2
Complete a Facilities Rental/Reservation Request & Facilities Rental Contract.....	3
Provide Proof of General Liability Insurance	3
Provide Proof of Tax Exemption (if applicable)	3
<i>Payment made to SPC must reflect the name of the organization on the Florida Sales Tax Exemption Form (DR14)</i>	
Forms Submission.....	3
College Approval for Use	3
Payment.....	3
Conditions.....	3

Contact the College Site

Please contact site staff to determine availability on the date(s) and time(s) being requested. Consider visiting the [site](#) to tour the facility. A [Facilities Rental / Reservation Form](#) must be completed to hold a request.

Contact Numbers

Allstate Center	727-341-4554
Bay Pines Stem Center... ..	727-341-4656
Clearwater Campus	727-791-2430
Health Education Center.....	727-341-3664
Downtown Center	727 341-7915
EpiCenter	727-341-3320
Collaborative Labs*	727-341-3154 or 727-614-7260
Workforce Institute*	727-341-4279
Midtown Campus	727-341-7159
Palladium*	727-302-6870 or 727-302-6866
Seminole Campus	727-394-6111
St. Petersburg/Gibbs Campus.....	727-341-4656
Tarpon Springs Campus	727-712-5810
Leepa Rattner Museum	727-712-5210

** These facilities operate under separate rates and agreements. Please contact the site representatives for current rates and agreement.*

Complete a Facilities Use Contract

The user or organization will be required to complete a Facilities/Reservation Request and submit to Admin of facility for approval. Once event is approved, a Facilities Use contract documenting the event details and the applicable user **rates** will be sent to user/organization for required signature. The user or organization name on the contract must match the named insured on the insurance certificate provided by the user.

Provide Proof of General Liability Insurance

The user must provide proof of broad-form commercial general liability insurance in the minimum amount of \$1,000,000 per incident for the entire duration of the planned event. The insurance certificate must name the Board of Trustees of St. Petersburg College as an additional insured. The certificate must also name the Board of Trustees St. Petersburg College as certificate holder. Without the certificate of insurance, the contract cannot be approved, and the event may be canceled. If proof of insurance cannot be provided by the user, the user must obtain Tenants' and Users' Liability Insurance Policy (TULIP) offered through the College. The insurance payment must be made online.

Liquor Liability coverage must be provided in addition to standard vendor insurance requirements should the event be approved by the College President to serve beer, wine or champagne. Alcoholic beverages, consisting of beer, wine or champagne must be served by an approved catering vendor.

A government entity may provide a letter of self-insurance in lieu of an insurance certificate. Pinellas County Schools, operating under the joint use agreement with SPC, is not required to provide evidence of insurance.

Provide Proof of Tax Exemption (if applicable)

A user claiming a sales-tax exemption must provide the college a copy of the current Florida Sales Tax Exemption form issued by the Florida Department of Revenue. Without the sales-tax exemption form, tax will be included in the facilities use contract.

Forms Submission

The first priority of the college is the education of students, and certain times of the year are busier than others. Please make reservations well in advance of the date of the event or activity. The signed contract and accompanying certificates should be received by the college Site Representative at least 10 working days prior to the first proposed date, or it may not be possible to approve the use. The college urges that required documents be faxed or electronically transmitted whenever possible.

College Approval for Use

The President's designated representative will review all documentation and recommend approval, denial or request additional information if needed.

Payment

Payment must be made 10 days prior to use of the facility unless other arrangements are made with the Site Representative. If paying by check, please make payable to St. Petersburg College. Credit Cards can be accepted at each site.

Conditions

Once the agreement is approved, every effort will be made to accommodate the user's activity. The college reserves the right to cease or reschedule use if it is determined the use may cause a disruption of, or interference with, the educational process at the facility, or if use may be detrimental to individuals or the condition of premises or fields, or if the purpose is in competition with any of the college's programs.

Campus Map

1. Tarpon Springs Campus
600 Klosterman Rd.
Tarpon Springs, FL 34689

2. Clearwater Campus
2465 Drew St.
Clearwater, FL 33765

3. EpiCenter
13805 58th St. N
Clearwater, FL 33760

Epi Services

14025 58th St. N
Clearwater, FL 33760

4. Veterinary Technology Center
12376 Ulmerton Rd.
Largo, FL 33774

5. Seminole Campus
9200 113th St. N
Seminole, FL 33772

6. Health Education Center
7200 66th St. N
Pinellas Park, FL 33781

7. St. Petersburg/Gibbs Campus
6605 Fifth Ave. N
St. Petersburg, FL 33710

8. SPC Downtown
244 Second Ave. N
St. Petersburg, FL 33701

9. SPC Midtown
Douglas L. Jamerson, Jr. Midtown Center
1300 22nd St. S.
St. Petersburg, FL 33710

Cecil B. Keene, Sr. Student Achievement Center

1048 22nd St. S
St. Petersburg, FL 33712

10. Allstate Campus
3200 34th St. S
St. Petersburg, FL 33711

11. Bay Pines STEM CENTER
4723 Bay Pines Terrace
St. Petersburg, FL 33708



St. Petersburg College

Facilities Rental / Reservation Request

_____ Campus

 College Event

 Co-Sponsored

 Rental

Request to be returned to Site Administrator's office 2 weeks prior to event

 Publish this event in the College-wide calendar

 Open to Public

 Publish this event in the Campus-wide calendar

 Not Open to Public

NAME OF ACTIVITY/EVENT: _____

ROOM(S) REQUESTED: _____ DATE(S) OF USE: _____

HOURS OF USE: (including setup / tear down) START TIME: _____ END TIME: _____

HOURS OF EVENT: START TIME: _____ END TIME: _____

PURPOSE OF EVENT: _____

BENEFIT TO COLLEGE: _____

REQUESTED BY (NAME/DEPT./ORG.): _____

PHONE: _____ EMAIL: _____

PERSON RESPONSIBLE WHO WILL BE IN ATTENDANCE AT EVENT: _____

NUMBER OF PRESENTERS: _____ NUMBER OF PARTICIPANTS: _____

PROFIT: _____ NON-PROFIT: _____ SALES TAX EXEMPT #: _____

Technology/Material Requirements (Check all boxes that apply)

Projector Podium Video Sound System Microphones - Qty: _____

Computer (list applications needed): _____

Chairs - Qty: _____ Tables - Qty: _____ *Draw location in the box provided on next page*

Food / Beverage: Will food and/or beverages be served? Yes No Please be specific: _____

Who is responsible for food/beverage components of event? _____

Phone: _____ Email: _____

Other special needs/expectations (ice, extra trashcans, etc.)? Please be specific: _____

I understand that it is my responsibility to ensure that all St. Petersburg policies, rules and regulations are adhered to by my group. This includes my assurance that the college regulations prohibiting the use of or possession of alcoholic beverages, unless otherwise approved ahead of time by the College President, and illegal use of other drugs or narcotics on campus will be strictly enforced. I also assume responsibility for any damages incurred to the St. Petersburg College facility.

Signature of Person Responsible for Activity

Date

Room Configuration—Draw a room setup diagram in the box below.



FACILITY USE ROOM RATES

HALF-DAY RATE

Up to 5 hours, this includes any time required for arrival/set-up and departure/clean up.
(\$50 for each additional hour over 5 hours, except for Auditorium/Theater)

FULL-DAY RATE

Over 5 hours and up to 10 hours, this includes any time required for arrival/set-up and departure/clean up.

Facilities are also available on a short-term (less than 45 days) rental. Please contact the campus Provost for details. Campus Provosts have discretion to allow for sponsorships or other rate adjustments.

FOR-PROFIT ROOM RATES

Facility	Half-Day (first 5 hours)	Full-Day (up to 10 hours)
Small Classroom / Conference Room* (up to 20 people)	\$150	\$250
Standard Classroom / Conference Room* (21-50)	\$300	\$500
Large Classroom / Conference Room* (51-100)	\$500	\$750
Multi-Purpose Room (100+)	\$750	\$1,000
Computer Lab (capacity varies)	\$450	\$700
Auditorium/Theater	\$1,500	\$2,500

NON-PROFIT ROOM RATES

Facility	Half-Day (first 5 hours)	Full-Day (up to 10 hours)
Small Classroom / Conference Room* (up to 20 people)	\$100	\$175
Standard Classroom / Conference Room* (21-50)	\$150	\$275
Large Classroom / Conference Room* (51-100)	\$250	\$400
Multi-Purpose Room (100+)	\$400	\$600
Computer Lab (capacity varies)	\$225	\$425
Auditorium/Theater	\$750	\$1,200

**Basic Classroom/Technology setup includes: computer, projector, and whiteboard.*

SPECIALTY AREA ROOM RATES

Allstate Center

Facility	For-Profit Room Rates		Non-Profit Room Rates	
	Half-Day	Full-Day	Half-Day	Full-Day
Gun Range*	-	\$12/hr/person	-	\$10/hr/person
Driving Pad*	\$500	\$800	\$400	\$600
Obstacle Course	\$275	\$500	\$125	\$375
Mat Room*	\$35/hr	\$25/hr	\$25/hr	\$20/hr
Shoot House*	-	\$12/hr/person	-	\$10/hr/person
Courtroom*	\$150	\$250	\$100	\$200
Jail House / Booking Room *	\$150	\$250	\$100	\$200

*Note: Public Safety Entities are guaranteed negotiated pricing. Public Safety inquiries for rental space at the Allstate Campus shall continue to be coordinated through the Southeastern Public Safety Institute (SEPSI). All other rental/ use inquires please contact the campus coordinator.

Clearwater

Facility	For-Profit Room Rates		Non-Profit Room Rates	
	Half-Day	Full-Day	Half-Day	Full-Day
Outside Quad Area	\$275	\$500	\$125	\$225

Seminole

Facility	For-Profit Room Rates		Non-Profit Room Rates	
	Half-Day	Full-Day	Half-Day	Full-Day
Television Production Classroom	\$750	\$1,000	\$375	\$625
Digitorium- includes use of lobby	\$1,500	\$1,750	\$750	\$1,000

Tarpon Springs

Facility	For-Profit Room Rates		Non-Profit Room Rates	
	Half-Day	Full-Day	Half-Day	Full-Day
Fine Arts Lobby	\$275	\$500	\$150	\$275
Outside Amphitheater	\$275	\$500	\$125	\$225

SPECIALTY AREA ROOM RATES *continued*

St. Petersburg/Gibbs

Facility	For-Profit Room Rates		Non-Profit Room Rates	
	Half-Day	Full-Day	Half-Day	Full-Day
Gym (entire)	\$1,000	\$1,250	\$500	\$750
Outside Quad Area	\$275	\$500	\$125	\$225

	First 2 Hours	Additional Hours	First 2 Hours	Additional Hours
Planetarium	\$750	\$150 per hour	\$375	\$75 per hour
Organ	\$300 per event			
Piano-Steinway	\$400 per event / includes Piano Tuning			
Baby Grand Piano	\$325 per event / includes Piano Tuning			

Bay Pines

Facility	For-Profit Room Rates		Non-Profit Room Rates	
	Half-Day	Full-Day	Half-Day	Full-Day
Silverberg Room Only	\$450	\$800	\$350	\$600
Bay Pines Facility *	\$675	\$1,200	\$500	\$900

**Bay Pines Facility rental includes use of Silverberg Room plus up to four conference rooms/classrooms.*

Various Campuses

Facility	For-Profit Room Rates	Non-Profit Room Rates
Science Lab	\$50 per hour	\$25 per hour

EXPENSE WORKSHEET CALCULATIONS

The following sheet is designed to assist the user in calculating total expense. To calculate costs, calculate the **Room Rate** and then add any of the following that apply: **Personnel Wage Rate, Miscellaneous Equipment, and Sales Tax (if applicable) and/or Consortium Insurance.**

Room Rate: This charge must be included for each use and applies to all facilities. **Half-day rate** is for use of up to 5 hours (includes time required for setup, teardown, cleanup and departure by the user). **Full-day rate** is for use greater than 5 hours up to 10 hours.

List Half-Day / Full Day	Enter Daily Room Rate		Number of Days		Room Costs
		X		=	
		X		=	
		X		=	

Personnel Wage Rates: It is the college's discretion whether additional personnel are required, depending on the type of rental activity, day of the week, number of days and hours and the campus' staffing model. Generally, additional facilities staff time will cost \$30.00/hour and security will cost \$30.00/hour. Rates for specialized staff (e.g., computer technician, videographer, HVAC personnel, etc.) are individually negotiated based on needs.

Personnel Type	Enter Rate		Number of Hours		Personnel Wage Costs
Security	\$30	X		=	
Facilities	\$30	X		=	
Custodial	\$30	X		=	
TSS / IT		X		=	

Equipment:

Item	Quantity		Rate		Equipment Costs
		X		=	
		X		=	
		X		=	

Add all the Right-sided Boxes to Determine Rental Fee \$ _____

Sales Tax: Attach a copy of your Florida sales-tax exempt form or Pay 5.5%

Multiply Rental Fee by 5.5% if not Tax Exempt \$ _____

ADD ABOVE LINES FOR TOTAL ESTIMATE OF RENTAL FEES \$ _____

Payment made to SPC must reflect the name of the organization on the Florida Sales Tax Exemption Form (DR14)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED Name on Contract	INSURER A :	
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY		X				EACH OCCURRENCE \$
	COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
	CLAIMS-MADE <input type="checkbox"/> OCCUR <input type="checkbox"/>						MED EXP (Any one person) \$
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY \$
	POLICY <input type="checkbox"/> PRD-JECT <input type="checkbox"/> LOC <input type="checkbox"/>						GENERAL AGGREGATE \$
	AUTOMOBILE LIABILITY						PRODUCTS - COMP/OP AGG \$
	ANY AUTO						COMBINED SINGLE LIMIT (Ea accident) \$
	ALL OWNED AUTOS						BODILY INJURY (Per person) \$
	HIRED AUTOS						BODILY INJURY (Per accident) \$
	SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident) \$
	NON-OWNED AUTOS						\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DED						RETENTION \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						OTHER
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

SPECIMEN

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

The certificate holder is listed as additional insured.

CERTIFICATE HOLDER

CANCELLATION

St. Petersburg College, Board of Trustees
P.O. Box 13489
St. Petersburg, FL 33733-3489

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Location ID/Invitation Code:

How it Works:

- Facility/Venue Office will provide a location ID and/or invitation code (see above)
- Log in to website <https://tulip.aigrms.com> and click on "Get A Quote"
- The system will take you through the process, purchase coverage and pay for your event by credit card
- Upon completion of transaction, you will receive via email, a Binder/Certificate evidencing coverage
- The Facility/Venue Office will also receive a Certificate as part of your facility use application process

For Assistance and/or Questions Contact:

Tracy Paladino

Phone: 303.889.2614

Toll Free: 800.333.3231

Fax: 303.773.9776

Email: tracy_paladino@aig.com

Jennifer Monteleone

Phone: 303.889.2590

Toll Free: 800.333.3231

Fax: 303.773.9776

Email: jennifer_monteleone@aig.com

Arthur J. Gallagher Risk Management Services
6399 S. Fiddler's Green Circle, Suite 200
Greenwood Village, CO 80111



The Institution is unable to provide pricing or premiums for this coverage. The website by clicking on "Get a Quote" will take you through the process and provides pricing prior to purchasing coverage.

URMIA TULIP

Tenant-User Liability Insurance Policy



Special Event Insurance
for
Use of Your Facilities by
Guest Groups, Organizations,
Entities & Community Members
(Web-Based Programs)

*This program would be used
for outside entities to
purchase insurance coverage.*

Hazards & Activities Covered

Premium is determined based on each Hazard Class. Liquor coverage may be purchased separately if allowed by the Institution.

Examples of events for each hazard class are:

HAZARD CLASS I

Auctions, Art Festivals, Award Presentation, Banquets, Business Meetings, Church Services and Meetings, Civic Clubs & Group Meetings, Craft Shows, Graduation, Harvest Festivals, Lectures, Meetings (Indoor), Telethons, Voter Registration, Weddings and Receptions

HAZARD CLASS II

Bingo, Chess Tournaments, Carnivals-School Events with no Mechanical Rides, Choirs-Outdoors, Concerts (specific types), Festival and Cultural Events-Indoors, Jazz and Jam Concerts-Outdoors, Job Fairs-Outdoor, Meetings-Outdoor, Trade Shows-Outdoors

HAZARD CLASS III

Aerobics and Jazzercise Classes, Cheerleading Events/Competition (no Pyramids), Festival and Cultural Events-Outdoors, Film Showings and Screenings, Livestock Shows, Plays, Proms, Theatrical Stage Performances, Volleyball-Amateur

Ineligible Hazards & Activities

Examples of ineligible hazards and activities are:

- Animal Acts and Shows
- Balloon Rides
- Base Jumping
- Bounce Houses (Inflatables)
- Boxing, Wrestling, Hockey, Contact Karate or Martial Arts Events
- Circuses
- Carnival Rides
- Concerts Not Classified under Hazard Class II and III
- Film Production
- Fireworks
- Fraternity Events
- Gun and Knife Shows
- Halloween Haunted Houses
- Heads of State Events
- Instructional Classes-Drivers/Educations, Flying or Health Related
- Mechanical Amusement Rides or Services
- Motorized Sporting Events
- Political Rallies
- Power Boat Racing
- Pyrotechnics and Explosives
- Rodeo and/or Roping Events (includes practice)
- Renaissance Fairs/Festivals
- Slam Dancing
- Sorority Events
- Swap Meets/Flea Markets

Tenant User Liability Policy

Insurance Company & Best Rating:

Employers Fire Insurance Co. A XI

Named Insured:

Tenant User / Event Holder
The Institution, Lessors, Managers of Premises

Additional Insured:

Policy Form: ISO Occurrence Commercial General Liability Form (G00001) including Premises/Products & Completed Operations, Personal & Advertising Injury, Contractual Liability, Host Liquor, Broad Form Property Damage. Liquor Liability is included when a separate premium has been charged

ISO Occurrence Inland Marine Third Party Property Damage Form (IM 252) including Personal Property Floater

Limits:

None	General Aggregate
\$1,000,000	Products/Completed Operations Aggregate
\$1,000,000	Each Occurrence
\$1,000,000	Personal Injury / Advertising Injury
\$ 50,000	Fire Damage Limit (excludes events less than 7 days)

Excluded	Medical Payment Expense
\$1,000,000	Liquor Liability Aggregate
\$1,000,000	Each Common Cause
\$1,000,000	Third Party Property Damage

Deductibles:

None - GL
\$1,000 - Property Damage