

Florida Atlantic University Broward Campuses
FAU Space Utilization Requirements
FAU Events Checklist

Department and College event organizers are responsible for placing all work order and help desk tickets, and communicating with all departments necessary for a successful event on the Broward Campuses. FAU Broward Operation will guide your department in the process if help is needed.

For non-FAU requests, please contact: Holly DeWaters <hdewaters@fau.edu> and cc: Angel Rassi (arassi2018@fau.edu) and Patricia Koppisch (pkoppisc@fau.edu).

1. Facilities Use Application (FUA)

- a. Sign and submit [FUA](#) to Patricia Koppisch (pkoppisc@fau.edu) and cc: Angel Rassi (arassi2018@fau.edu)
 - i. Include any related documents (work orders, food waivers, parking receipts etc)

2. Using outside Vendors

- a. Outside vendors must complete [Facilities Use Agreement](#)
- b. Submit a Certificate of Insurance following this guideline:
 - i. "The Florida Atlantic University Board of Trustees, the Florida Board of Governors, the State of Florida and their respective officers, agents, volunteers and employees are listed as Additional Insured under this commercial general liability policy."
Minimum coverage: \$1M per occurrence, \$2M aggregate

3. Additional spaces and contacts for availability (other than general classrooms and conference rooms*):

- i. The Oasis Lounge (SD) – Broward Campus Life – Nori Carter (ncarte10@fau.edu)
- ii. The Greenhouse Lawn – Cristina De La Rosa cdelarosa@fau.edu
- iii. The A&L Conference Room (DW 405)– Adrienne Gionta (agionta@fau.edu)
- iv. The CES Conference Room (DW 304) –Mary Beth Hartmann Kerber (mhartman@fau.edu)
- v. Dania Beach/Sea Tech – Gloria Recio-Trevino (greciotrevino@fau.edu) and cc: Francisco Presuel-Moreno (fpresuel@fau.edu); Pierre-Philippe Beaujean (PBEAUJEA@fau.edu)
- vi. The Gallery Space (MetroLab) – For non-academic events, Patricia Koppisch (pkoppisc@fau.edu),
 1. Contact your department assistant for one-day academic use requests. *Non-academic for credit use must be approved by a committee.*
- vii. The Architecture Jury Spaces– Margaret Devine (mdevine@fau.edu)
- viii. *General Space (e.g., LA 201, HE 1007C, Patios) – Angel Rassi (arassi2018@fau.edu) and cc: Patricia Koppisch (pkoppisc@fau.edu)

4. Parking

- a. Visitors can use Park Mobile (check zone signs)
- b. For event Parking or group permit request [here](#)
- c. Questions: eventparking@fau.edu
 - i. Fort Lauderdale: Street/garage is also available if you prefer.
- d. School bus drop-off and pick-up, please email Edward Delancy EDELANCY@fau.edu and cc: Pkoppisc@fau.edu

5. Security, Police or extra Traffic Assistance:

- a. Request FAU-Pd or traffic support : [Extra Duty Request Form](#)

6. Food and Alcohol at your event:

- a. Cleaning (Davie/Dania): [Porter Service Work Order](#)
- b. Catering: Use Chartwells - fau.catering@fau.edu/ 561-297-3548
 - i. Pablo Rodriguez fau_prodriguez@fau.edu; Elsa Zorilla fau_ezorilla@fau.edu directly.
 - ii. Please send a copy of the Chartwells order / waiver to Pat Koppisch and Angel Rassi prior to the event.
 - iii. To use an outside vendor, request approval from Chartwells, then submit the [Food Waiver Application](#) to: Anusha Persad apersad2022@fau.edu and cc: Krisa Kolbe kkolbe@fau.edu for Business Services approval.
- c. **Alcoholic: Must be approved-** [Policy](#) security is required so please contact Capt. Delancy.
- d. Outside caterers must submit a Certificate of Insurance and Florida State License.
- e. Dania Beach Campus allows the Food Waiver Applications

Food and Safety training needed for Food Waiver applications:

- i. [Food Safety Program](#):
- ii. Please review the current "[Food Safety Program Manual](#)"
- iii. Training: Complete [Here](#)
- iv. Training course can be found at: <https://www.fau.edu/ehs/training/>

7. Tables/Chair Setup:

- a. Submit work orders two weeks prior
 - i. **Davie and Dania:** [work portal](#)
 - ii. **FTL:** Please request separate instruction sheet.

8. Technology (OIT) needs:

- a. **All non-academic class request are REQUIRED to request OIT assistance** and supply a tag number.
- b. Academic and non-academic help: Submit a HelpDesk ticket <https://helpdesk.fau.edu/TDClient/2061/Portal/Requests/ServiceDet?ID=22410>

9. Outside or green area events:

- a. Please allow 15 business days for additional approval of outside events.
- b. If using a green space, place a Work Order to **shut of sprinklers and treat lawn**; and include the TAG number to be charged. <https://www.fau.edu/facilities/bg/work-control/>
- c. If using a tent, refer to Section below

10. Tent requirements (tents over 10 x 10)

- a. Submit the following to EHS / Harvey Smith, hsmith31@fau.edu
 - i. Approved FUA to EHS with tent information
 - ii. The [Tent Permit Installation Application](#)
 - iii. See **Using outside Vendors**
 - iv. A diagram detailing where the tents will be placed.
 - v. More Infor: [Tent Guidelines](#)

11. Attractions or Rides:

- i. Request a fire code diagram for the vendor to use for setup.
- ii. Submit a diagram of the location of attractions with the FUA.

iii. See Using outside Vendor requirements

12. For Filming on Campus, contact your Communications Department to ensure all proper paperwork is filled out and the project is approved.