

**FLORIDA ATLANTIC UNIVERSITY  
FACILITY USE PROCEDURES**

**BROWARD CAMPUSES  
Davie, Fort Lauderdale, and Dania Beach**

**GENERAL GUIDELINES**

These guidelines apply to the Davie, Fort Lauderdale, and Dania Beach locations for use of facilities and property. In general, priority for use will be given to users and activities that enhance the mission and purpose of the University. Use of academic space for non-academic meetings and events cannot be scheduled until after the start of the appropriate semester.

The services/charges will include room rental, set-up, breakdown, clean up, audiovisual equipment and staff, and campus safety staff. The Vice-President and Associate Provost for Regional Campuses or designee must approve all uses of campus property and University facilities. Unauthorized use of campus property and University facilities is prohibited.

**Non-academic use of Campus Property**

- Event sponsors are responsible for providing and bearing the costs of adequate security and traffic control for their events.
- Security and traffic control for all events held on Broward Campuses are under the jurisdiction of the FAU Police Department.

**Use of Unsafe Items**

- The possession or use of unsafe items and materials or the creation of conditions on campus that are potentially injurious to life, property or are disruptive to the essential operation of the University are prohibited. This prohibition includes firearms, explosive devices, drug possession and usage.
- If you plan to have refreshments this must be noted on the Facility Request Form. If you wish to serve alcoholic beverages, you must contract with a caterer with a liquor license. Additional University policies related to use of alcoholic beverages and an Alcohol Program Registration Form can be found at [http://www.fau.edu/policies/1.2\\_Alcoholic\\_Beverages.pdf](http://www.fau.edu/policies/1.2_Alcoholic_Beverages.pdf)

**Payments**

- Payments for use of facilities by persons and organizations outside the University must be made in advance of or on the day of such use, unless the Vice-President and Associate Provost for Regional Campuses has approved another arrangement for payment.
- The Vice-President and Associate Provost for Regional Campuses may require advanced payment from University departments and student organizations as well. FAU departments and student organizations will be given an account number for a fund transfer when making payments.
- Estimated charges, as outlined are to be paid no later than 30 days prior to the reservation date.
- Payments for the use of facilities/property are to be made by check, payable to Florida Atlantic University and mailed or delivered directly to the University cashier's office or the campus administration office with a copy of the room reservation request attached. The University Controller according to state procedures will deposit payments in University accounts.
- All Schedule C & D users must furnish to the University, at least 10 days prior to the activity, proof of public liability insurance coverage in the amount of \$500,000 each claim (Property Damage & bodily Injury) and \$1,000,000 each occurrence (Property Damage and Bodily Injury) or \$1,000,000 combined single limit (Property Damage & Bodily Injury), naming the University, the State of Florida and their

officers, agents and employees as added insures issued in form and by a company which is acceptable to the University.

#### Refusal, Reassignment or Cancellation of Requests to Use University Property or Facilities

The University reserves the right to refuse a request for the use of University facilities or to reassign or cancel any space reserved by any person or group. The Facility Contact Person will notify the user in writing, as soon as practicable, of any decision refusing the request.

#### Disclaimer

The University is not liable for equipment that is brought in by outside organizations using our facilities.

#### Waiver of Room Rental Fee

The Vice-President and Associate Provost for Regional Campuses and only Vice-President and Associate Provost for Regional Campuses may waive or reduce fees. Even if room rental is waived, the users may be charged for set-up, clean-up, security, and audiovisual costs.

### **RESERVING SPACE**

#### Steps:

1. Review the room use policies and fees.
2. Check <http://r25.fau.edu> for space availability (optional)
3. For student groups, complete and submit the program registration with Student Affairs.
4. For non-student groups, complete and submit the Room Reservation Request online at <http://www.fau.edu/broward/administration/reserverooms.php>
5. The Facility Contact Person will confirm space availability, confirm audiovisual support availability, calculate cost, if any, and send back a confirmation of acceptance of the reservation along with an estimate of any charges.
6. Payment is due before or on the day of the event.
7. Remember to arrange for temporary parking permits if necessary.

#### Facility Contact Persons for More Information:

FAU at Davie:

Jane Morgan, 954-236-1282

FAU at Fort Lauderdale Downtown:

Charlotte Walker, 954-762-5225

FAU at Dania Beach:

David Fiore, 954-924-7275

### **SCHEDULE A FEES**

*Schedule A* users are FAU academic or administrative departments and the student government association when using space for the purpose of for-credit instruction, research, and university-related meetings. Serving food or charging admission will cause any otherwise *Schedule A* event to fall under *Schedule B* event.

ROOM RENTAL: No charge

PARKING: Visitor Parking - \$2 for 1 day, \$5/week

STAFF AND SUPPORT SERVICES: No charge

AUDIOVISUAL EQUIPMENT RATES: No charge on campus. Off campus use is limited but, when available, incurs *Schedule B* rates.

### **SCHEDULE B FEES**

*Schedule B* users are FAU academic or administrative departments, student government organizations, direct support organizations, registered organizations, and auxiliary departments when using space for anything other than for-credit instruction, research and university-related meetings. For example, non-credit classes and department or student government social activities would fall under *Schedule B*.

ROOM RENTAL: No charge

PARKING: Visitor Parking - \$2 for 1 day, \$5/week

STAFF AND SUPPORT SERVICES RATES:

Cleanup/Setup/Breakdown	\$25/hour
Audiovisual Technician	\$20/hour
FAU Police Officer	\$40/hour
Video Conference with Operator	\$90/first hour plus \$65/additional hours

**AUDIOVISUAL EQUIPMENT RATES PER ITEM AND PER DAY, DELIVERY INCLUDED:**

TV	\$10	Rolling Cart	\$10
VCR	\$15	Radio/Cassette/CD Player	\$10
DVD	\$25	Document Camera	\$35
Slide Projector	\$15	Powered Lectern w/Mic	\$20
LCD panel	\$20	Wireless Microphone	\$25
Overhead projector	\$10	Portable Sound System	\$50
LCD Data Projector	\$75	Mic w/Cord & Stand	\$10
Portable Projection Screen	\$10	Flipchart w/Paper	\$15

**SCHEDULE C FEES**

*Schedule C* events are run by non-FAU groups that are tax exempt or not-for-profit organizations. *Schedule C* events require proof of public liability insurance coverage in the amount of \$500,000 each claim (Property Damage & bodily Injury) and \$1,000,000 each occurrence (Property Damage and Bodily Injury) or \$1,000,000 combined single limit (Property Damage & Bodily Injury), naming the University, the State of Florida and their officers, agents and employees as added insures issued in form and by a company which is acceptable to the University.

**ROOM RENTAL:**

	Half Day	Full Day
Classroom	\$50	\$100
Meeting/Conference Room	\$50	\$100
Auditorium/Large Public Rooms	\$150	\$250
Outdoor Area	\$100	\$150
Computer Lab	\$200	\$300 or \$1000/wk

**PARKING** - Visitor Parking - \$2 for 1 day, \$5/week

**STAFF AND SUPPORT SERVICES RATES:**

Cleanup/Setup/Breakdown	included
Audiovisual Technician	\$35/hour
Software Installation	\$200
FAU Police Officer	\$40/hour
Video Conference with Operator	\$165/first hour plus \$115 each additional hour

**AUDIOVISUAL EQUIPMENT RATES PER ITEM AND PER DAY, DELIVERY INCLUDED:**

TV	\$20	Rolling Cart	\$20
VCR	\$30	Document Camera	\$50
DVD	\$50	Powered Lectern w/Mic	\$50
Slide Projector	\$30	Portable Sound System	\$75
LCD Panel	\$40	Mic's w/Cord & Stand	\$10
Overhead Projector	\$20	Wireless Mic	\$50
LCD Data Projector	\$75	Flipchart w/Paper	\$25
Portable Projection Screen	\$20	Software Installation	\$200
Radio/Cassette / CD Player	\$20		

## SCHEDULE D FEES

*Schedule D* events are those run by all other organizations. *Schedule D* events require proof of public liability insurance coverage in the amount of \$500,000 each claim (Property Damage & bodily Injury) and \$1,000,000 each occurrence (Property Damage and Bodily Injury) or \$1,000,000 combined single limit (Property Damage & Bodily Injury), naming the University, the State of Florida and their officers, agents and employees as added insures issued in form and by a company which is acceptable to the University.

### ROOM RENTAL:

	Half Day	Full Day
Classroom	\$100	\$200
Meeting/Conference Room	\$100	\$200
Auditorium/Large Public Rooms	\$300	\$500
Outdoor Area	\$200	\$300
Computer Lab	\$400	\$600 or \$2500/wk

PARKING - Visitor Parking - \$2 for 1-3 days, \$5/week:

### STAFF AND SUPPORT SERVICES RATES:

Cleanup/Setup/Breakdown	included
Audiovisual Technician	\$35/hour
Software Installation	\$200
FAU Police Officer	\$40/hour
Video Conference with Operator	\$165/first hour plus \$115 each additional hour

### AUDIOVISUAL EQUIPMENT RATES PER ITEM AND PER DAY, DELIVERY INCLUDED:

TV	\$20	Rolling Cart	\$20
VCR	\$30	Document Camera	\$50
DVD	\$50	Powered Lectern w/Mic	\$50
Slide Projector	\$30	Portable Sound System	\$75
LCD Panel	\$40	Mic's w/Cord & Stand	\$10
Overhead Projector	\$20	Wireless Mic	\$50
LCD Data Projector	\$75	Flipchart w/Paper	\$25
Portable Projection Screen	\$20	Software Installation	\$200
Radio/Cassette / CD Player	\$20		