

FLORIDA ATLANTIC UNIVERSITY

JOHN D. MACARTHUR FACILITIES REQUEST

Date: _____ Organization: _____

Requestor's Name: _____

Department _____

Telephone: _____ Fax: _____ Email: _____

Type of Activity: Meeting Lecture./Seminar Conference/Workshop

Title of Event: (if any) _____

Date(s) of Event _____

Event Time: From: _____ AM PM To: _____ AM PM Estimated Attendance: _____

Type of Space: EC Classroom LLS Classroom MacArthur AUDITORIUM LLS Auditorium
 Conference Room

(We will attempt to assign the building requested; however, if unavailable, we will assign another room based on your equipment needs and estimated attendance.)

Equipment Needs: LCD Projector DVD VCR TV
 Overhead/Transparency Projector Speaker Phone (available in most conference rooms, but not in classrooms)

Catering/Refreshments: Yes No

Contact: Donna Mercer: Ext. 6-8720

NOTE: Desks cannot be removed from the classroom to make room for tables. If room is rearranged, user must rearrange the desks to lecture-style seating when meeting or event has been completed. If food is served, please make arrangements in advance with the custodial staff for immediate clean-up after your event in preparation for a class that may follow.

AUDIO VISUAL ASSISTANCE

Ralph Duckett at 6-8812 or rduckett@fau.edu for Lifelong Learning Complex
Phil Snowwhite at 6-8709 or psnowhit@fau.edu for all EXCEPT Lifelong Learning Complex.

ELINOR BERNON ROSENTHAL LIFELONG LEARNING COMPLEX
TAMAR & MILTON MALTZ CENTER FOR EDUCATION
UTILIZATION AGREEMENT

The Lifelong Learning Society will make the Maltz Auditorium available for your use. We are not responsible for any element in the planning of your activity. Your organization will be responsible for adhering to the policies of LLS and for paying for repairing any damages/loss to the facility and equipment.

1. **Food, beverages and smoking** are prohibited in the building. Tape on walls and helium balloons are also prohibited. When food is served on the patio, a full time monitor must see that no food is brought into the building. Patio area must also be left clean.
2. Confirmation of your scheduled date to use the Auditorium must be made no later than thirty days in advance of the program. Failure to confirm will result in immediate cancellation of the reservation. Return of the Utilization Agreement will serve as your confirmation.
3. Any special furnishing and décor must be arranged by your organization.
4. The lights and lectern microphone will be turned on, unless you request otherwise, for your program. Any special audio-visual requirements, including the use of the hearing-assisted equipment, must be submitted no later than thirty days in advance of the program.
5. LLS will decide if (an) audio-visual technician(s) will be necessary. When technicians are deemed necessary, your organization will be charged the hourly rate of \$35 to cover this expense. It is essential that when a technician is used, the hours are planned in advance and the schedule is followed accordingly.
6. To avoid any confusion about specific responsibilities, your organization will be accountable for planning the actual program, marketing activities, telephone customer services, parking arrangements, any special security arrangements and check-in of guests.
7. The undersigned has signing authority on the account from which payment will be made, guarantees this account has sufficient funds to cover all invoice(s) and is responsible for payment to LLS of all charges within thirty days.
8. Only authorized personnel may enter the projection room.
9. All equipment used/moved, such as chairs, tables, screens, etc. must be returned to proper place immediately after event. Trash must be placed in proper bins in the side-stage room as well as all other areas. Any necessary moving/cleaning after building is vacated will be billed to your account. The piano may not be moved off stage.
10. Any changes or cancellations must be in writing with signature.
11. Tape may not be used on any walls.
12. Event data (please print)
 - a. Name & telephone number of sponsoring organization

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- b. Name of event _____
 - c. Name, telephone number & e-mail address of contact person _____
 - d. Telephone number to be advertised to public _____
 - e. Account/Fund/Org. number to be billed for any expenses _____
 - f. Name of account to be billed for any expenses _____
 - g. Name, phone number & campus address for "authorized signature" of above account _____
 - h. Day, date & time scheduled for event _____
 - i. Special audio-visual equipment/services _____
 - j. Hours (# ___) to be worked by AV technician, from _____ to _____
 - k. Thirty-day date for final confirmation _____

As representative of the above sponsoring organization, I understand and accept the conditions of this agreement.

- I acknowledge responsibility for adhering to the above understanding.
- I acknowledge that I am responsible for assuring payment within 30 days.

Signature

Date

Margaret Reiman, LLS

Date

If the following services are required, please contact the appropriate individual at least a week before the event.

Audio/Visual: Call **Ralph Duckett** at 799-8812 or 310-1231 (cell). If you do not make arrangements before the event, we cannot guarantee that a/v assistance will be available the day of your event.

Catering/Refreshments: **Donna Mercer** at 799-8720. A copy of this confirmation must be provided to the food services manager at the time of your request.

Custodial: Complete a work request for clean-up prior to your event at **<http://uavp.fau.edu/WorkControl/>** or call **799-8249**.

Campus Services: For special room set-up and breakdown, contact **Jerome Williams** at **jwilliam@fau.edu** or 799-8588. He has special room layout forms that must be completed and returned to him.

Signs: If you want signs placed on campus directing people to your event, contact **Terry Gearing** (**gearing@fau.edu**)

Maps: If you need a map for inclusion in a flyer or brochure, contact **Fran D'Avanzo-Schrader** (**fdavanzo@fau.edu**).

NOTE: Any special rearrangement of rooms must be approved at the time of the room request to ensure there is sufficient time before and after scheduled classes for event set-up and breakdown.

As a courtesy to students and faculty who may use the room after your event, please make sure that arrangements have been made with Catering and Custodial to remove remaining refreshments and to clean up the room as soon as possible after the end of your event.

Thank you.

Maggie Reiman
Program Coordinator
Lifelong Learning Society
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Fax: 799-8563
mreiman@fau.edu