

Building Liaison “Need to Know” Information Sheet

The following summarizes information that Building Liaisons (also known as Building Coordinators or Building Managers) need to know about their duties according to University Policies and Regulations. For specific details, please refer to the links on the last page.

UCF 3-101.1 Building Liaisons

- **Building Liaisons facilitate the exchange of information between the building’s occupants and facility-related departments; support first responders with information about their building(s); and approve their interior and exterior use.**

Note: UCF 3-101.1 Building Liaisons, Functions, Procedures B: Building liaisons will act as a point of contact, and facilitate the exchange of information between the building’s occupants and F&S, DSEM, CS&T, and PD. Such communications may include, but are not limited to: emergencies; planned maintenance; renovations; planned and unplanned utility outages; and safety issues. Additionally, other special circumstances may arise that require the building liaison to provide advance notice to faculty and staff, who may need to plan and prepare work or research to prevent any disruption.

During emergency situations, building liaisons may be called upon to support the UCF Police Department, the Fire Department, or the Department of Security and Emergency Management, and provide information about the building and its occupants to the responders.

Building liaisons either approve or disapprove SAFE forms and, as appropriate, share the event information with the building’s occupants.

Building liaisons may approve the use of common areas inside the building and immediately adjacent outside of the building for university and university-related organizations only, as long as the activities do not violate or impair any existing university contract, policy, or regulation. The reservation of common spaces within a building must be coordinated with the other building occupants, so that there are no conflicts of space utilization. Such activities include: bake sales and similar fundraising activities; distribution of literature; speakers; giving away promotional items; requesting signatures on petitions; and posting information on common bulletin boards.

UCF 3-507 Designation of Personnel for Emergencies, effective 7-14-2014

➤ Building Liaisons are listed as Essential Personnel in this policy. Essential personnel:

- Are identified by their department director, dean, or chair to support Critical Personnel when normal operations have been suspended
- Have the designation of “Essential Personnel” listed on their job description
- Must fill out an Essential Personnel Designation and Notification Form:
 - Signed by the employee (Building Liaison)
 - Signed by the employee’s supervisor and department’s dean or director,
 - And sent to UCF Human Resources on or before February 15th each year
- Must complete training courses required by the Department of Security and Emergency Management
 - IS-100.HE
 - IS-700
- Must obtain their Essential Personnel credential (badge) through UCF Card Services
- May be required to report to work when normal operations have been suspended

UCF-4.010 Solicitation on Campus

➤ Building Liaisons approve the posting of academic-related material on bulletin boards for the building(s) of which they are responsible.

- Building Liaisons refer non-academic solicitations to the Director of Business Services.

Note: UCF 4.010 Section 8(b) Printed Materials Distribution and Posting: posting or otherwise affixing information or items to UCF buildings or property other than bulletin boards is prohibited. Those wishing to post academic-related material on a bulletin board must gain approval from the building coordinator. As a general rule the building coordinator allows items from 1) faculty for their own classes, 2) Student Government Association, or 3) Administration (EHS/Safety/Police). Non-academic solicitation requests must be approved by the Director of Business Services.

➤ Building Liaisons approve solicitation requests from registered student organization, where the benefit derived is only for the student organization, as long as the activities do not violate or impair any existing university contract or this regulation.

Note: UCF 4.010 Section 9(c) Exceptions: Registered student organizations that have written permission from the Director of the Student Union and/or the appropriate building coordinator to conduct a solicitation to benefit only the student organization have exception from this policy, as long as the activities do not violate or impair any existing university contract or this regulation.

➤ **Building Liaisons approve potentially hazardous events on university controlled property for their building(s).**

Note: UCF-4.0292 Potentially Hazardous Events, Section 2(d): The applicant must deliver to the Office of Student Involvement a completed SAFE Form signed by 1)... 3) the facility/building coordinator (a person who has authority to approve an event at the event location as identified on the application).

UCF Golden Rule:

➤ **Building Liaisons approve in writing the requests of registered organizations to serve or consume alcoholic beverages on property owned or operated by UCF:**

- Building Liaisons approve the outdoor area immediately adjacent to any building (their building(s))
- Building Liaisons approve interior building spaces (their building(s))
- Building Liaisons refer registered student organizations to other locations as per the following section of the Golden Rule

Note: According to UCF Golden Rule Section 7 (Drug-Free Policy Statement), 3(a)(1-4): Active student organizations must secure in writing permission to serve or consume alcoholic beverages on property owned or operated by the University of Central Florida for the purpose of engaging in any activity to benefit either their own organization directly, or a program that their organization may sponsor, as follows:

1. Student Union and inside the Pegasus Circle – Director of the Student Union or designed
2. Outdoor area immediately adjacent to any building – officially designated building manager for that facility
3. Other outdoor open spaces on the campus – designated sponsors, i.e. Lake Claire – Director of the Recreation and Wellness Center or designee
4. Inside any building – officially designated building manager for that facility.

➤ **Building Liaisons approve potentially hazardous events on university controlled property for their building(s).**

Note: According to UCF Golden Rule Section 8 (Office of Student Involvement), Event Management 8(b)(3)(c): The applicant must deliver to the Office of Student Involvement a completed SAFE Form Signed by [...] and 3) the facility/building coordinator (a person who has authority to approve an event at the event location as identified on the applications).

➤ **Building Liaisons approve in writing the requests of registered organizations to demonstrate or assemble in campus buildings.**

Note: According to UCF Golden Rule Section 8 (Office of Student Involvement), Campus Demonstrations and Other Outdoor Events 9(b): No campus buildings, other indoor facilities, or athletic or recreational facilities may be used for demonstrations or assemblies unless specifically permitted in writing by the campus authority specifically responsible for the building or facility.

➤ **Building Liaisons approve in writing the requests of registered organizations to use amplified sound inside or outside immediately adjacent to their building(s) on the Orlando campus.**

- Building Liaisons approve the use of amplified sound inside their building(s)
- Building Liaisons approve the use of amplified sound in the outdoor area immediately adjacent to their building(s)
- Building Liaisons refer student organizations wishing to use other areas as follows

Note: According to UCF Golden Rule Section 8 (Office of Student Involvement) Event Management, Loud Speakers and Sound Equipment 8(c)(1)(a-d): Active student organizations must secure in writing permission to use amplified sound on the Orlando campus (including Research Pavilion) for the purpose of engaging in any activity to benefit either their own organization directly or a program that their organization may sponsor, as follows:

- a. Student Union and inside the Pegasus Circle – Director of the Student Union or designee (see Student Union Amplified Sound Policy);
- b. Outdoor area immediately adjacent to any building – officially designated building manager for that facility;
- c. Other outdoor open spaces on the campus-designated sponsors, i.e., Lake Claire – Director of the Recreation and Wellness Center;
- d. Inside any building – officially designated building manager for that facility.

➤ **The Building Liaison assists Facilities Operations with the placement of signage prohibiting in-line skating, skateboarding, and scooters within or adjacent to their building(s)**

Note: According to UCF Golden Rule Section 9 (Student Union), In-line Skating, Skateboarding, and Scooters Procedure 2(a): Each building of the University will have properly posted signs prohibiting in-line skating, skateboarding, and scooters within or adjacent to building structures. The building manager is responsible for posting the signs with the assistance of the Physical Plant (Facilities Operations).

➤ **Building Liaisons approve in writing registered, active student organization requests to conduct solicitation on campus to benefit only the student organization**

- Building Liaisons approve the solicitations inside their building(s)
- Building Liaisons approve the solicitations in the outside area immediately adjacent to their building(s)
- Building Liaisons refer student organizations wishing to use other areas as follows

Note: According to UCF Golden Rule Section 9 (Student Union), Solicitation on Campus, Exceptions to Policy, 3(d)(1-5): Officially registered, active student organizations of UCF desiring an exception to the above policy must secure, in advance, the written permission of either the Director of the Student Union or other individual listed below to use, free of charge, space on UCF property to conduct a solicitation to benefit only the student organization...On UCF's Orlando campus, permission must be secured as follows:

1. Student Union and inside the Pegasus Circle and Ferrell Commons Courtyards from the Director of the Student Union or designee.
2. Residence Halls and outside areas immediately adjacent thereto – from the Director of Housing or designee.
3. Greek Park area from the Director of Office of Fraternity and Sorority Life or designee.
4. UCF Arena and areas immediately adjacent thereto – from the Director of the UCF Arena or designee.
5. Inside any other building and outside areas immediately adjacent thereto – from the officially designated building manager of that facility or designee.

Related Information

Building Liaison Master List: <http://fo.ucf.edu/resources>

SAFE Form: <http://safe.sdes.ucf.edu/>

UCF 3-507 Designation of Personnel for Emergencies:

<http://policies.ucf.edu/documents/3-507DesignationofPersonnelforEmergencies.pdf>

UCF-4.010 Solicitation on Campus: <http://regulations.ucf.edu/chapter4/index.html>

UCF-4.0292 Potentially Hazardous Events:

http://regulations.ucf.edu/docs/notices/4.0292PotentiallyHazardousEvents_000.pdf

UCF Golden Rule: <http://goldenrule.sdes.ucf.edu/>