

FLORIDA ATLANTIC UNIVERSITY

BOARD OF TRUSTEES ROOM 305 REQUEST FORM

REQUESTED BY: _____ EXT. # _____ DATE SUBMITTED: _____

PROPOSED EVENT: _____ (IF
THE EVENT INCLUDES AN OUTSIDE SPEAKER, ATTACH A FLYER OR RELATED INFORMATION TO THIS FORM)

RESPONSIBLE PARTY (MANDATORY) SIGNATURE/TITLE: _____
(Responsible Party accepts full responsibility for leaving the BOT Room in its original condition and for any damages incurred.

COORDINATOR OF EVENT: _____ PHONE EXT: _____ DEPT: _____

****NOTE: Coordinator is responsible for making the necessary arrangements with CHARTWELL FOOD SERVICE (297-2788). Coordinator is also responsible for securing the room after the event has ended and remains until the room is secured. The Police Department must be contacted to lock up on weekdays after 5 p.m. or to open and close for weekend events. Call 7-3500 to make arrangements.**

NUMBER OF ATTENDEES: _____ (MAXIMUM ROOM CAPACITY IS 75. Per Fire Marshall)

DATE OF EVENT: _____ TIME: _____ A.M. /P.M. TO: _____ A.M./P.M.

DEPARTMENT WILL SUPPLY OWN FOOD: _____ (NO/YES)
(IF YES, THIS REQUIRES PRIOR APPROVAL FROM CHARTWELL FOOD SERVICE by calling 297-2788.

CHARTWELL FOOD SERVICE: _____ (NO/YES)
(SET UP OF TABLES REQUIRED ON ATTACHED DRAWING PAGE) (ROUND TABLES REQUIRE TABLE CLOTHS = PLEASE ASK CHARTWELL FOOD SERVICE ABOUT THE TABLE CLOTHS.)

ALCOHOLIC BEVERAGE SERVICE: _____ (NO/YES) NOTE: Alcoholic Beverages must be served in accordance with the policies and procedures of the University and the State of Florida. Permission of the Provost is required.

SPECIAL PHYSICAL SPACE ARRANGEMENTS: (Include table type and layout of chairs) Must be outlined on the attached sheet.

AUDIO VISUAL REQUIREMENTS (SPECIFY EACH ITEM REQUIRED by CIRCLING: MICROPHONE, OVERHEAD/SLIDE PROJECTOR, TAPE RECORDER, ETC.) OTHER: _____
COORDINATOR IS RESPONSIBLE FOR MAKING ALL ARRANGEMENTS WITH AUDIO VISUAL SERVICES BY CALLING 297-3707. Requests can be made to AVSERV@FAU.EDU

===== DO NOT FILL IN BELOW THIS LINE =====

DISTRIBUTION:

- ___ Traffic and Parking/8:00a.m.-5:00p.m. = 2770 (FAX 7-2382)
- ___ University Police/ After 5:00p.m./Weekends) = 3500 (FAX 7-3565)
- ___ Building Services = 3167 (FAX 7-2271)
- ___ CHARTWELL Food Services = 2788 (FAX 7-2799)
- ___ Audio Visual = 3707 (FAX 7-3668)
- ___ Other:
- ___ APPROVAL: Erma Bennett

PLEASE RETURN FORM TO: Erma Bennett, Academic Affairs, ADM 309, Questions, Call Ext. 7-3062. FAX NUMBER IS 7-3942

WRITTEN REQUESTS MUST BE RECEIVED A MINIMUM OF (3) WORKING DAYS PRIOR TO EVENT.

RESERVATIONS ARE NOT FINAL UNTIL PROPER FORMS ARE FILLED OUT AND RETURNED.

NOTE: ALL RESERVATIONS SUBJECT TO CANCELLATION ON REASONABLE NOTICE.

PLEASE DRAW YOUR
SETUP AS NEEDED

(DROP CEILING SCREEN)

PLEASE NOTE: ROUND TABLES SEAT UP TO 8 PEOPLE, RECTANGULAR 3-8

WINDOWS

WINDOWS

WINDOWS

PODIUM CAN NOT BE PLACED BY WINDOWS=NO PLUGS AVAILABLE

EMERGENCY EXIT

DOOR TO OUTER
KITCHEN

(DROP CEILING SCREEN)

○ = ROUND TABLES

□ = RECTANGULAR
TABLES

x = CHAIRS

MAIN ENTRANCE AND
EMERGENCY EXIT

MAIN ENTRANCE FOR BOT ROOM #305

