

Florida Atlantic University

Division of Student Affairs

STUDENT UNION

RESERVATIONS POLICIES AND PROCEDURES

I. GOVERNING DOCUMENT

The policies and procedures for making reservations within the Student Union are based on Presidential Memorandum #60, the University's official policy governing use of University facilities (Available upon request). The fee schedules, procedures, practices, and policies used in the process of providing facilities for requesting users are all in direct compliance with this memorandum.

II. DEFINITION OF TERMS

1. The Student Union (UN) is available to members of the University community at large. To identify those who use the facility, the following definitions are in effect:

- a. Facility – Student Union –** A complex of buildings on the Boca Raton Campus administered by the Division of Student Affairs
 - i. Building 31 – Student Union (UN)
 - ii. Building 31 A – Carole and Barry Kaye Performing Arts Auditorium (AU)
 - iii. Building 31 B – Live Oak Pavilion (LO)
 - iv. Building 31 E – Student Activities Conference Center (CR).
- b. User –** Any person or entity as defined below approved for use of facilities within the Student Union.
 - i. Student Group (Internal) - A recognized student club or organization is a group of students that has obtained official recognition by Florida Atlantic University by meeting the membership qualifications and registering their club or organization with the Student Involvement & Leadership Office (see FAU Student Handbook).
 - ii. Florida Atlantic University Departments (Internal) - Official Departments of Florida Atlantic University that are officially constituted colleges, division departments, agencies or other units which are a part of, or operate on behalf of the University, such as foundations and alumni organizations.
 - iii. Affiliated Groups or Individuals - Organizations or Individuals that have official ties to the University and/or organizations to which the University holds an active membership and provides services that directly benefit the University.
 - iv. Unaffiliated Groups or Individuals (External) - An individual, organization or group who has no official connection with Florida Atlantic University. Unaffiliated Groups or Individuals are non-university persons, groups and organizations. These also include Non-Profit organizations and organizations

which exist primarily for the purpose of carrying on commercial activity for profit.

- c. Sponsor – Person or individual who is renting or using the facility and has initiated the reservation process.

III. STUDENT UNION RESERVABLE AREAS

Meeting space in the Student Union consists of the following rooms:

Rm 163 Carole and Barry Kaye Performing Arts Auditorium
Additional rules and regulations govern the use of the Auditorium
Rm 159 Carole and Barry Kaye Performing Arts Auditorium VIP Room
Rm 103 Grand Palm Room (Ballroom)
Rm 172 Silver Palm Room (Conference Room)
Rm 173 Sago Palm Room (Meeting Room)
Rm 174 House Chambers (Classroom)
Rm 175 Majestic Palm Room (Rooms A and B)
Rm 180 Live Oak Pavilion (Rooms A, B, C, and D)
Rm 229 Queen Palm Room (Meeting Room)
Rm 230 Palmetto Palm Room (Classroom)
Rm 228 Sugar Palm Room (Meeting Room)
-Outdoor Stage

IV. GENERAL FACILITY REGULATIONS

All users of the Student Union will be subject to the following:

- a. It is the user's responsibility to maintain order of and for all people attending the event. If, in the opinion of Event Services personnel, attendees of the event are behaving in a manner which could result in injury to themselves or others, they will be required to leave the facilities and the University grounds. If Event Services determines that an event may be reaching a point of disorder that could result in injury to the attendees or could damage the facilities, the event will be stopped. Any damage to the facility will be billed to the user on the final bill. If the event is stopped due to disorderly conduct, the user will be billed for the full event, since the facilities were reserved for use for the authorized user and no other user could use them.
- b. The sponsors of the event are also responsible for any violation of regulations or laws resulting from and related to the use of the facility.
- c. On large events or at the sponsor's request a *Room and Equipment Damage Log* form will be filled out by the sponsor and the Operations Manager on duty. This form is to record any existing damages to the facilities prior to the event and any damages resulting from the event.

ACCESS TO FACILITIES

Student Union and University staff must have access to all areas used during a user's reservation. Staff will not necessarily enter the user's area during a performance or other activity, but they must have free access to do so in the event of an emergency. Event Services personnel will, at all times, maintain possession of the keys to areas authorized for the user's use. At no time will any keys be given to non-University employees.

EXTENDED HOURS

Extended hours or alteration of hours for reserved rooms may be granted upon consultation with the Student Union Administrative Offices and approval by the Student Union Director or their designee. Registered Student Groups and University Departments will be subject to the following regulations:

- a. Requests for extended hours must be made at the time the reservation is submitted or no later than ten (10) business days prior to the event. Extended hours may **ONLY** be granted with approval by the Student Union Director or their designee.
- b. When an extension of hours is granted, the time designated is the time at which all individuals attending the event are out of the facility and the Student Union will be closed and locked. Therefore, events must terminate **thirty (30)** minutes before closing so that all persons will be out of the building at the designated closing time.
- c. Any costs incurred as a result of the extended hours, such as an Operations Manager Event Services Staff, Professional Staff, security, custodial overtime, etc., will be the responsibility of the sponsoring group.
- d. The Student Union has the right to limit events requesting extended hours to specific rooms within the facility.

K-12 SCHOOLS

The Student Union requires that one chaperone be present for every twelve students in the group. The chaperones must remain with the students at all times. Students are expected to follow university policies and procedures while on campus.

PETS AND PROHIBITED ITEMS

Pets (except for seeing-eye dogs and animal aids), skateboards, skates, rollerblades, bicycles and other recreational equipment are not permitted in the facilities.

V. RESERVATION POLICIES

The Event Planning Office is open Monday through Friday 8:00am - 5:00pm and is located in Room 203 of the Student Union. Requests for information can be made in person, by calling (561) 297-3730, or faxing (561) 297-3733.

GENERAL POLICIES

- a. The use of the above meeting rooms in the UN is on a first come first serve basis. The organization or department must meet conditions relevant to finances, security, health, and purpose in advance. This must be done by mutual agreement between the reserving organization or department and the Event Planning Office.
- b. The reservation times are clearly stated on the *Student Union Event Request Form/Student Organization Registration and Space Use Request Form*. If the event runs beyond the scheduled time, user will be billed for all hours and personnel costs involved. Additional Auditorium rental charges will apply if usage exceeds scheduled rental period.
- c. All pertinent information about the user's event should be given to the Event Planning Office at the time the event is booked. If any late changes are made to a reservation request, the Event Planning Office will determine if the request can be accommodated. Any extra costs involved with meeting a user's request will be billed to the user and must be promptly paid.
- d. Major events anticipating a large attendance, which will require traffic aides for parking, ticket sales through the UN Box Office, house staff for Auditorium events, coordination with external companies for technical equipment, etc. must be planned a minimum of 90 days in advance.
- e. Room set up - Any special room sets must be turned in to the Event Planning Office in the Student Union room 203. Groups should not rearrange moveable walls, furniture, or equipment without the assistance of Student Union staff. Equipment and furnishings permanently assigned to the reserved spaces are not to be removed from the premises for any reason without prior approval of the reservations office.
- f. Last minute changes/requests - Any changes to your setup should be made no later than **two (2) business days** prior to the event. Our ability to accommodate last minute changes is based on time, staff availability and resources. Requests for such changes will be evaluated on a case by case basis. Complicated room setups and last minute changes may result in additional charges.
- g. The Event Planning Office reserves the right to limit special set-ups and may move groups to another room if that move provides more efficient space usage. Event Services reserves the right to make modifications to room set-ups for the purposes of environmental and life/safety concerns.
- h. FAU mission-driven events that impact the entire university and require coordination with the overall university calendar and extensive advanced planning such as New Student Orientations, Convocation, Weeks of Welcome, Commencement, Homecoming, Student Government House of Representative

meetings, Admissions Open House and Campus Days, and other events as approved by the Student Union Director or designee will take reservation priority as FAU Signature Events.

- i. Event Services has the right to adjust space assignment to an alternate location to facilitate key events; avoid conflict with other functions; or accommodate as many groups as possible.
- j. FAU departments and external users may reserve space up to (1) year in advance depending on the nature and level of planning necessary.
- k. Events involving extensive audio/visual equipment may require a paid technician, as determined by the Event Planning office. The client may be responsible for the compensation of the technician.

STUDENT ORGANIZATION RESERVATION POLICIES

ORGANIZATIONS AUTHORIZED TO REQUEST SPACE RESERVATIONS

Student groups must register with the Student Activities and Involvement Office to become recognized as an official student organization. Organizations that are not registered will not be eligible to sponsor activities on campus.

All registered student organizations should have their president designate no more than three (3) officers who will be responsible for requesting space with Event Services. Event Services cross checks each request with the organization's roster information on Collegiate Link. If the person requesting space is not an officer of the organization, the space request will not be granted until the president of the organization authorizes the request.

REGISTERED STUDENT ORGANIZATION TIMELINE FOR RESERVATION SUBMISSION

Student organizations may submit a request for space (1) semester in advance. An early submission date will be announced to all student organizations during which request forms will be accepted and reviewed for the upcoming semester.

All Registered Student Organization reservations must be completed and submitted to the Event Planning Office a minimum of **ten (10)** business days prior to the event date.

MEETINGS

- a. Registered Student Organizations may reserve space for meetings no more than twice a week (executive board meetings/general meetings/weekly meetings). Additional space may be reserved for special events/programs/activities (beyond normal executive board meetings and general meetings) for up to 4 hours with up to 2 hours for setup and 1 hour for cleanup.
- b. Meetings (executive board/general/weekly meetings) will only be reserved in 3 hours blocks. A student organization may also combine their allotted 2 blocks into one 6 hour time frame.

- c. No Registered Student Organization shall schedule events or meetings during the final examination period, including commencement dates. Events that are registered during this time frame will not be approved, unless the event is related to finals preparation.

Attendees at events held by student organizations in Student Union shall be comprised of at least 85% of University community

STUDENT SPONSORED EVENTS WITH CRITICAL RISK FACTORS

- a. University police officers are required for all student events held on campus that are considered to present a greater risk to the campus community. Some events with critical risk factors will require a police officer(s), regardless of attendance. Those events will have any or all of the following critical risk factors:
 - i. Dance or concert;
 - ii. Held at, or continues until any time after 11:00 pm;
 - iii. Money is exchanged (tickets, admission or a donation)
 - iv. Events with 100 people or more
 - v. Events open to the general public
- b. Events that have these factors must be held at one of the following locations in the Student Union: Grand Palm Room, Live Oak Pavilion, Majestic Palm Room, or the Outdoor Stage. Events that do not fit any of these factors will be subject to review and approval for proper risk management procedures by the Event Planning Office.

SECURITY PROCEDURES FOR EVENTS WITH CRITICAL RISK FACTORS

- a. The sponsoring organization is responsible for providing one Student Event Coordinator (student) and a minimum of four (4) Monitors and one faculty/staff Advisor for the entire event.
- b. The Monitors and Student Event Coordinator must attend an event coordination meeting and a security meeting prior to the event.
- c. Monitors will be posted at the admission table and entrance to the room.
- d. Monitors will be responsible for handling cash at the admission table and ensuring patrons entering the event are properly wrist-banded. Monitors will also be responsible for checking identification cards and assisting with wristband distribution.
- e. Student Union will provide one professional staff person to work during the event as a resource for the sponsoring organization and/or security.
- f. Please visit the link below for additional information on late night policies and procedures.

http://www.fau.edu/studentunion/forms/Policy_for_Late_Night_Events.pdf

STUDENT ORGANIZATION FUNDRAISING ACTIVITIES GUIDELINES

Student organizations may engage in fundraising activities on campus under certain circumstances. Any proceeds of these fundraising activities must be used for the activities and projects of the organization itself in furtherance of its goals and objectives. Any fundraising activities are subject to the following rules and regulations:

- a. All student organizations/clubs wanting to fundraise must obtain approval from both their advisor and an administrator in the Student Involvement and Leadership Office. This approval process is accomplished through the completion of a *Student Organization Event Registration and Space Use Form*, and must be completed two weeks prior to the date of the proposed fundraiser.
- b. All sales conducted on campus shall conform to University policies and Florida, Palm Beach county ordinances and laws. For example, raffles are prohibited by state law, and date/service auctions are limited by university policy.
- c. There shall be no sales that are in conflict with or which violate a University contract with existing campus agencies. No A & S fees may be spent on the fundraising event. All student organizations wanting to hold a fundraiser that requires an initial financial expenditure must have sufficient non-organizational funds to cover these expenses. Student organizations cannot use A&S fees to fundraise for the benefit of their organization.
- d. The registered student organization must have a collection box or bank bag with a lock on site to store the collected funds. The Student Union can provide the group with a lockable bank bag for the event if needed.
- e. Monies raised and/or collected must be deposited into the safe in the Student Union periodically throughout the night. At the end of the event, all monies will be counted and signatures from the student group representative, the Student Union staff, and the FAU police will verify the amount. The student organization representative may visit the Student Union Administration Office the following business day to pick up the monies for deposit into the organization's account.
- f. No sales will be allowed for the financial gain of individual(s) outside of the common interests of the club/organization; with the exception of the student organizations that have 501c3 status.
- g. At the location of the fundraiser, the registered student organization must post in a visible location the fundraising disclaimer (see below).
- h. It shall be the responsibility of the organization to monitor, clean up, and remove all materials at the site of the fundraiser when concluded.
- i. Violations of the rules, regulations, procedures, and any other University policies while conducting the fundraiser may result in a loss of such privileges or other measures deemed appropriate.
- j. **Charitable Organization Fundraisers: Rules and Regulations**

- i. A student organization/club may conduct a fundraising event for a charitable organization only when the *Student Organization Event Registration and Space Use Form* has been submitted and received with all approval signatures.
- ii. The charitable organization must hold a 501.c3 status.
- iii. At the location of the fundraiser, the registered student organization must have a representative of the charitable organization present and/or pamphlets and literature available about the charitable organization.
- iv. The registered student organization/club must use a 2-part receipt book when collecting funds (a 2-part receipt book will be provided by the Student Involvement and Leadership to each organization that is approved to conduct a fundraiser for a charitable organization). A receipt is written and a copy is given to the donor and a copy is kept by the student organization and kept on file by the treasurer of the organization for a minimum of four (4) years for auditing purposes.
- v. Within 30 days of the end of the fundraiser, verification of receipt of donation must be made to Student Involvement and Leadership. Verification may include one of the following:
 1. A copy of the check or money order made out to the charitable organization,
 - or
 2. A letter from the charitable organization thanking the student organization for the donation.

Disclaimer: This organization/club does not represent Florida Atlantic University, its interests, or its opinions. Florida Atlantic University has provided no financial assistance for this endeavor nor will Florida Atlantic University receive any funds for this endeavor. Monies donated are collected and distributed solely at the discretion of the fund raising organization to the charitable organization for which this fundraiser is intended. Florida Atlantic University is not responsible for receiving or distribution of funds. This event is not representative of support of the charitable organization by Florida Atlantic University.

VI. POLICIES FOR ALL USERS

ADVERTISING

- a. An event may not be advertised until the *Student Organization Event Registration and Space Use Request* form has been properly signed by all parties (including the venue where the event is taking place, University Police Department, Student organization's advisor, Student Affairs advisor, and the Student Union Director or

designee. The Event Planning Office must stamp copies of all student and on-campus advertising for approval prior to posting. Advertising an event prior to obtaining a reservation confirmation may result in cancellation of the event and/or a thirty (30) day suspension of privileges.

In accordance with the Americans with Disabilities Act of 1990 and Florida Atlantic University regulation 5.010: Anti-Discrimination and Anti-Harassment, all event advertising materials must include the following statement:

If accommodation(s) for a disability is required contact Person/Phone Number/TTY 1-800-955-8770, a minimum of five (5) working days in advance of the date of the event.

- b. Events sponsored by off-campus groups are not to be considered UNIVERSITY events. Although advertising for events sponsored by off-campus users may state that the event is taking place at FAU, it should be made clear that the event IS NOT sponsored by Florida Atlantic University. Additionally, all advertising must state the name of the sponsoring organization, and must be submitted to the Event Planning Office for stamping. . For more information on campus advertising standards and procedures, please visit <http://www.fau.edu/marketing>.

POSTERS AND FLYERS

Posters and flyers may only be placed in designated areas of the facilities. Lobby posters will be no larger than three (3) feet by four (4) feet high and mounted on standard foam core backing. All brochures to be displayed in the lobby will conform to the standard rack card size of four (4) inches wide by nine (9) inches high. Display racks for brochures are provided by the Student Union. Flyers may be posted in the designated areas for a maximum two week time period and posters may be displayed for a one week time period. Exceptions to this rule must be submitted to the Student Union Director or designee.

ALCOHOLIC BEVERAGES

Beer, liquor and wine may not be consumed or sold on the premises without the permission of the Student Union, Business Services, and in some cases the Dean of Students Office. If a user plans to have such items, the **user must inform the Event Planning Office at the time of the request** for the event, who will work with the user to help secure the required permission.

- a. The University requires that an *Alcohol Program Registration Form* be approved by the Sr. Vice President of Student Affairs and the Director of the Student Union twenty-one (21) business days prior to your event.
 - i. University Departments/Division Sponsored Events: Faculty, staff, and any other non-student group(s) or person(s) must receive written approval for an

event at which alcohol will be served from the appropriate Vice President.
Facility managers must receive a copy of the written approval prior to the event.

- b. All alcoholic beverages must be purchased and served through Chartwells Inc., who is licensed by the Florida Liquor Control Board to provide and serve alcohol in the facility.
- c. All events must adhere to the University policies established in the FAU Alcohol Policy found at <http://www.fau.edu/policies/files/1.2%20Alcoholic%20Beverages.pdf>
- d. The University Police Department will be notified that alcohol will be served and may require security personnel to be present for the event at an additional charge to the group.
- e. Penalties - Individuals or groups in violation of this policy will be subject to loss of privileges and to disciplinary action in accordance with University rules provided in the Florida Administrative Code which are stated in the Student Handbook. Actions by the University for violations of this policy do not preclude prosecution by outside authorities.

AMPLIFIED SOUND

Amplification of sound must meet OSHA and FCC guidelines and not to interfere with the normal operation of offices and services.

Non-amplified music such as piano or a cappella singing in meeting rooms should be kept to a low volume so as not to disturb meetings in adjacent rooms. If the Event Planning Office receives noise complaints, the group may be asked to reduce the volume or end the program.

AUDIO-VISUAL EQUIPMENT AND SERVICES

Audio-visual equipment including, but not limited to, LCD projectors, overhead projectors, TV/VCR, wired/wireless microphones, floor podiums, etc. may be reserved through the Event Planning Office. Arrangements for equipment should be made at the time of event request. **There may be costs associated with certain audio-visual equipment.** Groups may bring their own basic audio-visual equipment with approval from the Event Planning Office; however, the Event Services personnel will not assume responsibility for the set up or troubleshooting of such equipment. It is our recommendation that if you wish to bring in your own equipment, that tech support also be brought in.

CANCELLATION and NO –SHOWS

Given the high demand for space at the Student Union, the cancellation and no-show policy is designed to maximize utilization of space discouraging non-use of reserved space. It is important to cancel any reserved room(s) that will not be used. Reservable spaces are monitored for attendance and use and

no-shows are recorded by the Event Services staff. Cancellations must be made in writing by submitting a cancellation form.

- a. A no-show is equivalent to a cancellation of less than 48 hours (2 business days).
- b. In the event of a cancellation of a contracted event, user agrees to pay a cancellation fee according to the following schedule:

A no-show will be assessed if the event does not start within 30 minutes of scheduled event start time.

i. Student Groups

- a. First no-show—receive a written warning
- b. Second no-show – reservation suspension of activities or events for 14 business days.
- c. Third no show-reservation suspension for semester (if semester is less than 15 business days before ending, the suspension will begin the subsequent semester)
- d. If an organization's former officer books facilities one semester in advance, the current board is held responsible for those reservations.

ii. FAU Departments and Affiliated Users

- a. Any cancellations with less than **forty-eight (48)** hours (2 business days) notice will be charged \$100.00 or one-half (1/2) the rental charges for the event (whichever is greater).
- b. A no-show is equivalent to a cancellation of less than **48 hours**.

iii. External Users

- a. 30 days or less: 100% of room rental fee
 - b. 31 to 60 days: 75% of room rental fee
 - c. 61 to 90 days: 50% of room rental fee
 - d. More than 91 days: deposit only
- c. A new or additional deposit may be waived by the Student Union Director or their designee if another date is contracted to replace the canceled date with 6 months.
- d. In addition, users (including student groups) shall reimburse the Student Union for any expenses incurred on behalf of user and/or as a result of cancellation (including but not limited to security, labor, or equipment).

CATERING

If a user plans to serve food or beverages, the user must notify Event Planning Office at the time of the request. The Event Planning Office will direct the user to Dining Services.

- a. Florida Atlantic University has a contract with Chartwells Inc. to provide all catering and food service needs on campus. Chartwells Inc. has the right of first refusal. Food from outside caterers and vendors may not be brought in without written approval. All food and beverage requests must be arranged through FAU Chartwells Inc. Any exception to this policy must be approved by the Director of the Business Services and by the Director of the Student Union or their designees.
- b. Dining Services will, under certain circumstances, allow a user to use an outside caterer. However, that usually occurs only if the caterer is unable to meet the user's needs.
- c. Per environmental health and safety guidelines, the Student Union requires that all tables where food is to be consumed at an event must be covered with linen or a suitable covering. This includes classroom tables at workshop settings as well as the traditional round banquet tables. Serving tables, unless covered by Chartwells Catering, must also be covered to satisfy health and safety standards.
- d. Cleanup - All groups are responsible for cleaning up following activities where food is brought in. All trash should be disposed of appropriate trash receptacles located in the room or surrounding area. The Student Union will assess cleaning charges or deposits if Event Services personnel are required to provide clean-up services and/or if furnishings or facilities are damaged or soiled.

COLLECTION DRIVES

- i. To conduct any type of charity collection, organization must make a register the event on Owl Central and complete a fundraising form.
- ii. A designated space may be provided by the Event Planning Office for University groups to collect items for charitable organizations or community services based on space availability and major events.
- iii. Drive may not start until reservation is approved.
- iv. Only approved items may be collected. Prior approval from the Event Planning Office is required. Perishable food may not be collected.
- v. Items may not be sold.
- vi. In addition to contact information from sponsor, contact name, address, telephone number, email address, and consent of donation letter of the chosen charity will be required at time space is requested.
- vii. Designated receiving charity name must be clearly marked on a label affixed to the box.
- viii. Sponsor is responsible for:
 - a. Daily monitoring of the collection location area to ensure order and compliance.
 - b. Removing the box at the end of each day (reserved time).
 - c. Arrange pick-up/delivery of collected items to designated charity.

CO-SPONSORSHIP

The FAU Student Union is dedicated to providing facilities which support the academic mission of the University. Student organizations and departments are the primary customers of the FAU Student Union will have priority for the usage of space. Non-FAU groups and individuals will be able to utilize facilities on a first come-first serve basis. In order to support the academic mission of the University both student groups and departments can co-sponsor events with external groups. In addition to cosponsoring external groups, student groups may co-sponsor events with FAU departments.

Co-sponsorship benefit:

- a. An external group or department will have the ability to work closely with a student organization that has a common interest in the activity.

In order to take advantage of this co-sponsorship privilege:

- b. The activity of the guest group or individual must relate directly to that of the student group, department, or the University.
- c. Attendance at the co-sponsored event is estimated at least 50% of the FAU academic community.
- d. Members of the student organization and the department or guest organization must be present:
 - o During the planning of the event
 - o During the event
 - o During post-event clean up
 - o During post-event meetings
- e. The advisor of record of the student organization must be involved in all coordination of meetings for the event, sign any paperwork or contracts, and
- f. The student organization takes over financial responsibility in the event the department or guest organization defaults on their payments.
- g. The student organization must receive at least 50% of any profit generated by the activity, excluding facilities rental cost, equipment use rental cost, and labor hours. Agreements for co-sponsorship must be attached to the registration paperwork for the event, and approved by the Student Union, and the Office of Student Involvement and Leadership.
- h. The department or guest organization remains responsible for providing proof of insurance that may be necessary when an external entity is involved in the event.
- i. The event or activity must comply with policies, regulation and any existing or on-going business agreements of Florida Atlantic University or the State of Florida.
- j. The co-sponsor rate will be charged only if all the conditions listed above met. The attached schedule outlines the fees for a co-sponsored event.

MISREPRESENTATION

The FAU Student Union recognizes that events are sometimes co-sponsored by multiple organizations and entities; however, student organizations and FAU departments shall not use their privileges for access to the Student Union's space and services inappropriately to "front" for an off-campus group or commercial vendor in order to avoid or reduce expenses and/or provide access to campus for those entities. Student organizations and FAU departments are not to reserve space for events which they are not directly sponsoring, financially responsible for, actively involved in, and present at. All instances of "fronting" for off-campus groups or commercial vendors will result in an adjustment of all related fees to the external rate and may result in the loss of reservation privileges for space in the Student Union.

Additionally, room reservation privileges are not transferable, nor may a club, department, or agency turn over a reserved facility for use by another club, department, or agency.

Any omission of information on Event Request forms for the purpose of circumventing the event planning and reservation process will be considered misrepresentation and subject penalties therein.

DECORATIONS

- All equipment, decorations, etc. provided by the user with approval of the Student Union must be removed immediately following the event. **The Student Union is not responsible for loss, damage, or safekeeping of these items.** Any decorations left in the Student Union 72 hours after the event may become property of the Student Union and may be disposed of at its discretion.
- Event advertisement and publicity materials are only permitted to be posted on bulletin boards located throughout the Student Union.
- Additional charges may be applied to your group if removal of items or extensive cleaning by the Student Union staff is required.

Prohibited items:

- Tape (other than blue painter's tape)
- Nails or tacks of any kind
- Candles or any open flame
- Incense
- Fog, mist, or bubble machines
- Strobe lights may be used during an event as long as signage is posted at the entrance doors warning participants about the lighting effects used during the performance.

***The use of Prohibited Items may result in loss of privileges and/or additional charges. Each violation is reviewed by the Event Planning Office, and action is taken per the occurrence.

DELIVERIES & RENTAL ITEMS

Rental Equipment from On-Campus Departments:

If you plan to have a University Department deliver items prior to your event (i.e. trees from the Grounds Department, additional tables from the Physical Plant Department, etc.), these deliveries must be coordinated with the Event Planning Office. Additional labor charges may apply.

Rental Equipment from Outside Vendors:

If you plan to have a University Department deliver items prior to your event (i.e. trees from the Grounds Department, additional tables from the Physical Plant Department, etc.), these deliveries must be coordinated with the Event Planning Office. Additional labor charges may apply.

- Tents are permitted on the grounds, but will need to be approved by the Event Planning staff. Additional planning and coordination with the rental company and client must take place in order to ensure the tent is structurally sound, the rental company has secured valid liability insurance, and that the proposed location for the tent has been surveyed by the FAU Grounds Department for any electrical or plumbing lines prior to set up.

Load-In/Out and Storage:

Materials and equipment must be removed by the reservation end time listed on the confirmation unless other arrangements have been made with Event Planning Office. Limited storage space may be available for the days directly surrounding the event and must be reserved in advance through the Event Planning Office. **The Student Union is not responsible for the safety and security of any equipment or materials stored in its facilities.** Areas for loading in and removal of items must be coordinated with the Event Planning staff prior to the event. Carts can be provided free of charge and they can be obtained by making a request at the Information Desk on the first floor of the Student Union in the Main Lobby. You will need to provide an Owl Card or Driver's License to rent out a cart.

FIRE REGULATIONS

The user shall be required to monitor all guests and patrons to be certain there is no violation of fire regulations. The user is required to maintain adequate aisle space to allow people to leave in the event of an emergency. If the Event Planning staff notices that an event is or may become in violation of a fire regulation, staff will ask the user to discontinue that which is not allowed. The user must comply immediately.

PROOF OF INSURANCE

Liability Insurance is required for all Unaffiliated users of the facility. Included in your contract, you will be given the details for the insurance requirements, also listed below:

- a. Certificate of Insurance in the amounts of:

\$ 1,000,000.00 Public Liability

\$2,000,000.00 Property Damage and Bodily Injury or

\$2,000,000.00 combined single limit (P.D. & B.I.).

- b. 2) The Certificate must include the following as “additional insured”:

Florida Atlantic University,

The Florida Board of Trustees,

The State of Florida,

Its officers, agents, and employees as third party

Without this phrase, the Certificate will be invalid.

- c. 3) This Certificate of Insurance must be received by the Event Planning Office no later than **ten (10)** days prior to your event. The University has the right to cancel your event if the Certificate of Insurance is not submitted or is incorrect in the amounts or the insured specified.

INTERNET ACCESS

FAU faculty, staff and students will need their MyFAU username and password to access the internet. Non-university persons can obtain a guest username and password for an isolated event or conference through the Event Planning Office. Please notify the Event Planning Office **at least three weeks** prior to the event to make the proper arrangements.

LOST AND FOUND

Any personal items left behind after an event will be collected as lost items and placed in a secured area. Items are held for seven days in the Student Union. After seven days has passed, any remaining items are mailed to the University Police Department. Property is kept at the Police Department for 30 days after which property may be auctioned off. Found property may be picked up at the University Police Department during business hours, Monday - Friday from 9AM to 5PM.

MERCHANDISE SALES

All merchandise sales related to an event must be pre-arranged with the Event Planning Office at the time the reservation is booked, and all arrangements finalized (2) weeks prior to the event date.

The Student Union shall receive 15% of the gross sales for commission and 6% State of Florida sales tax. All merchandise sales will be supervised by Student Union personnel to ensure correct inventory counts and collection of commissions and sales tax. At the discretion of the Event Planning Office a mutually agreed upon flat rate may be substituted when such circumstances render it impossible for Student Union staff to execute sales.

Merchandise items shall be sold only at times and locations approved by the Student Union.

Security may be assigned to any event where merchandise is being sold at the discretion of the FAU Police Department. Security costs may apply.

PARKING

Parking for events taking place at the Student Union can be found in parking lot 16, parking lot 15, and Parking Garage 1. If you are inviting any Non-FAU guests to attend your event (i.e. they are not currently enrolled FAU Students or current FAU Faculty and Staff) an access fee per person is added to your final event cost. Arrangements for Non-FAU guest parking can be made through the Event Planning Office two (2) weeks prior to your event date.

All guests are to obey traditional parking rules and regulations such as payment at metered parking spots, only parking at handicap spaces if you have a clearly displayed handicap hang tag or decal, and observing the speed limits in and around FAU parking lots.

BUSING

If you have chartered buses to transport your guests to and/or from the Student Union, please inform the Event Services staff prior to your event so that the proper authorizations can be obtained. The driver(s) are encouraged to use Dade Avenue for drop off and pick up of passengers. If the buses wish to stay on campus during the event, arrangements must be made through the Event Planning Office.

RADIO/TELEVISION/RECORDING

Any recording or broadcast made of or during an event must be arranged with Event Planning Office at the time the reservation is booked. Event Services personnel will supervise such activities to help to ensure safety. Obtaining permission to record or broadcast an event or activity is the responsibility of the user (for example, to avoid copyright infringement claims).

SEATING CAPACITIES

The Event Planning Office has information on the seating capacities for all rooms and spaces in the Student Union based on configuration of setup. It is a violation of applicable fire codes to exceed those limits. Event Services personnel will notify the user if attendance for the event is greater than allowed for the facility selected. If asked to do so, the user must reduce the number in attendance. If the user is unable to reduce the number, the Operations Manager (or designee) may require the user to stop the event.

The House Manager and the Box Office Manager have information on the seating capacities for the Carole and Barry Kaye Auditorium. It is a violation of applicable fire codes to exceed those limits. Event Services personnel will notify the user if attendance for the event is greater than allowed for the facility selected. If asked to do so, the user must reduce the number in attendance. If the user is unable to reduce the number, the Operations Manager (or designee) may require the user to stop the event.

SECURITY

All security needs must be arranged through the Event Planning Office who will collaborate with the University Police department. No outside security personnel are allowed on campus without the consent of the University Police. Under no circumstances are any firearms or weapons of any kind, allowed on campus.

- a. Final determination of police staffing will be the responsibility of the FAU Police Chief, and/or his/her designee. The police detail supervisor attending the event will 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 private security personnel), as determined by this policy, the Police Department, and the Event Planning Office. Sponsoring organizations with outstanding fees (including security and rental fees) owed to the Student Union will be prohibited from hosting future events until their past due balance is satisfied.
- b. Officers will be assigned for a minimum four (4) hours 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 for FAU organizations is \$35/hour and for external groups is \$50/hour. The number of officers may be adjusted based on the specific expectations for the event. If Palm Beach Sheriff's Office Personnel are required, they are billed out at \$50/hour.

SMOKING

In accordance with the Florida Clean Indoor Air Act revised effective October 1, 1992, smoking is NOT ALLOWED anywhere in the Student Union or Carole and Barry Kaye Performing Arts Auditorium.

In coordination with the Florida Clean Indoor Act and Healthy Campus 2010- Breathe EasyZones, identifies smoke-free areas 20-50 feet from the entrance of a FAU building.

Please visit http://www.fau.edu/today/smoking_areas.php for a map of designated smoking areas on the Boca Raton campus.

USE OF LIVE ANIMALS

At no time may the user introduce or permit any live animal as part of any performance or event or allow any live animal access to any UNIVERSITY grounds or facilities without the express written consent of the UNIVERSITY. Animals are not allowed on UNIVERSITY property with the exception of those needed to assist persons who are physically disabled or impaired.

VII. BILLING PROCEDURES

Presidential Memorandum #60 provides specific guidelines on how fees for use of University facilities will be implemented. This policy defines user types and what portion of operating costs may be assessed each user.

Fees:

The Fee Schedule is then broken down to the four basic users of the facility.

- a. Registered Student Clubs/Organizations (Internal)*
- b. University Departments and Affiliated Users (Internal)*
- c. Tax Exempt or Non-profit Organizations (External)*
- d. Unaffiliated Users or All other Users (External)*

The listing of all prices used by Event Services is prepared for each of the different user types. Copies of the Fee Schedule are always available at the Student Union Administration and Event Planning Office or visit <http://www.fau.edu/studentunion/eventplanning/Current%20Room%20%20Rates.pdf>

Payment of fees varies by user type. On-campus users are billed for all charges after the event is completed. In compliance with Policy Memorandum #60, external users or Unaffiliated Users are required to pay estimated charges 30 days in advance of the event. Following the event, either a refund is generated for services not required for the event, or additional billing will be determined.

Any person or group, including student groups and university departments with past-due financial obligations to the Student Union, will be denied further use of the facility until such obligations are met. Usage of facility will be denied if the past due balances are not paid in full.

1. INTERNAL USERS

REGISTERED STUDENT ORGANIZATIONS

- a.** Registered Student Organizations are not billed for room rental rates unless they are:
 - i. In a co-sponsorship with a department, tax-exempt group or commercial group. See Co-sponsorship Policy.
 - ii. Charges a registration or admittance fee or sell tickets (this may apply to donations as well)
 - iii. Sponsors a program that is open to the general public (non-students)
- b.** Registered Student Organizations are only billed for labor in the Auditorium unless they are:
 - i. In a co-sponsorship with a department, tax-exempt group or commercial group. See Co-sponsorship Policy.
 - ii. Charges a registration or admittance fee or sell tickets (this may apply to donations as well)

- iii. Sponsors a program that is open to the general public (non-students)

FAU DEPARTMENTS AND AFFILIATED USERS

- a. There is a charge to University Departments for room reservations. The Student Union is an auxiliary service of the University and as such does not receive E & G funds for its operation. Therefore, University Departments may be charged for services provided by the Student Union.
- b. Department reservations must be completed a minimum of **ten (10)** business days prior to the event.
- c. Estimated charges will be listed on your *Internal Agreement* which will be sent to you electronically. It is necessary for you to complete an original signed *Internal Agreement* with FAU account numbers and authorized signature agreeing to pay estimated charges.
- d. The reservation will **Not** be confirmed until the *Internal Agreement* is received.
- e. Groups who have outstanding charges will not be allowed to hold another event until the charges are paid in full.
- f. If your reservation extends beyond normal hours, you will be charged an hourly rate for the Operations Manager scheduled to keep the Student Union open until the event is over.

2. AFFILIATED AND UNAFFILIATED USERS (EXTERNAL)

- a. It takes approximately four (4) weeks to complete the approved contracts for requested space from the University.
- b. When you have decided on the date you wish to hold your event, call the Event Planning Office at (561) 297-3730 to find out if the space you require is available. If you do not know which space will best suit your event, the Event Services staff can help you to determine this by knowing how many people you expect to attend and what type of program you will be having.
- c. Once a date and venue have been determined, you will be sent a *Student Union Event Request* form to fill out and return to the Event Planning Office. This form gives information on dates, times, type of event, set-up and equipment requirements, etc. Once your Event Request form is received, a reservation will be created using this information, which will outline your event and provide an estimated cost. Three copies of this form will be sent to you for your signature. Please sign the Office and Billing copies and retain the Sponsor copy for your records. When you return the signed copies to the Student Union Event Planning Office in room 203, your reservation will be confirmed.
- d. All affiliated and unaffiliated users of the facility are required to submit the organization's Federal I.D. Number, Non-profit Status, and State of Florida Tax Exemption Certificate Number. Special rental rates are available for groups that have Non-profit or Tax Exempt status. A copy of the official document giving this status must be on file in our office prior to completing the contract.

- e. Any request for space by users is finalized with a *Facilities Use Agreement* contract. According to Presidential Memorandum #60, this fully initiated agreement must be received in the Event Planning Office no later than **thirty (30)** days prior to the event. Proof of insurance, as outlined in the agreement, is due no later than **ten (10)** days in advance of the event.
- f. A deposit is required **(30) days** prior to the event date for all external users. The deposit amount will be the greatest of 10% of the estimated charges or \$100.00 per space being rented.
- g. Final guest count information and arrangements for special set-ups must be in the Event Planning Office at least **five (5)** business days prior to the event.
- h. You must have a signed contract from the University before you can advertise or sell tickets for an event. All ticketed events will be administered through the Student Union Box Office.
- i. Scheduling requests beyond the scope of this procedure may be brought before the Event Planning Office with approval from the Student Union Director or their designee.
- j. Acceptable forms of payment are cashier's check, money order or personal/business check all made payable to Florida Atlantic University.

BREEZEWAY USE APPLICATION FORM FOR FAU REGISTERED STUDENT ORGANIZATION & DEPARTMENTS

Tables are available from 10am to 2pm Monday through Friday (except holidays). This form must be completed in its entirety and be submitted a **minimum of 10 business days** excluding holidays, prior to the first desired table reservation date. Once approved, table assignments will be set and a reservation confirmation will be provided to the authorized contact by e-mail within 5 business days. Requests may be submitted for multiple dates within a month; however, please submit individual requests for separate months.

Tables are free of charge to all Registered Student Organization and FAU Departments. If you are an individual student who wishes to represent your own business ventures please contact our office for more details. If you are a department working with an outside company, please also contact our office for more details. These situations may more appropriately fall under our NON-AFFILIATE registration process: <http://www.fau.edu/studentunion/forms/non-breezeway.php>.

All university policies and regulations apply to the Breezeway as it relates to amplified sound, food, and fundraising. Students who violate Regulation 4.007 or any university policy may be subject to disciplinary action or loss of Breezeway reservation privileges.
<http://www.fau.edu/studentconduct/Student%20Conduct%202012.pdf>

AMPLIFIED SOUND:

Amplified sound is not permitted in the Breezeway. Owl Radio is the only sanctioned amplified sound permitted in the Breezeway through the utilization of the breezeway speakers.

FOOD:

NO FOOD allowed on breezeway unless approved by Business Services.

-Print and complete the **Food Waiver Request** which can be accessed at:

<http://www.fau.edu/studentunion/forms/foodwaiver.pdf> and deliver to Business Services 561-297-2041.

-Complete the **Temporary Food Service Event Permit Application form**, which can be accessed and completed on-line: <http://www.fau.edu/facilities/ehs/safety/Food-Safety-Program.php>.

- Those utilizing Chartwells do not need to have a food waiver or temporary food service permit.
- No Shaving cream, water balloon, or paint, is allowed; any damages occurred will be charge to the student organization/department.

FUNDRAISING:

If you wish to conduct a fundraiser you must follow university policy and procedure as well:

http://www.fau.edu/sil/forms/Fundraising_and_Solicitations.pdf.

VIOLATIONS:

Any violation of policies on the Breezeway or other Outdoor locations will follow The Student Union room reservation policies.

Non – FAU equipment is prohibited without prior approval from Student Union Event Planning Office.

CANCELLATION/NO SHOW –

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

- a. **First No Show—receive a written warning**
- b. **Second No Show-reservation suspension for 14 days**
- c. **Third No Show-reservation suspension for semester (if semester is less than 15 business days before ending, the suspension will begin the subsequent semester).**

Step by Step Guide for Student/Department Breezeway Reservations:

- Client will complete a request form online
- 2 Table limit per student organization and department per day
- Student Assistant (SA) will print breezeway request forms from Microsoft Outlook
- Student and Department requests are placed in the RED folder for approval
- Lauren reviews documents:
 - Reviews for Food Request and placing in Pending Folder until Food Waiver is received
 - Reviews for Fundraiser request and places in Pending Folder until Fundraising Approval is received
- If all documents are in order, Lauren initials and gives back to SA to input

- Once the forms are initialed they have been approved, SA will input the requests into EMS. Write the EMS number on top, and sends confirmation.

BREEZEWAY USE APPLICATION FORM FOR ALL

NON-FAU AFFILIATE VENDORS

Tables are available from 10am to 2pm Tuesday and Wednesday (except holidays). This form must be completed in its entirety and be submitted a **minimum of 10 business days** excluding holidays, prior to the first desired table reservation date. Once approved, table assignments will be emailed along with an invoice for the total amount due. Once payment is received, a reservation confirmation will be provided to the authorized contact by e-mail within 5 business days. Requests may be submitted for multiple dates within a month; however, please submit individual requests for separate months.

FEES:

There is a \$50 charge for one table each day and a \$20 cost for each additional table which must be paid PRIOR to claiming your table. Checks or money orders must be made payable to Florida Atlantic University, credit/ debit card payments may be taken online upon request. Cash cannot be a form of payment. Vendors who do not make payment in full will not be able to claim their table.

RESTRICTIONS:

NO-credit cards, bank, cellular/paging, phone card vendors are allowed to reserve space on the breezeway except for those vendors that have an affiliation or exclusive agreement with the university.

***No Alcoholic Beverages or Promotion of Alcoholic Beverages is permitted.**

No items may be sold which require a state license that require credit card applications, that can be applied topically or taken orally, and not items that may be classified as illicit or illegal. No Items bearing FAU symbols or logos are permitted. The vendor is responsible for submitting sales tax to the department of revenue.

Non – FAU equipment is prohibited without prior approval from Student Union Event Planning Office.

FOOD:

No Food is allowed on the breezeway. If you wish to have food you must go through our catering service Chartwells.

- <http://www.fau.edu/business-services/catering/>
- **No Shaving cream, water balloon, or paint, is allowed; any damages occurred will be charge to the client.**

PARKING:

All vendors/visitors must obtain a **visitor's temporary parking pass** when parking in any of

FAU parking lots. This parking pass can be obtained at Traffic and Parking or visitors may use the metered parking in Lot 16. It is important to note the Student Union is not responsible for any parking infractions/tickets. For information about Visitor Parking please visit: <http://www.fau.edu/parking/parking2013/allpermits.php#visitorparkingpermits>

LIABILITY:

Florida Atlantic University and the Student Union assume no liability for the quality of goods and services sold at vendor tables or on its premises. The presence of a vendor on the property of Florida Atlantic University does not constitute an endorsement of the vendor or its product by the University or Student Union. Vendor agrees not to imply by any means that FAU is endorsing the product or activity of the vendor.

REQUIREMENTS:

Please be aware that in order to book a breezeway table, you must submit a copy of a registered license for your company/organization and liability insurance. These items must be submitted at the time of your request to unionevents@fau.edu or faxed to 561-297-3733. If you cannot provide these documents, we will not approve your request.

For Insurance Requirements [CLICK HERE](#)

Step by Step Guide for External Breezeway Reservations:

Outside Clients (Off Campus Clients) must send in a **registered license and liability insurance** to be approved for a breezeway table. Once it has been submitted, it will be kept on file so they won't have to re-submit for that fiscal year.

- Client will complete a request form online
- Student Assistant (SA) will print breezeway request forms from SDA Account.
- SA checks for folder to see if it is a previous client, and we have the required documents
- SA will check if the client already has a file
 - If they DO, the request is paper clipped on top of folder and sent to Lauren for approval
 - If they DO NOT, SA will send them the standard message found on the front desk desktop requesting documents, giving them approx. 7 days to send us information
 - SA will write in the corner of the sheet when they send the email and a 'disregard by' deadline and place in breezeway pending folder)
- Once all documents are received, they are put in the breezeway folder for Lauren's approval.
- Lauren reviews documents:
 - Reviews Request Form
 - Reviews Business License and notates expiration date on front of file
 - Reviews Insurance Certificate and notates expiration date on front of file
- If all documents are in order, Lauren initials and gives back to SA to input

- If NOT correct, Lauren will email for proper documentation and place in Pending Folder until document are received
- Once the forms are initialed that they have been approved, SA will input the requests into EMS. Write the EMS number on top of the request, sends ESTIMATE/PAYMENT REQUEST to client and prints an additional estimate for folder and then places back in Lauren's box.
- Lauren will put estimate in Outstanding Invoice box.

Check Payments:

- Check payments should be placed in the safe for Daniel to process UNLESS payment is day of.
 - These should be given straight to Daniel for processing, and event status should be changed to Confirmed by Admin or an available professional staff member. Confirmation printed and given to client.
- Daniel matches payment with the ESTIMATE and gives Lauren a copy for folder
- Lauren will confirm reservation and sends confirmation email to client

TouchNet Payments:

- Mary matches TouchNet payments with ESTIMATE and gives Lauren a copy for folder
- Lauren will confirm reservation and send sends confirmation email to client

8/30/2018