



## Facilities Use Application

### Use of University Facilities (Policy #4.2.1)

Please type or print clearly.

Entered in Computer  
Reservation # \_\_\_\_\_  
Office Use Only

#### Contact Information

Name of Organization/Unit	Phone	
Contact Person	E-mail Address	Fax #
Address	City, State	Zip

**Please select all applicable to your organization:**

<input type="checkbox"/> FAU Student/Faculty or Staff/Department or Unit	<input type="checkbox"/> Minors, participants under 18 years of age
<input type="checkbox"/> University Partner/Affiliated Group or Individual	<input type="checkbox"/> Sponsored Activity/Not for Profit Unaffiliated Group
If Non-Profit & tax exempt, enter Tax ID# _____	<input type="checkbox"/> For-profit Unaffiliated Group
	Other (Please Specify): _____

**Please note: Sponsor must be present for all sponsored events and is fiscally responsible.**

FAU Sponsor's Name:	Phone:
Dept./College:	Email:

#### Event Information

Name of Event:		
Location of Event: Campus:		Building or Area:
Day, Date(s) & Time(s) of Event:		
Event Description:		

Estimated Total Attendance:		Is event open only to FAU staff/students?	
Will you be using a tent?		Will there be an admission charge?	
Will food be served?		If admission charges, indicate amount.	
Will you be serving alcohol?		Will there be amplified sound?	
Will you be videotaping this event?		VIP's/Media attending?	

A Food Release Form is required for events on the Boca Raton and Jupiter campuses if food services are not provided by Chartwell's.

**Please select all that apply to your event. (Requester is responsible for all applicable work orders.)**

<b>Setup Needs:</b>	<input type="checkbox"/> 6' Banquet Tables	<input type="checkbox"/> Table Cloths	<input type="checkbox"/> Standard 5K/10K Route	How many? _____
	<input type="checkbox"/> Podium	<input type="checkbox"/> Microphone(s)	<input type="checkbox"/> Parking is needed	
	<input type="checkbox"/> 60" Round Tables	<input type="checkbox"/> Sound System		
	<input type="checkbox"/> Wireless/Internet Access	<input type="checkbox"/> Videography	Other: _____	

Clean-up will be completed within \_\_\_\_\_ hours after the event or a clean-up charge will be incurred.

*I hereby affirm that the information given herein is true and accurate to the best of my belief and knowledge and that I am authorized to act on behalf of the named organization in this regard. If Florida Atlantic University facilities are approved for the purpose requested, I agree that such use will conform with the rules of Florida Atlantic University and Florida Board of Governors and Florida Statutes. I also acknowledge that I will be responsible for informing all persons taking part in the event of the conditions and restrictions of usage of the facility or area.*

Signature - Authorized Agent	Date
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#### Payment & Insurance

10% of the use rate is required as a non-refundable deposit in order to reserve space.  
100% of fees are due 5 business days prior to the event. Any additional costs (i.e. clean up fees or late adjustment charges) are due immediately upon receipt of invoice.  
A fee will be assessed if the event is using the campus grounds(grass). Please provide TAG# if applicable \_\_\_\_\_

**NOTE: Proof of liability insurance coverage is required as specified in the applicable Facilities Use Agreement**

#### Approvals & Signatures

Facility Administrator/Designee	Date	This section is for OSUA use only	
Provost Signature Required for Unaffiliated Activities of Academic Space		<input type="checkbox"/> Facilities reserved as requested	
		<input type="checkbox"/> Pending approval and execution of Facilities Use Agreement	
		<input type="checkbox"/> Referred to Facilities Committee	
		<input type="checkbox"/> Application Denied	Reason: _____
Provost	Date	Space Utilization and Analysis	Date

cc: <input type="checkbox"/> Facility Administrator	<input type="checkbox"/> Physical Plant	<input type="checkbox"/> Traffic & Parking	<input type="checkbox"/> Provost	<input type="checkbox"/> PcPO
<input type="checkbox"/> University Police	<input type="checkbox"/> EH&S	<input type="checkbox"/> Event Management	<input type="checkbox"/> OSUA	