

**FLORIDA ATLANTIC UNIVERSITY  
Program Registration Form**

All student groups (clubs/organization, student government, student government agencies, etc) are **required** to fill this form out for **any** event on or off campus (including regular meetings). This form **must** be completed in its entirety and submitted to the Student Development and Activities Office **seven (7) days prior** to the event date. A list of all registered programs for the upcoming weeks will be posted on the Student Development and Activities web site at [www.fau.edu/sda](http://www.fau.edu/sda).

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As a registered student of Florida Atlantic University and a registered officer of the below organization, I verify that I have read the Student Development & Activities Club & Organization event policy and will assume all responsibility on behalf of:

\_\_\_\_\_  
(Name of Organization/Club/Agency/Student Group)      (E-mail)      (Today's Date)

\_\_\_\_\_  
(Print Name of Authorized Contact Person)      (Authorized Contact Signature)      (Phone #)

\_\_\_\_\_  
(Advisor's Name)      (Advisors Phone #)      (Advisor's E-mail)

Your Event is classified as: \_\_\_\_\_ Closed (only FAU Faculty/Staff/Students attending)      \_\_\_\_\_ Open (available to general public)

Collecting Money (must be deposited in your on campus revenue account through the SDA Office): Yes \_\_\_\_\_ No \_\_\_\_\_

Need: Performance Agreement (If the company does not provide you with a contract you need one of these) \_\_\_\_\_  
Contract Rider (If the company has a contract then you need to have one of these) \_\_\_\_\_  
N/A \_\_\_\_\_ If needed these forms can be obtained in the Student Development & Activities Office, SU 130.

Food: Yes \_\_\_\_\_ No \_\_\_\_\_ If food is going to cost more than \$100.00 and Chartwells is not being used, you need to obtain a Food Waiver Form from Stacy Volnick in the University Center, Room 204.

- If food is being served and people will be attending who are not members of your club/organization, organizers must register with Environmental Health and Safety. Go to: <http://uavp.fau.edu/ehs/?div=PublicHealth>

Amplified Sound (including music): Yes \_\_\_\_\_ No \_\_\_\_\_ Only permitted indoors and the Outdoor Stage (behind UN).

Title of Proposed Event: \_\_\_\_\_

Event Description (must be specific: i.e. name of speaker or band): \_\_\_\_\_

Event Date (s): (**MUST** list exact dates) \_\_\_\_\_ Start Time: \_\_\_\_\_ End: \_\_\_\_\_

Event Location: (Be sure to obtain proper Facilities Coordinator signatures for on campus only)

\_\_\_\_\_  
# of expected FAU Students: \_\_\_\_\_ # of expected Non-Students: \_\_\_\_\_

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NOTE: THIS SECTION FOR UNIVERSITY USE ONLY

\_\_\_\_\_  
**Facilities Coordinator Signature (on campus only)      Date**

\_\_\_\_\_  
**Signature of Appropriate Area      Date**  
Social Greek Organizations – Dean of Student's Affairs Office, SS 226  
Campus Recreation Clubs – Field House  
Student Government – Dean of Student's Affairs Office, SS 226  
Center for Civic Engagement and Service – Student Union, Room 207

\_\_\_\_\_  
**Student Development & Activities, SU 130      Date**