

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.** Student Union Policies and Procedures <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**

**Office Use Only**

Student Organization: \_\_\_\_\_  
Requestor (**must be an executive board member**): \_\_\_\_\_  
Requestor FAU E-mail: \_\_\_\_\_  
Requestor Phone: \_\_\_\_\_  
Advisor's Name: \_\_\_\_\_  
Advisor's FAU E-mail: \_\_\_\_\_  
Advisor's Phone: \_\_\_\_\_

\_\_\_\_\_  
Date Received: \_\_\_\_\_  
**EMS#** \_\_\_\_\_  
Venue Assigned: \_\_\_\_\_  
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 no more than 2 meetings per week (executive board meetings and general meetings). Additionally 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)**

Please give a detailed description of your event.

**Event Category:** ☐ Intellectual ☐ Service ☐ Cultural ☐ Social ☐ Recreational/Wellness ☐ Campus Governance

**Event Type:** ☐ Lecture ☐ Meeting ☐ Banquet ☐ Fashion Show ☐ Fundraiser ☐ Other: \_\_\_\_\_

☐ **Open** - This is open to all, including Non-FAU attendees **\*\*Note: Charges will be incurred if the event is open to the public)**

☐ **Closed** - This event will be open ONLY to FAU attendees

Proposed Location: \_\_\_\_\_ **\*\*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 an estimate as possible to aid in determining the appropriate location for your event.

**Event Details:** Check all that may apply during this event

Food/Beverages ☐ Chartwells ☐ Food Waiver\* **Must be approved by Business Services 561-297-4041 and EH&S 561-297-3829**

☐ Artist/Speaker/Performer or Service Provider is to be paid ☐ Amplified Sound ☐ Media/Press Involved

☐ Fundraiser ☐ Tickets to be sold ☐ Merchandise to be sold ☐ Donations will be accepted

☐ Alcohol \* **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 that are expected to be in attendance.

Please list all organizations that are working on this event.

**Setup and Equipment Needs: \*Equipment is only provided for events that take place in the Student Union\***

**Setup Style:** ☐ Banquet ☐ Classroom ☐ Lecture ☐ Theatre ☐ Exhibit

☐ Conference - U-Shape ☐ Conference - Open Square ☐ Conference - Closed Square

**Equipment:** ☐ Stage ☐ Ladder ☐ Podium ☐ Dry Erase Board w/Markers ☐ Chairs – Quantity\_\_\_\_\_

☐ 8ft. Tables – Quantity\_\_\_\_\_ ☐ 5ft. Classroom Tables – Quantity\_\_\_\_\_ ☐ 6ft. Tables – Quantity\_\_\_\_\_

☐ 60 inch Round Tables – Quantity\_\_\_\_\_ ☐ High Top Tables – Quantity\_\_\_\_\_ ☐ Other–\_\_\_\_\_

**Audio/Video Equipment:** ☐ Corded Microphone – Quantity\_\_\_\_\_ ☐ Projector ☐ Laptop ☐ Projection screen

☐ Laptop – Speakers ☐ TV/DVD Player ☐ Stereo/CD Player ☐ Other–\_\_\_\_\_

**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 Union Acknowledgement Signature and Date

Student Union Acknowledgement Print

**CANCELLATION/NO SHOW POLICY**

A no-show is equivalent to a cancellation of less than 48 hours (2 business days)

**First no show**—Receive a written warning;

**Second no show**-Reservation suspension for 14 business days;

**Third no show**-Reservation suspension for semester

(if semester is less than 15 business days before ending, the suspension will begin the subsequent semester)

**EMS #**

☐ **Faxed to PD** Date\_\_\_\_\_

☐ **Copy to BS** Initial\_\_\_\_\_