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 Angel Rassi (arassi2018@fau.edu) and cc: Patricia Koppisch (pkoppisc@fau.edu).
        i. Include any related documents (work orders, food waivers, parking receipts, etc.)
2. **External Clients and Outside Vendors**
    a. External clients and outside vendors must complete Facilities Use Agreement
    b. Submit a Certificate of Insurance following this guideline with Agreement:
        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. Oasis Lounge (SD) – Broward Campus Life – Nori Carter (ncarte10@fau.edu)
        ii. Greenhouse Lawn – Cristina De La Rosa cdelarosa@fau.edu
        iii. A&L Conference Room (DW 405)– Adrienne Gionta (agionta@fau.edu)
        iv. Science Seminar Room (DW 421) Cynthia Berman-Gruen (cberman2@fau.edu)
        v. CES Conference Room (DW 304) –Mary Beth Hartmann Kerber (mhartman@fau.edu)
        vi. Dania Beach/Sea Tech – Gloria Recio-Trevino (greciotrevino@fau.edu) and cc: Francisco Presuel-Moreno (fpresuel@fau.edu); Pierre-Philippe Beaujean (PBEAUJEA@fau.edu)
        vii. The Gallery Space (MetroLab) – For non-academic events, Patricia Koppisch (pkoppisc@fau.edu), Non-academic/class use must be approved by a committee.
            1. Contact your department assistant for one-day academic use requests.
        viii. The Architecture Jury Spaces– Margaret Devine (mdevine@fau.edu).
        ix. *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
        i. Questions: eventparking@fau.edu
    c. 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, (also required with alcohol service):**
    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 (tag number required)
        i. WO is necessary for events with food for clean-up, and large events for bathrooms restocking.
    b. Catering: Use Chartwells - fau.catering@fau.edu 561-297-3548
        i. cc: Pablo Rodriguez fau_prodriguez@fau.edu; Elsa Zorilla fau_ezorilla@fau.edu.
        ii. Please send a copy of the Chartwells order 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: Krisa Kolbe kkolbe@fau.edu for Business Services approval.
        iv. Food Safety permit to be displayed https://www.fau.edu/ehs/documents/foodpermit.pdf
    c. **Alcoholic on campus must be approved- Policy** and **security is required.**
        i. Use Chartwells for any alcohol service.
    d. Dania Beach Campus is allowed to the Food Waiver Applications.
        i. Food and Safety training needed for Food Waiver applications:
            1. Visit: Food Safety Program
                a. Please review the current "Food Safety Program Manual"
                b. Food Training: Here

7. **Tables/Chairs or Special Setup** (tag number required)**:**
    a. Submit work orders two weeks prior.
        i. **Davie and Dania**: work portal
            1. **Request a quote if needed**, or supply tag number
        ii. **Fort Lauderdale:** Please request separate instruction sheet from Angel Rassi (arassi2018@fau.edu)

8. **Technology (OIT) needs:**
    a. https://helpdesk.fau.edu/TDClient/2061/Portal/Requests/ServiceDet?ID=22410
        i. **All non-academic class requests are REQUIRED to place and OIT helpdesk ticket** and supply a tag number.
        ii. Academic use of computer lab must also submit a ticket for staffing
        iii. Email Angel Rassi (arassi2018@fau.edu) to place on the schedule

9. **Outside or green area events:**
    a. Please allow 15 business days for additional approval
    b. If using a green space, place a Work Order to **shut off sprinklers and treating lawn**; include the TAG number. 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 with tent information
        ii. The Tent Permit Installation Application
        iii. **Using Outside Vendors** requirements and forms
        iv. A diagram showing tent placement
        v. More info: Tent Guidelines

11. Attractions or Rides:
    i. Request a fire code diagram for the site, for the vendor to use for setup diagram.
    ii. Submit a setup diagram of the location of attractions with the FUA.
    iii. See "**Using Outside Vendor"** requirements

12. Filming on Campus.
    a. Contact your department's Communications Department to ensure all proper paperwork is completed and the project is approved.
    b. External clients will be asked to fill out a form.