

FLORIDA ATLANTIC UNIVERSITY
STUDENT ORGANIZATION EVENT REGISTRATION AND SPACE USE REQUEST FORM

All Student Organizations are required to complete and submit this form for all events on or off campus per FAU regulation 4.006.
Also view Student Union Policies and Procedures at <http://www.fau.edu/studentunion/eventplanning/policy.php>

This form **must be completed and submitted a minimum of 10 business days** excluding holidays, prior to the requested date of the event. Exceptions to this policy may be granted by the Student Union Director or designee.

Requestor Information

Student Organization Name: _____
Requestor Name: _____
Requestor FAU E-mail: _____
Requestor Phone: _____
Advisor's Name: _____
Advisor's E-mail: _____
Advisor's Phone: _____

<i>Office Use Only</i>
Date Received: _____
Venue Assigned: _____
Date Referred for Review by EPO: _____
Approved ____ Denied ____
Approved/Denied Date: _____

Event Information

Event Name: _____ Event Date: _____

Setup Time: _____ Event Start: _____ Event End: _____ Clean-up: _____

Facility management reserves the right to adjust setup and clean-up to accommodate usage needs.

REGULAR MEETINGS:

1. Student organizations may reserve space for meetings not more than twice a week (executive board meetings/general meetings/weekly meetings). Additional space may be reserved for special events/programs/activities (beyond executive board/general meetings).
2. Meetings (executive board/general/weekly meetings) will only be reserved in 3 hours blocks.
3. Reservations will only be processed one semester at a time.

Is this a regularly occurring event (i.e. weekly meeting)?
If yes, what other dates and times are of interest?
Be specific (*current semester only*).

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Please give a detailed description of your event.

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Event Type: _____ Open - This is open to all, including Non-FAU attendees

Proposed Location: _____ Closed - This event will be open ONLY to FAU attendees

Requested room may not be available, a comparable room may be substituted

of FAU attendees _____ #of Non-FAU attendees _____ Total Attendees _____

Please provide as close and estimate as possible to aid in determining the appropriate location for your event.
A campus access fee will be accessed for all Non-FAU attendees.

Other Information – Check all that may apply during this event

- | | | |
|---|---|--|
| <input type="checkbox"/> Food/Beverages | <input type="checkbox"/> Tickets to be sold. | <input type="checkbox"/> Amplified Sound |
| <input type="checkbox"/> Alcohol * | <input type="checkbox"/> Donations will be accepted | <input type="checkbox"/> Need Signage |
| <input type="checkbox"/> Artist/Speaker/Performer or Service Provider is to be paid | <input type="checkbox"/> Merchandise to be sold | <input type="checkbox"/> Media Involved |

***Events/Programs involving alcohol must be submitted a minimum of 21 business days in advance.**

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Please list any
VIPs or Special
Guests expected
to be in
attendance.

Please list all
organizations
that are working
on this event.

Setup and Equipment Needs:

Not all locations have the same equipment, staffing or setup capabilities. This information may alter the location of the event.

Setup Style: Classroom Lecture Banquet Conference

If other, please describe and list any
equipment needed for the event:

Please list any other information
that may be helpful for the staff
to know about your event.

NOTE: Registered Student Organizations are not billed for rental rates unless they are:

1. Having co-sponsorship event/program with a department, tax-exempt group or commercial group.
2. Charges a registration or admittance fee or sell tickets (this may also apply to donations).
3. Sponsors a program that is open to the general public (non-students).

Signatures of Approval and Acknowledgement:

As an officer and advisor of the student organization listed on this form, I verify that I have read and understand all Florida Atlantic University policies and regulations related to having an event. I understand that fees may be assessed for having the event and that I have the authority to make payments as needed to resolve any debts.

Requestor Signature and Date

Advisor Signature and Date

Student Affairs Advisor Signature and Date-if needed

- Multicultural Affairs Student Government Association
 Campus Recreation Fraternity & Sorority Life

Admin Use Only Below

Venue Acknowledgement Signature and Date

Venue Acknowledgement Print

Police Department Acknowledgement and Date – if needed

Police Department Acknowledgement Print

Student Involvement & Leadership signature and date

Student Involvement & Leadership Print