

# Florida Atlantic University – John D. MacArthur Campus

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## **GUIDELINES FOR THE USE AND RESERVATION OF FACILITIES BY EXTERNAL PERSONS OR ORGANIZATIONS**

For complete rules and regulations concerning use of University property and facilities please refer to Policy Number 4.2.1 available at <http://www.fau.edu/policies/files/4.2.1%20Use%20of%20University%20Facilities.pdf>.

These guidelines apply to the use of facilities and property at the John D. MacArthur Campus of Florida Atlantic University located in Jupiter. In general, priority for use will be given to users and activities that enhance the mission and purpose of the University. In an effort to provide the community access to meeting rooms while, at the same time, ensuring that the University facilities are available for academic courses, meetings, seminars, discussion groups, and other academic, cultural, and social events, the following scheduling priorities have been established:

1. University credit classes
2. University non-credit classes and events
3. University-sponsored events
4. Governmental agencies
5. Tax-exempt, non-profit groups or organizations (evidence must be provided)
6. For-profit persons, groups, or organizations

The services/charges will include (but not limited to) room rental, audio-visual assistance, setup, breakdown, and clean up. Users, however, may not request removal of classroom desks and chairs. The Associate Provost or designee must approve all uses of campus property and University facilities. Unauthorized use of campus property and University facilities is prohibited.

### Non-academic Use of Campus Property

- Event sponsors are responsible for providing and bearing the costs of adequate security and traffic control for their events.
- Security and traffic control for all events held on the Jupiter Campus are under the jurisdiction of the University Police Department.

### Use of Unsafe Items

- The possession or use of unsafe items and materials or the creation of conditions on campus that are potentially injurious to life or property or that are disruptive to the essential operation of the University are prohibited. This prohibition includes, but is not limited to, firearms, explosive devices, and drug possession and usage.
- Any plans for refreshments including alcoholic beverages must be noted on the Facility Request form and Facilities Use Application. Catering is to be arranged and paid for by the user. Catering is to be arranged through Chartwells first, then by the requestor if Chartwells declines their services, and paid for by the user. The University requires that the Associate Provost reviews, and approves or denies all requests for alcoholic beverages. Policies related to use of alcoholic beverages can be found at: <http://www.fau.edu/policies/files/1.2%20Alcoholic%20Beverages.pdf>.
- Please contact Donna Mercer, Director of Dining Services, at 561-799-8720 or djanez@gmx.com for catering needs.

### Payments

- Payments for use of facilities by persons and organizations outside the University must be made in advance of such use unless the Associate Provost or designee has approved another arrangement for payment.
- The Associate Provost may require advanced payment from University departments and student organizations as well. FAU departments and student organizations will be given an account number for a fund transfer when making payments.

- Estimated charges, as outlined, are to be paid no later than five (5) days prior to the event.
- Payments for the use of facilities/property are to be made by check, payable to Florida Atlantic University and mailed directly to Michelle Kominarek at 5353 Parkside Drive, with a copy of the approved Facilities Reservation Confirmation form. The check for payment, according to state procedures, will be deposited in the appropriate University account.
- All Schedule C and Schedule D users (see attached schedules), must furnish to the University, at least 10 days prior to the activity, proof of liability insurance coverage in the amount of \$1,000,000 each claim (Property Damage & Bodily Injury) and \$2,000,000 each occurrence (Property Damage & Bodily Injury) or \$2,000,000 combined single limit (Property Damage & Bodily Injury), naming the University, the Board of Trustees, Florida Board of Education, the State of Florida and their officers, agents and employees as added insurers issued in form and by a company which is acceptable to the University.
- Additionally, Schedule B users utilizing an outside vendor to provide a service, which is operated under the vendor's control, must complete the Caterer Agreement Form.

#### Refusal, Reassignment, or Cancellation of Requests to Use University Property or Facilities

The University reserves the right to refuse a request for the use of University facilities or to reassign or cancel any space reserved by any person or group. The Assistant University Registrar will notify the user in writing, as soon as feasible, of any such decision.

#### Cancellation by User Requesting Space

If cancelled:

- More than 61 days prior to the event - 100% of the rental fee paid, minus the non-refundable deposit.
- 31 days to 60 days prior to the event – 75% of the rental fee paid, minus the non-refundable deposit.
- 8 days to 30 days prior to the event – 50% of the rental fee paid, minus the non-refundable deposit.
- 5 days or less – no refund at all.

No fees will be incurred if a reservation is *rescheduled* within 90 days from original date.

#### Disclaimer

The University is not liable for equipment that is brought in by outside organizations using its facilities.

#### Critical Risk Factors

Florida Atlantic University Campus Police Officers are required for all student and non-student events held on the John D. MacArthur campus at Jupiter that are considered to present a greater risk to the campus community. Some events with critical risk factors will be required to provide police officers, regardless of attendance. Those events will have any or all of the following critical risk factors:

1. Dance or concert;
2. Held at, or continues until any time after 11:00 pm;
3. Money is exchanged (tickets, admission or a donation)
4. Events with 100 people or more
5. Events open to the general public

Events that do not fit any of these factors will be subject to review and approval for proper risk management procedures by the Executive Director of Academic Operations.

#### *Security Procedures for Events with Critical Risk Factors*

- a. The Sponsoring Organization is responsible for providing the name and contact information of one (1) Student Event Coordinator (student) and of one (1) faculty/staff Advisor for the entire event.
- b. A minimum of one (1) event FAU police detail officer is required for every 100 event attendees/participants.
- c. The Sponsoring Organization is responsible for contacting the Florida Atlantic University Police Department at 561-339-0015 at least 30 minutes prior to the start of the event.
- d. The Student Event Coordinator or Advisor is responsible for identifying and reporting the names and contact information of all Monitor(s) designated for the event at least 72 hours in advance of the event. If applicable:
  - i. A minimum of one (1) Monitor will be posted at the admission table and entrance to the room.
  - ii. If money is exchanged, the Student Event Coordinator or Advisor must identify the Monitor(s) handling cash. The Monitor(s) will be responsible for handling cash at the admission table and monitoring patrons entering the event.
  - iii. A minimum of one (1) Monitor will be responsible for checking identification cards.

*FAU Police Department*

- a. Final determination of police staffing will be the responsibility of the FAU Police commanding officer, and/or his/her designee. The police detail supervisor attending the event will coordinate with the Executive Director of Academic Operations to determine location and assignments of security and police officers prior to the start of the event.
- b. All safety and security matters observed at the event will be referred immediately to FAU Police Officers on site, and will be handled in an expeditious manner.

*Security Costs*

- a. The Sponsoring Organization is responsible for all security costs for their event. The Sponsoring Organization will be required to pay all security costs (including civilian security personnel), as determined by this policy, the Police Department, and the Associate Provost's Office. Organizations must pay all security fees prior to the conclusion of the event. Sponsoring Organizations with outstanding fees (including security and rental fees) owed to the Associate Provost's Office and Florida Atlantic University will be prohibited from hosting future events and reserving space until their past due balance is satisfied.
- b. The number of police officers and other security personnel is determined by the capacity of the room where the event takes place, the length of the event, and whether parking detail is needed. Officers will be assigned for a minimum four (4) hour shift. The length of time in which the officers will be assigned to the event is the length of the event, plus 30 minutes before and 30 minutes after the event (i.e. one additional hour over the length of the event). The rate is \$40/hour per officer. The number of officers assigned to an event will be determined by the maximum capacity of the room and/or parking needs. However, the number of officers may be adjusted based on the specific expectations for the event.

**DESCRIPTION OF AVAILABLE SPACE**

Classrooms	16-50 seats
Meeting Room	40 - 50 seats
VP Teleconference Room	15 seats (limited usage)
AD (119) Auditorium	accommodates 235 (plus 3 additional for ADA accessibility)
Arboretum	accommodates 100

**PROCESS FOR RESERVING ROOMS**

- 1. Review the Guidelines within this document for the use and reservation of facilities.
- 2. All Jupiter space use/reservation requestors must complete the Facilities Use Application at <http://www.fau.edu/facilities/osua/info/FacilitiesUseApp.pdf>. Print out and submit to the Coordinator of Administrative Services at [mkominarek@fau.edu](mailto:mkominarek@fau.edu) (e-mail) or 561-799-8502 (fax). Additionally:
  - a. Student groups and organizations: Are exempt from submitting the Facilities Use Application, but must complete and submit the program registration paperwork with Student Affairs and/or OwlCentral.
  - b. FAU departments and units: After submitting the Facilities Use Application, you will be contacted by the Coordinator of Administrative Services to discuss your request.
  - c. Non-student/non-FAU groups and external persons/organizations outside the university:
    - 1. Complete the Reservation and Facilities Use Agreement Form at [http://www.fau.edu/jupiter/files/facilities\\_use\\_agreement.pdf](http://www.fau.edu/jupiter/files/facilities_use_agreement.pdf). Print out and submit to [mkominarek@fau.edu](mailto:mkominarek@fau.edu) (email) or 561-799-8502 (fax).
    - 2. Submit a Certificate of Liability Insurance (sample certificate can be found at [http://www.fau.edu/campusrec/about\\_us/insurance\\_example.pdf](http://www.fau.edu/campusrec/about_us/insurance_example.pdf)). Submit to [mkominarek@fau.edu](mailto:mkominarek@fau.edu) (email) or 561-799-8502 (fax).
- 3. The paperwork will be reviewed for completion and if approved, signed by the Associate Provost and/or Executive Director of Academic Operations. Then paperwork will then be forwarded to the Office of Space Utilization and Analysis (OSUA) for approvals.
- 4. Once approved by OSUA, a Facilities Reservation Confirmation Form with estimated charges will be sent to the requestor for signature and approval.
- 5. To confirm and approve the reservation of space, the requestor must send a non-refundable deposit with a signed copy of the approved Facilities Reservation Confirmation Form to Michelle Kominarek at [mkominarek@fau.edu](mailto:mkominarek@fau.edu) within three (3) business days of receiving the form.

6. The full balance of the estimated fees is due five (5) business days prior to the date of your event/reservation. Failing to receive payment will result in the cancellation of your space use reservation. Within five (5) days of your reservation, payments are also considered non-refundable.
7. To arrange other event needs, such as ground signs, parking, equipment, catering, A/V support, etc., please refer to the contact information below.

#### **EVENT PLANNING CONTACT INFORMATION:**

**Ground Sign Requests:** Visit <http://www.fau.edu/jupiter/spaceuse.php>.

- Scroll to the bottom of the page under “Forms” and click on the “Parking/Event Ground Signs Application.” Each event or parking sign is \$3.00 per location.

**Catering:** Visit [www.fau.catertrax.com](http://www.fau.catertrax.com).

- For questions, please contact Donna Mercer, Director of Dining Services, at 561-799-8720 or [djanez@gmx.com](mailto:djanez@gmx.com).

**Information Technology** (includes audiovisual or technician support/service): Visit <http://www.fau.edu/oit/partner-campus/services/AV-Rates.php>.

- For specific questions or inquiries, you may contact 561-339-2776 or submit an OIT work ticket.

**Parking:** A campus parking map can be found at

[http://www.fau.edu/jupiter/spaceuse/Jupiter%20Campus%20Map\\_updated%2010.17.pdf](http://www.fau.edu/jupiter/spaceuse/Jupiter%20Campus%20Map_updated%2010.17.pdf).

- Please specify on the *Facilities Use Application* which option you choose:
  1. If you elect to pay the \$5/day/vehicle in advance, please park in Lot 73 (designated “Event Parking” on the campus map).
  2. If you elect to pay by meter (\$2/hour) on the day of your event, please park in the Visitor Parking Lot in Lot 70 (designated by the “V” on the campus map).
  3. For events with 50 vehicles or more, the following flat rate fees would apply, depending on the following day(s) and time(s):
    - a. Mondays – Fridays, 7 a.m. – 5 p.m.: \*\$200 each event (per day)
    - b. Mondays – Fridays, 5 p.m. – 7 a.m., and weekends: \*\$100 each event (per day)\*For any non-Lifelong Learning facility events, Lot 73 is the designated event lot. For events held at the Osher Lifelong Learning Institute, guests can park directly in Lot 74 (blue).
- Arrangements can be made by contacting Parking and Transportation Services at 561-297-2771 or [gsnow@fau.edu](mailto:gsnow@fau.edu).

**Event Security/Police:** Refer to the guidelines above on *Critical Risk Factors*.

- For event security and police staffing arrangements, please contact the Executive Director of Academic Operations at 561-799-8507 or [tovathan@fau.edu](mailto:tovathan@fau.edu).