

Regulation of Florida A&M University



2.025 Popular Concerts and Activities.

(1) The University sets forth specific requirements of those students, organizations, and others who request to sponsor popular concerts in facilities administered by the University. Only those students, organizations, and others who fully comply with these requirements will be granted approval to sponsor such concerts. The intent of this regulation is to cover all such concerts except those sponsored by the University or one of its academic units. A complete listing of the specific requirements, based on the nature of the event, is available in the Office of Student Activities, and the Director of Student Activities or his/her designee is responsible for the general administration of this regulation. The basic requirements are as follows:

(a) Popular concerts may be limited to one per semester and prior to University approval, the Facility Use & Event Approval Screening Committee must give signed approval of the nature and type of performance to be presented. All exceptions to this procedure must be approved by the Vice President for Student Affairs or his/her designee.

(b) Popular concerts are not to disrupt scheduled classes and the set-ups for such concerts may not commence before 5:00 p.m. on class days and all clean-up must be completed prior to 8:00 a.m. of the next scheduled class day, or as determined by the venue coordinator for that area.

(c) A cash guarantee to be determined by the Director of Student Activities or his/her designee, the Risk Manager or his/her designee, the Director of Plant Operations or his/her designee and the Director of Public Safety or his/her designee to cover venue rental, equipment rental, security, set-up, and clean-up costs, must be made and confirmed forty-eight hours prior to event/activity.

(d) Promoters of fund-raising popular concerts present evidence of a \$1million general liability policy which must include no less than \$100,000 limit to cover fire/property damage and medical expense for any loss sustained to University property or University patrons. Such insurance must list Florida A&M University, Florida A&M University Board of Trustees,

Florida Board of Governors and the State of Florida as additional insured. The University may require the promoter of such concert to post a bond to guarantee any funds due to the University. A waiver of the bond may be granted, upon written request, by the President or assigned designee.

(e) All electrical requirements set forth by the University Physical Plant, and crowd control requirements established by the Director of University Law Enforcement, Office of Insurance and Risk Management, and the Director of Student Activities must be met. Such requirements are available in the Office of Student Activities.

(f) All sponsors of popular concerts must fully adhere to the specific requirements set forth by the Internal Auditor concerning accountability of ticket sales, cash control, and financial reporting. (The specific requirements are available in the Office of Student Activities.)

(g) Contracts on behalf of the University may only be executed by the University President, or assigned designee, and may not be executed until they have been reviewed and approved as legally appropriate by the General Counsel's Office.

(h) The specific requirements for the use of Bragg Stadium for popular concerts are available in the Department of Athletics and include requirements concerning the cost of utilities, set-up and cleaning costs, and the use of the Press Box and vehicles. (Also refer to University Regulation 3.008(1), regarding the assessment of charges.)

Specific Authority 1001.74(4) FS. Law Implemented 1001.74(4)(10) FS. History—New 12-21-76, Amended 10-16-83, Amended June 29, 2006. Formerly 6C3-2.25. Cf. BOR Rules 6C-5.251, 6C-4.001(5) and University Rules 6C3-10.301(2), 6C3-10.219, F.A.C.