



Facilities Use Application

Use of University Facilities (Policy #4.2.1)

Please type or print clearly.

Entered in Computer
Reservation # _____
Office Use Only

Contact Information

Name of Organization/Unit _____ Phone _____

Contact Person _____ E-mail Address _____ Fax # _____

Address _____ City, State _____ Zip _____

Please select all applicable to your organization:

FAU Student/Faculty or Staff/Department or Unit

University Partner/Affiliated Group or Individual

If Non-Profit & tax exempt, enter Tax ID# _____

Minors, participants under 18 years of age

Sponsored Activity/Not for Profit Unaffiliated Group

For-profit Unaffiliated Group

Other (Please Specify): _____

Please note: Sponsor must be present for all sponsored events and is fiscally responsible.

FAU Sponsor's Name: _____ Phone: _____

Dept./College: _____ Email: _____

Event Information

Name of Event: _____

Location of Event: Campus: _____ Building or Area: _____

Day(s) of Event: _____ Date(s): _____ Time(s) of Event: _____

Event Description: _____

Estimated Total Attendance: _____ Is event open only to FAU staff/students? _____

Will you be using a tent? _____ Will there be an admission charge? _____

Will food be served? _____ If admission charges, indicate amount. _____

Will you be serving alcohol? _____ Will there be amplified sound? (describe) _____

Will you be videotaping this event? _____ VIP's/Media attending? _____

A Food Release Form is required for events on the Boca Raton and Jupiter campuses if food services are not provided by Chartwell's.

Please select all that apply to your event. (Requester is responsible for all applicable work orders.)

Setup Needs:

6' Tables (how many) _____ Wireless/Internet Access Podium

Chairs (how many) _____ Microphone(s) Time Extension (before 7am or after 6pm)

Porter Service Sound System Standard 5K/10K Route

Sprinkler shut-off Videography Parking is needed (How many) _____

Other needs (describe): _____

Clean-up will be completed within _____ hours after the event or a clean-up charge will be incurred.

I hereby affirm that the information given herein is true and accurate to the best of my belief and knowledge and that I am authorized to act on behalf of the named organization in this regard. If Florida Atlantic University facilities are approved for the purpose requested, I agree that such use will conform with the rules of Florida Atlantic University and Florida Board of Governors and Florida Statutes. I also acknowledge that I will be responsible for informing all persons taking part in the event of the conditions and restrictions of usage of the facility or area.

Signature - Authorized Agent _____ Date _____

Payment & Insurance

10% of the use rate is required as a non-refundable deposit in order to reserve space.

100% of fees are due 5 business days prior to the event. Any additional costs (i.e. clean up fees or late adjustment charges) are due immediately upon receipt of invoice.

Use of Campus grounds require a WO to be issued by organizer and a TAG# to be provided.

NOTE: Proof of liability insurance coverage is required as specified in the applicable Facilities Use Agreement

Approvals & Signatures

Facility Administrator/Designee _____ Date _____

Provost Signature Required for Unaffiliated Activities of Academic Space

Provost _____ Date _____

This section is for OSUA use only

Facilities reserved as requested

Pending approval and execution of Facilities Use Agreement

Referred to Facilities Committee

Application Denied Reason: _____

Space Utilization and Analysis _____ Date _____

- cc: Facility Administrator Physical Plant Traffic & Parking Provost PcPO
- University Police EH&S Event Management OSUA E&U