

Florida Atlantic University
Division of Student Affairs

**STUDENT UNION
RESERVATIONS POLICIES AND PROCEDURES**

I. GOVERNING DOCUMENT

The activities, policies and procedures for making reservations within the Student Union are governed by 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
 1. Building 31 – Student Union (UN)
 2. Building 31 A – Carole and Barry Kaye Performing Arts Auditorium (AU)
 3. Building 31 B – Live Oak Pavilion (LO)
 4. 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.
 - c) Student Group - 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).
 - d) Student - A student is an individual who is enrolled in a class or classes for which an Activities & Service Fee is Paid (A&S Fees).
 - e) Florida Atlantic University Departments - 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.
 - f) 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.
 - g) Alumni - Alumni include those individuals who are current dues paying members of the Alumni Association.
 - h) Faculty/Staff - Those individuals who are currently employed by the University. This category also includes those individuals who have retired from positions in the University.
 - i) Unaffiliated Groups or Individuals - 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 those groups and organizations which exist primarily for the purpose of carrying on commercial activity for profit.

- j) Sponsor – Person or individual who is renting or using the facility and has initiated the reservation.
- k) Co-sponsor – An outside group who in conjunction with a student group or department work together in sponsoring an event. The event must have a direct benefit to the student group, department, or the FAU student body.
- l) Management – Administrative staff of the Student Union charged with the orderly operation and maintenance of the facility.
- m) Event – Any meeting, gathering, or performance that with the Student Union during a particular reserved interval of time.
- n) Event Planning Office – Office within the Student Union designated for event management and reservations maintenance.
- o) Late Reservation / Change – Any request for use of facility or change in setup occurring outside the prescribed times
- p) General Use Areas - Public areas that are not reserve-able on a regular basis and which do not require special access, such as:
 - 1. lobbies
 - 2. lounges
 - 3. hallways
 - 4. restrooms
- q) Other Areas:
 - 1. Student Club and Organization Space: Space designated for student clubs and organizations
 - 2. General Retail Space: Areas contracted by outside operators.
 - 3. Food Service Space: Dining areas, kitchens, storage, and service areas, designated for use by the contracted food service provider.
 - 4. Administrative Office Space: Office space designated for full-time occupation by a specific unit, or contracted service provider.
 - 5. Mechanical Space: Full time occupation by Student Union equipment and/or supplies.

III. STUDENT UNION RESERVABLE AREAS

Policy 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) Student Clubs/Organizations
- b) University Departments and Affiliated Users
- c) Tax Exempt or Non-profit Organizations
- d) Unaffiliated Users or All other Users

The listing of all prices used by the Event Planning Office is prepared for each of the different user types. Copies of the Fee Schedule are always available at the Student Union Event Planning Office.

Four categories of charges exist

- a) Location
- b) Equipment / Services
- c) Labor
- d) Miscellaneous / Tax

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, off-campus 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.

Available rooms for reservation

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 103 Grand Palm Room
- Rm 172 Silver Palm Room (Conference)
- Rm 173 Sago Palm Room (Meeting)
- Rm 174 Senate Chambers (Classroom)
- Rm 175 Majestic Palm Room A&B
- Rm 180 Live Oak Pavilion (Rooms A, B, C, D)
- Rm 227 Royal Palm Room (Conference)
- Rm 229 Queen Palm Room (Meeting)
- Rm 230 Palmetto Palm Room (Classroom)
- Rm 228 Sugar Palm Room (Meeting)

The use of the above meeting rooms in the UN is on a first come first serve basis.

Rooms							
User Type	Request due (days prior to event)	Deposit due	Request for changes due	Insurance Required	Estimated Payment Due	Final Payment Due	Cancellation Fees
A	10	N/A	3	N/A	10 business days prior to event	10 business days prior to event	Applicable
B	15	N/A	7	N/A	10 business days prior to event	10 business days prior to event	Applicable
C	30	Greater of 10% of estimated charges or \$100/room not less than 30 days prior to the event*	7	YES see Insurance requirements	10 business days prior to event	10 business days prior to event	Applicable
D	30	Greater of 10% of estimated charges or \$100/room not less than 30 days prior to the event*	7	YES see Insurance requirements	10 business days prior to event	10 business days prior to event	Applicable
Auditorium							
User Type	Request due (days prior to event)	Deposit due	Request for changes due	Insurance Required	Estimated Payment Due	Final Payment Due	Cancellation Fees
A	30	N/A	15	N/A	N/A	30	Applicable
B	30	N/A	15	N/A	N/A	30	Applicable
C	60	Greater of 10% of estimated charges or \$1000 not less than 30 days prior to the event*	15	YES see Insurance requirements	10 business days prior to event	10 business days prior to event	Applicable
D	60	Greater of 10% of estimated charges or \$1000 not less than 30 days prior to the event*	15	YES see Insurance requirements	10 business days prior to event	10 business days prior to event	Applicable

IV. GENERAL FACILITY REGULATIONS

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

- a. The reservation times are clearly stated on the **Student Union Facilities Application/Reservation** 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.
- b. It is the user's responsibility to maintain order of and for all people attending the event. If, in the opinion of Student Union 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 the Management 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.
- 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.

1. ALCOHOLIC BEVERAGES

Beer, liquor and wine may not be consumed or sold on the premises without the written permission of the Student Union. 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.

2. CATERING

Dining Services has a contractual right of first refusal for all catering and food service needs on campus. If a user plans to serve food or beverages, the user must notify the Event Planning Office at the time of the request. The Event Planning Office will direct the user to Dining Services. 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.

3. 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.**

4. ADVERTISING

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.

5. 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. Lobby posters will be on display the day of the performance only. This will be limited to one poster only which will be removed by the user at the end of the

performance. 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. The University will remove any poster, flier, etc. which it deems objectionable, in its sole discretion. The decision of the Administration will be final in this matter.

6. SEATING CAPACITIES

The Event Planning Office has information on the seating capacities for the rooms based on configuration of setup. It is a violation of applicable fire codes to exceed those limits. Student Union 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 Facilities Manager (or designee) may require the USER to stop the event.

The General Manager and the Box Office Manager have information on the seating capacities for the Auditorium. It is a violation of applicable fire codes to exceed those limits. Student Union 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 Facilities Manager (or designee) may require the USER to stop the event.

7. 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. Student Union staff will handle the sales and collect a percentage of gross sales.

User shall have the right to sell its own merchandise related directly to the event provided that mutually acceptable written arrangements are made with Student Union at least two (2) weeks prior to the event.

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

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.

8. RADIO/TELEVISION/RECORDING

Any recording or broadcast made of or during an event must be arranged with the Event Planning Office at the time the reservation is booked. Student Union 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).

9. 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. Student Union 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. Refer to After Hours Policy for additional information found at <http://www.fau.edu/studentunion/eventplanning/policy.php>

10. LOST AND FOUND

Any items left behind after an event will be collected as LOST items and placed in a secured Lost & Found area. Unclaimed items will be held for at least one month. If the item has not been claimed within that time, it will be sold at a public auction in accordance with state law.

11. FIRE REGULATIONS

The user shall be required to monitor all guests and patrons to be certain there is no violation of fire regulations. No performer or artist may ask the audience to leave their seats to come to the stage. The user is required to maintain adequate aisle space to allow people to leave in the event of an emergency. If the Student Union 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.

12. 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.

13. SECURITY

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

V. RESERVATION POLICIES

The Event Planning Office is open Monday through Friday 8:00am - 5:00pm and is located in Room 202 of the Student Union. Requests for information can be made by in person, by calling (561) 297-3730, or faxing (561) 297-3733.

1. Reservation Timeline

- a. All reservations are due no less than ten (10) business days prior to the event date.
- b. A Student Organization Event Registration and Space Use Form Program must be completed for all student events.
- c. A Student Union Event Request Form must be completed for all departments/external users.
- d. Student groups may reserve rooms up to one (1) semester in advance.
- e. University Department may reserve rooms up to one (1) year in advance.
- f. External Users may reserve rooms up to one (1) year in advance.
- g. Exceptions to scheduling dates may be requested from the EPO and approved by the Student Union Director or their designee.

2. MEETINGS

- a. Student groups may reserve space for meetings no more than twice a week (executive board meetings/general meetings/weekly meetings). Additional space may be reserved for space for special events/programs/activities (beyond normal executive board meetings and general meetings).
- b. Meetings (executive board/general/weekly meetings) will only be reserved in 3 hours blocks.
3. 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.
4. Every attempt will be made so that no major event is scheduled in the Student Union which is timed to conflict with major events sponsored by other organizations, or scheduled in other University facilities.

- a. Commencements (Fall, Spring, Summer)
 - b. Student Leadership Conference (Fall)
 - c. Homecoming (Fall)
- 5. 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.
- 6. ROOM SETUP
 - a. Any special room sets must be turned in to the Event Planning Office in the Student Union room 202.
 - i. Groups should not rearrange moveable walls, furniture, or equipment without the assistance of Student Union staff.
 - ii. Any costs incurred as a result of the damage will be the responsibility of the sponsoring group.
 - b. 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.
 - c. The organization, department, its officers, and its representatives reserving facilities in the Student Union are responsible for all damages.
- 7. The Student Union 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. EPO reserves the right to make modifications to room set-ups for the purposes of environmental and life/safety concerns.
- 8. Decorations
 - a. 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 items left in the Student Union 24 hours after the event will become property of the Student Union and will be disposed of at its discretion.
 - b. Event advertisement and publicity materials are not to be placed on painted surfaces, doors, walls, windows, trees, trash cans, chairs, glass surfaces, etc. All publicity materials will be posted on bulletin boards located throughout the Student Union or other approved areas.
- 9. The Student Union is regarded as a non-academic facility. Every attempt will be made to accommodate academic department requests for space, when available. When requesting space for instructional purposes, these departments will be charged for room rental in accordance with established fees.
- 10. ADVERTISING
 - a. An event may not be advertised until the Student Organization Event Registration and Space Use Form has been properly signed by all parties (including Student Involvement & Leadership, Police Department, Food Services, etc.). The Student Involvement & Leadership 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.
- 11. CANCELLATION/NO SHOW
 - 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 follow schedule:
 - i. Student Groups
 - a) First no show—receive a written warning
 - b) Second no show-reservation suspension 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)
 - ii. Internal 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 24 hours.

iii. External Users (C/D)

- | | |
|-----------------------|-------------------------|
| 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 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).

12. CO-SPONSORSHIP/FRONTING:

- a) The groups cosponsoring the event must fulfill all of the reservation guidelines listed under the “Affiliated and Unaffiliated User” section of the Reservations Policies and Procedures (see pages 16 – 17).
- b) The event will be charged at the co-sponsorship rate. See additional information at <http://www.fau.edu/studentunion/eventplanning/policy.php>
- c) The university organization must participate in the actual running of the event.
- d) The university sponsor must act as contact to the EPO.
- e) All charges and fees for the event will be billed directly to the co-sponsoring organization (student group or department).

13. The organizers of the event are also responsible for any violation of regulations or laws resulting from and related to the use of the facility. In addition, organizers are responsible for the behavior of their guests and the proper conduction of their event.

14. 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 Building 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.

15. 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 Student Union Event Planning Office.

16. FOOD SERVICE

- a. Florida Atlantic University has a contract with a Food Service Provider to provide all catering and food service needs on campus. This Food Service Provider 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’s Food Service Provider. Any exception to this policy must be approved by the Director of the Campus Dining Service and by the Director of the Student Union or their designees.

17. EXTENDED HOURS

- a. Extended hours or alteration of hours for reserved rooms may be granted upon consultation with the Event Planning Office and approval by the Student Union Director or their designee. Recognized Student Groups and University Departments will be subject to the following regulations:
 - i. 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.
- ii. 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.
- iii. Any costs incurred as a result of the extended hours, such as a building manager, security, custodial overtime, etc., will be the responsibility of the sponsoring group.
- iv. The Student Union has the right to limit events requesting extended hours to specific rooms within the facility.

18. STUDENT SPONSORED EVENTS WITH CRITICAL RISK FACTORS

- a. Campus 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 be required to provide police officers, 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.

19. 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 and training session 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 banded. Monitors will also be responsible for checking identification cards and assigning wristbands in accordance with the admission policy.
- e. Student Union will provide one professional staff person to work during the event as a resource for the sponsoring organization and/or security.

20. POLICE DEPARTMENT

- 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.

21. 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 Event Planning 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 student union will be prohibited from hosting future events 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 and the length of the event. 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 assigned to an event will be determined by the maximum capacity of the room. However, the number of officers may be adjusted based on the specific expectations for the event.

22. DELIVERIES

- a. If you plan to have University Departments deliver items prior to your event (i.e. trees from the Grounds Department, additional tables from Building Services, etc.), please coordinate these deliveries with the EPO. The room you have reserved may be in use prior to your event, and it may be necessary to schedule these deliveries for a particular day and time.

23. ALCOHOL

- a. If you plan to have alcoholic beverages at any event, the University requires that an Alcohol Program Registration Form be approved by the Vice President of Student Affairs and the Director of the Student Union twenty-one (21) business days prior to your event.
 - i. Student Group Events: Any student organization/club intending to serve alcoholic beverages at any event must first demonstrate that its officers, event volunteers and approved university advisors have attended or will attend a workshop on the University's alcohol policy sponsored by the Student Involvement & Leadership Office.
 - ii. 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/1.2_Alcoholic_Beverages.pdf
- d. Penalties
 - i. 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.

VI. RESERVATIONS PROCEDURES

Student groups must register with the Student Involvement & Leadership Office to become recognized as a student club. Clubs that are not registered will not be eligible to sponsor activities on campus. Only organization/club officers listed with the Student Involvement & Leadership Office may reserve rooms or make changes to a reservation.

All student group reservations must be completed a minimum of ten (10) business days prior to the event date. Department reservations must be completed a minimum of ten (10) business days prior to the event. Special events or banquets must be completed twenty-one (21) business days in advance (including events with alcohol).

1. When you have decided on the date you wish to hold your event, go to the Student Union Event Planning Office in Student Union, room 202 or call (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 EPO 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.
2. You must fill out a Student Union Event Request Form (for departments, non-recognized student groups and external groups) or a Student Organization Event Registration and Space Use Form (SOERSUF). This form gives information on dates, times, type of event, set-up and equipment requirements, etc. An Event Management System (EMS) reservation confirmation document will be created using this information, which will outline your reservation and provide an estimated cost for the event (if applicable).
3. An EMS conformation will be sent to the event sponsor via email. A signature and account number will be required for all events.
4. Final count information and arrangements for special set-ups must be in the EPO at least five (5) business days prior to the event.
5. You must have an EMS Confirmation document from the Student Union before you can advertise or sell tickets for an event.
6. Scheduling requests beyond the scope of this procedure may be brought to the Event Planning Office for special consideration.

VII. Guidelines for Student Organization Fundraising Activities

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:

1. 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.
2. 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.
3. 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.
4. Monies raised and/or collected must be deposited into the appropriate student organization on campus account within 48 hours of the completion of the event.
5. 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.
6. The registered student organization must have a collection box or bank bag with a lock on site to store the collected fund.

7. At the location of the fundraiser, the registered student organization must post in a visible location the fundraising disclaimer (see below).
8. It shall be the responsibility of the organization to monitor, clean up, and remove all materials at the site of the fundraiser when concluded.
9. 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.
10. 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:
 - a. A copy of the check or money order made out to the charitable organization, or
 - b. 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. BILLING PROCEDURES

1. INTENAL USERS

- a. 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 5-8 weeks in advance.
- b. 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)
 - c. 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)
 - d. There is a charge to University Departments for room reservations when used during normal operating hours. 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.
 - e. If your reservation extends beyond normal hours, you will be charged an hourly rate for the Building Manager scheduled to keep the Student Union open until the event is over.
 - f. Before a reservation can be granted, the potential user must first provide information about the event to the Event Planning Office. This information will be processed into Event Management System (EMS), which will contain estimated charges for the event (if applicable).
 - g. There will always be charges incurred when requesting use of the Auditorium, equipment, or personnel. These charges are passed on to the event sponsors to cover the high cost of operating utilities, equipment, and maintenance when necessary and wages for Student Union employees working your event. Estimated charges will be listed on your reservation form. It will be necessary for you to sign the reservation, agreeing to pay estimated charges, before your reservation can be confirmed.
 - h. A signature is required on all Facilities Use Applications/Reservations. A signature and account number will be required for all events where fees for services are incurred. The Student Union Director or their designee must sign approval for these reservations. Once signed by the Event Planning Office, the form is sent to the proper representative for signatures. No reservation is confirmed until the required signatures and FAU Account Numbers are obtained and returned.
 - i. The sponsor will be sent a “journey entry” document listing all charges. This must be signed prior to the event.
 - j. When the “journey entry” is signed and returned to the Student Union Office in room 203, it will be sent to the Controller’s Office. The charges will then be transferred from your FAU Account to the Student Unions Account. Please note the following requirements:
 - 1. Your account must have sufficient funds to cover the charges you are incurring. Do not add charges to your reservation if you do not have funds in your account to cover them.
 - 2. If it is necessary to add time to your reservation that will increase charges, these additions must be arranged by an authorized representative listed on the account signature card.
 - 3. Sign and return the UCD in a timely manner. Groups who have outstanding charges will not be allowed to hold another event until the charges are paid in full.
 - 4. For Student Clubs -- You must submit a signature card for your club account to the Student Involvement & Leadership when you register each semester. Only club advisors, who are on the signature card, may sign the reservation form.

2. AFFILIATED AND UNAFFILIATED USERS

- 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 Student Union 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 reservations 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 you have placed a hold on a space, you will be sent a Facility Request Form (FRF) to fill out and return to the Student Union. This form gives information on dates, times, type of event, set-up and equipment requirements, etc. A Facilities Use Application/Reservation (FUA) will be created using this information, which will outline your reservations and provide an estimated cost for the event. 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 (FUA), or contract. According to Policy 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. Final 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.
- g. 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.
- h. Scheduling requests beyond the scope of this procedure may be brought before EPO with approval from the Student Union Director or their designee.

3. PROOF OF INSURANCE

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

- 1) Certificate of Insurance in the amounts of:
\$ 500,000.00 Public Liability
\$1,000,000.00 Property Damage and Bodily Injury or
\$1,000,000.00 combined single limit (P.D. & B.I.).
- 2) The Certificate must include:
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.
- 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.

4. ALL OTHER USERS

Charges for each event are computed individually according to the sponsor's requirements. There is no set rate for a particular type of event. There are two Fee Schedules established by PM #60 for Affiliated and Unaffiliated Users:

- 1.** Tax Exempt or Non-profit Use
- 2.** All other Users (for profit)

Non-profit organizations receive a lower rate, but as mentioned above, proof of non-profit status must be provided to the Event Planning Office.

1) You will be invoiced for full estimated charges thirty (30) days prior to your event. This is a state requirement, and since we are not authorized to extend the credit of the state, there are no exceptions to this policy. Payments must be made by Cashier's Check or Check.

2) A final, itemized, statement will be sent to you after your event with a refund check for any overpayment or an invoice for any additional charges that may have been incurred.