FLORIDA ATLANTIC UNIVERSITY

Student Union

Division of Student Affairs

Florida Atlantic University

Student Union Reservations Policies and Procedures Guide

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POLICIES AND PROCEDURES

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Contact Information:
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Boca Raton, FL 33431
Phone: 561-297-3730

Florida Atlantic University

Division of Student Affairs and Enrollment Management

STUDENT UNION

RESERVATIONS POLICIES AND PROCEDURES

1.0 MISSION

The Florida Atlantic University Student Union is the center for community and leadership on the Boca Raton Campus, facilitating student learning and involvement, through a variety of programs, facilities, and services.

As a student-centered organization and building, the FAU Student Union provides a home for students, faculty, staff, and guests, who seek cultural, social, business, educational and recreational experiences in an environment committed to excellent service.

2.0 DEFINITION OF TERMS

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 and Enrollment Management
    i. Building 31 – Student Union (UN) and Gaming Center
    ii. Building 31 A – Kaye Performing Arts Auditorium (AU)
    iii. Building 31 B – Live Oak Pavilion and Patio (LO)
    iv. Building 31 E – Student Activities Conference Center (CR).
b. Client – Any person or entity as defined below approved for use of facilities within the Student Union.
    i. Registered Student Organization – The term "Registered Student Organization" is defined as a group of currently enrolled, degree-seeking Florida Atlantic University Students who have received recognition by the University and fall into one of the following designations:
        a. Social Fraternities and Sororities – Organizations that have completed the procedures for the formation of an FAU Chapter under the guidelines of the Office of Fraternity and Sorority life, this Regulation, and the applicable inter/national governing organization.
        b. All Other Registered Student Organizations – Ten or more Students who have completed the procedures for the formation of a Registered Student Organization as outline in this Regulation.
        c. Interest Group – The term "Interest Group" is defined as a group of two or more currently enrolled Florida Atlantic University Students who are degree seeking and have submitted a Statement of Intent to Organize form with Student Activities & Involvement.

ii. Student Group (Non-registered) – A student club or organization that is a group of students that has not obtained official recognition by Florida Atlantic University.
iii. 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.
iv. 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.
v. 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.

3.0 STUDENT UNION RESERVABLE AREAS

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

a. Kaye Performing Arts Auditorium
    - Additional rules and regulations govern the use of the Auditorium
b. Kaye Performing Arts Auditorium VIP Room, Dressing Rooms and Inner Lobby
c. Grand Palm Room (Ballroom)
d. House Chambers (Classroom)
e. Majestic Palm Room (Meeting Room)
f. Live Oak Pavilion (Meeting Room)
g. Live Oak Patio
h. Queen Palm Room (Meeting Room)
i. Palmetto Palm Room (Classroom)
j. Sugar Palm Room (Meeting Room)
k. Celebration Room (Meeting Room)
l. Coconut Palm Room (Lobby Area)
m. Tiger Palm Room (Lobby Area)
n. Student Union and Conference Center Lobby
    - Note: Digital monitors are available for use in lobby for events
o. eSports Arena
p. Outdoor Stage

4.0 GENERAL FACILITY REGULATIONS

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

a. It is the client's responsibility to maintain order of and for all people attending the event. If, in the opinion of the 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 staff 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 client on the final bill. If the event is stopped due to disorderly conduct, the client will be billed for the full event, since the facilities were reserved for use for the authorized client and no other client could use them.
b. The organizers/clients 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 organizer's/client's request a *Room and Equipment Damage Log* form will be filled out by the organizer/client 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.

4.1 ACCESS TO FACILITIES

Student Union and University staff must have access to all areas used during a client's reservation. Staff will not necessarily enter the client'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 client's use. At no time will any keys be given to non-University employees.

4.2 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 Organizations 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 client.
d. The Student Union has the right to limit events requesting extended hours to specific rooms within the facility.

4.3 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. To view these policies, please click here.

5.0 POLICIES

5.1 RESERVATION POLICIES

The Student Union Administration Office is open Monday through Thursday 8:00 AM – 6:00 PM and Friday 8:00 AM – 5:00 PM and is located in Room 203 (2nd floor) of the Boca Raton Student Union. Requests for information can be made in person, by calling (561) 297-3730, or emailing unionevents@fau.edu.

5.1.1 GENERAL POLICIES

a. All requests for events and/or gatherings must be submitted into Owl Central at least 10 business days in advance of the date of event. Student Organizations should log into their Owl Central page to make their request. Internal and External clients will use the Student Union Departmental and Outside Organizations Request Form which can be found here.
b. The use of the meeting rooms in the Student Union 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.
c. 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, client will be billed for all hours and personnel costs involved. Additional Auditorium rental charges will apply if usage exceeds scheduled rental period.
d. All pertinent information about the client'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 client's request will be billed to the client and must be promptly paid by date listed in agreement.
e. Major events anticipating a large attendance may require additional staff per Student Union discretion.
f. 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. Ladders will not be available to clients and items cannot be hung from the ceiling. Equipment and furnishings permanently assigned to the reserved spaces are not to be removed from the premises for any reason without prior approval or a reservation from the Event Planning Office.

g. 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.
h. 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.
i. 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.
j. The Event Planning Office 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.
k. FAU departments and external clients may reserve space up to (1) year in advance depending on the nature and level of planning necessary.
l. 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.
m. To view the University's complete policy for the Use of University Facilities, please click here.
n. This policy document is subject to change based on University Policy influence (i.e. Pandemic, Free Speech, etc.)

5.1.2 FREE EXPRESSION ON CAMPUS

Under Florida State Statutes, Universities are obligated to create an environment that fosters tolerance and mutual respect among members of the campus community, an environment in which all students can exercise their right to participate meaningfully in campus life without being subject to discrimination. To view the complete state statute for Free Expression on Campus, please click here.

5.2 STUDENT ORGANIZATION RESERVATION POLICIES

All Registered Student Organization events, on or off campus must be submitted a minimum of 10 business days in advance.

Adviser approval is required for any Registered Student Organization event.

Registered Student Organizations may submit event requests as early as the dates specified below:

a. April 1st – Summer and Fall requests can be submitted
b. November 1st – Spring requests can be submitted

Attendees at events held by student organizations in Student Union shall be comprised of at least 85% of University community or organization will be charged non-Registered Student Organization rate.

For the complete Reservation Policy please refer to the Council of Student Organizations Manual, which can be found here.

Please note – Student organizations are entitled to organize demonstrations and other exercises of free speech and assembly in accordance with FAU Policy 4.2.2 An Owl Central submission is encouraged but not required. Should the student organization wish to submit a notification through Owl Central, this submission will be used for informational purposes only (i.e. safety planning, equipment and/or event personnel details).

As campus citizens, it is important for your organization to reference FAU Policy Number 4.2.2 Campus Free Speech to use as a foundation to understand how to manage your successful demonstration or exercise while on campus.

5.3 SECURITY PROCEDURES FOR EVENTS WITH CRITICAL RISK FACTORS

5.3.1 SECURITY

All security needs must be arranged through the Event Planning Office who will collaborate with the FAU PD. 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.

FAU Police Department

a. Final determination of police staffing will be the responsibility of the FAU Police Chief, and/or their 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.

5.3.2 SPONSORED EVENTS

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:

a. Dance or concert;
b. Held at, or continues until any time after 11:00 PM;
c. Money is exchanged (tickets, admission or a donation)
d. Events with 100 people or more
e. Events open to the general public

Events that have these factors must be held at one of the following locations in the Student Union: Grand Palm Room, Live Oak Pavilion, or Majestic Palm Room. 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.

5.3.3 SPONSORING ORGANIZATION EVENTS

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.

5.3.4 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. This deposit is due in advance or prior to the conclusion of the event. Organizations will then have 30 days in which to pay their security fees. Sponsoring Organizations with outstanding fees (including security and rental fees) owed to the Student Union will be prohibited from hosting an event that requires security 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 **three (3) hours shift**. The length of time in which the officers will be assigned to the event will be determined by the Event Planner in consultation with FAU PD. The number of officers may be adjusted based on the specific expectations for the event.

5.3.5 ADDITIONAL SECURITY REQUIREMENTS

In addition to police officers, civilian security personnel may be required for operation of metal detectors at the door, or for "patting down" attendees to assure the security of the event. These private security personnel will be hired by the Student Union and will be included in the initial estimate of cost.

5.3.6 LIGHTING

Lighting inside the event venue must be sufficient to comply with safety requirements as determined by the Police Department Coordinator, Fire Marshal, or other public safety officials.

5.3.7 EMERGENCY PROCEDURES

At the direction of FAU Police Officers, the advisor, or Student Union staff, admission to the event may be suspended in the event of an emergency or problem. In extreme circumstances FAU Police Officers, advisor, or Student Union Staff may terminate the event prior to the anticipated ending time.

5.3.8 CASH PROCEDURES

Monitors from the student organization, under the supervision of FAU Police Officers, the advisor, and Student Union Staff will handle cash collected from admission, refreshment, or merchandise tables. At no time

will FAU Police Officers staff handle any cash collected but will monitor any cash handling. At a designated time, the admission and refreshment tables will close and a designated FAU Police Officer will escort the Event Advisor and Student Event Coordinator with the funds to a secure location where the cash will be counted and prepared for deposit.

5.3.9 EVENT CONCLUSION

Immediately prior to the conclusion of the event, the Student Event Coordinator will initiate an announcement that the event will be concluding and advising patrons that loitering in the parking lots and garage after the event is prohibited. At the conclusion of the event, FAU Police Officers will assist in clearing the room and will then assist in monitoring the parking lots. Parking lots and garages will be cleared in accordance with established Police Department policy

5.4 ADVERTISING

An event may not be advertised until the event has been registered and approved in Owl Central. The Event Planning Office must process and 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.

Internal departments must receive approval from Public Affairs. The Student Union will not post any marketing materials for departments.

Events sponsored by off-campus groups are not to be considered UNIVERSITY events. Although advertising for events sponsored by off-campus clients 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.

5.5 EVENT PROMOTION MATERIALS (DIGITAL OR PRINT)

Please note that flyers/brochures may not be posted at the Student Union. The complete Flyer and Posting Guidelines can be found below:

a. All flyers proposed to be posted by students or registered student organizations, and all flyers proposed to be posted in buildings, facilities, or venues operated by the Division of Student Affairs, including FAU residential facilities, must be submitted to the Student Union Administrative Office to be processed and stamped. Processing may take up to three (3) business days and will be contingent on compliance with all applicable University policies and regulations.
b. Flyers may only be posted, distributed and removed in accordance with FAU policies and regulations, including without limitation, Policy 4.2.4 regarding the Distribution of Printed Material and Policy 4.2.3 regarding Campus Signage. If there are questions regarding the posting or removal of flyers, please call the Office of Space Utilization and Analysis at 561-297-0197.
c. Flyers for events hosted by individual students or registered student organizations will only be processed and stamped by the Student Union Administration if there is an approved program registration associated with the event. Only student organization officers registered with and recognized by the Office of Student Activities and Involvement may conduct student organization business, which includes getting flyers processed and stamped on behalf of a registered student organization.
d. The on-campus promotion of activities or events shall not advertise alcohol or sponsorship by alcohol marketers unless approved in accordance with the requirements provided in FAU's policy on Alcoholic Beverages (Policy 1.2).
e. For informational purposes, all flyers advertising events must contain the name of the sponsoring student, student organization(s), or department(s), as well as the location(s), date(s) and time(s) of the event. The flyers must also include the following ADA statement on the flyer: **If reasonable accommodation(s) for a disability is required, contact [phone number and e-mail address]. Please make your needs known by [insert day of week and date of 5 business days prior to the event] for effective accommodations.**
f. Flyers may only be placed on approved bulletin boards. Flyers may not be put on vending machines, vehicles, floors, windows, doors, glass surfaces, the sides of buildings, exterior walls, any interior walls, trees, shrubbery, or any plants. Flyers that are not posted on approved locations will be removed. If there is damage to walls, doors, paint, etc. the student organization(s), departments, or individuals responsible will be billed for the repairs.

g. If you are advertising a research project which would solicit student participation, we ask that you provide an approval email by the major professor of the research or their designee.

5.5.1 Banners

Digital banners are the preferred option to market events; this can be done by sending an email to unionevents@fau.edu. Physical banners can be approved on an exception basis only. Physical banners will only be displayed outside of the Student Union entrances.

5.6 ALCOHOLIC BEVERAGES

Beer and wine may not be consumed or sold on the premises without the appropriate approvals. If a client plans to have such items, the client must inform the Event Planning Office at the time of the request for the event, who will work with the client to help secure the required permission.

a. The University requires that an *Alcohol Program Registration Form* be approved by the Vice President for Executive Operations or Dean of Students or their designee and the Director of the Student Union fifteen (15) 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 Vice President for Executive Operations or designee. 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 here.
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.

5.7 INDOOR AMPLIFIED SOUND

Amplification of sound must meet the guidelines of the Occupational Safety and Health Administration (https://www.osha.gov/) and the Federal Communications

Commission (https://www.fcc.gov/) 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.

5.8 AUDIO-VISUAL EQUIPMENT AND SERVICES

Audio-visual equipment including, but not limited to, LCD projectors, 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.

5.9 CANCELLATION AND VIOLATIONS

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/Changes must be made by submitting a cancellation form to the appropriate Event Planner, in person or by email, at least 2 business days in advance.

a. A no-show is equivalent to a cancellation of less than 48 hours (2 business days).
b. 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.
c. In addition, all clients shall reimburse the Student Union for any expenses incurred on behalf of client and/or as a result of cancellation (including but not limited to security, labor, or equipment).
d. In the event of a cancellation of a contracted event, client agrees to pay a cancellation fee.

5.9.1 Student Groups

Registered Student Organization are potentially subject to violations.

Potential violations include, but are not limited to:

a. No-shows
b. Less than 48 hours cancellations
c. Requesting changes to an event with less than 48 hours' notice
d. Hosting an event with unapproved food or beverages
e. Any damages to the Student Union (Note: This may incur charges.)
f. Hosting an unapproved event (on or off campus)
g. Use of Prohibited Items (see section 5.14 for complete list)

For events held in the Student Union, potential violations are as follows:

a. First violation – receive a written warning
b. Second violation – reservation suspension of activities or events for 14 business days.
c. Third violation – reservation suspension for semester (if semester is less than 15 business days before ending, the suspension will begin the subsequent semester)

Special Note: Verbal warnings will be extended in certain circumstances (i.e. when pandemic or natural disasters occur).

Note: If an organization's former officer books facilities one semester in advance, the current board is held responsible for those reservations.

5.9.2 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.

5.9.3 External Users

a. 30 days or less: 100% of room rental fee
b. 31 to 60 days: 100% of deposit
c. 61 to 90 days: 25% of room rental fee
d. More than 91 days: 10% of room rental fee

5.9.4 Appeal Process

If a client believes they have received a violation in error, they are to respond to the written violation via email within two (2) business days of receiving the correspondence. This will then be escalated to Union Administration who will review the appeal and decide how to proceed. Once a decision has been made, the appropriate Event Planner will reach out to notify the client.

5.10 CATERING

If a client plans to serve food or beverages, the client must notify Event Planning Office at the time of the request. The Event Planning Office will direct the client to Business Services or 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 or their designee.
b. Per Student Union and Environmental Health and Safety guidelines, all food and tables where food is to be consumed at an event are required to be covered with linen or a suitable covering. To view the complete Food Safety Manual click here.
c. Cleanup - All groups are responsible for cleaning up following activities where food is brought in. All trash should be disposed of in 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.

NOTE: If a space in the Student Union is not available and a classroom space is assigned, food and beverages are **not permitted**.

5.11 COLLECTION DRIVES

a. To conduct any type of charity collection, organization must make register the event on Owl Central and complete a fundraising form.
b. 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.
c. Drive may not start until reservation is approved.
d. Only approved items may be collected. Prior approval from the Event Planning Office is required. Perishable food may not be collected.
e. Items may not be sold.
f. 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.
g. Designated receiving charity name must be clearly marked on a label affixed to the box.
h. Sponsor is responsible for:
    i. Daily monitoring of the collection location area to ensure order and compliance.
    ii. Removing the box at the end of each day (reserved time).

iii. Arrange pick-up/delivery of collected items to designated charity.

Should organization not monitor or maintain a clean and satisfactory drive the Student Union reserves the right to cancel the drive at any time.

5.12 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.

5.12.1 Co-sponsorship benefit:

An external group or department will have the ability to work closely with a student organization that has a common interest in the activity. The co-sponsorship rate will be 50% of room rental fee.

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

a. The activity of the guest group or individual must relate directly to that of the student group, department, or the University.
b. Attendance at the co-sponsored event is estimated at least 50% of the FAU academic community.
c. Members of the student organization and the department or guest organization must be present:
    a. During the planning of the event
    b. During the event
    c. During post-event clean up
    d. During post-event meetings
d. The advisor on record of the student organization must be involved in all coordination of meetings for the event, sign any paperwork or contracts, and the student organization takes over financial responsibility in the event the department or guest organization defaults on their payments.
e. 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.

f. 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.
g. 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.

5.13 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 the Event Request forms for the purpose of circumventing the event planning and reservation process will be considered misrepresentation and subject to penalties therein.

5.14 DECORATIONS

All equipment, decorations, etc. provided by the client 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.

Additional charges may be applied to your group if removal of items or extensive cleaning by the Student Union staff is required.

Prohibited items include, but are not limited to:

a. Tape (other than blue painter's tape)
b. Nails or tacks of any kind
c. Candles or any open flame
d. Incense

e. Glitter
f. Confetti
g. Chalk
h. Fog, mist, haze, or bubble machines
i. Paint (unless approved by the Student Union)
j. 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.

5.15 DELIVERIES & RENTAL ITEMS

5.15.1 Rental Equipment from On-Campus Departments:

If you plan to have items delivered prior to your event these deliveries must be coordinated with the Event Planning Office. Additional labor charges may apply.

5.15.2 Rental Equipment from Outside Vendors:

Tents are permitted on the concrete 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, and the rental company has secured valid liability insurance.

5.15.3 Load-In/Out:

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. 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. There may be additional charges for load-in/out.

5.16 FIRE REGULATIONS

The client shall be required to monitor all guests and patrons to be certain there is no violation of fire regulations. The client 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 client to discontinue that which is not allowed. The client must

comply immediately. No haze is permitted in the Student Union or Carole and Barry Kaye Auditorium at any time.

5.17 PROOF OF INSURANCE

Liability Insurance is required for all Unaffiliated clients 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 for each claim (Property Damage and Bodily Injury)
   $2,000,000.00 for each occurrence (Property Damage and Bodily Injury) or
   $2,000,000.00 combined single limit (Property Damage and Bodily Injury)

b. The Certificate must include the following as "additional insured":

   Florida Atlantic University Board of Trustees, the Florida Board of Governors, the State of Florida and their respective officers, agents, volunteers and employees

   Without this phrase, the Certificate will be invalid.

c. This Certificate of Insurance must be received by the Event Planning Office no later than thirty (30) 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.

5.18 LOST AND FOUND

Any personal items left behind after an event will be collected as lost items and placed in a secured area. Unclaimed items are turned over to the FAU PD, please see their policy here. The FAU PD operates in accordance with Florida State Statute chapter 705 section 18 in the collection, care, and disposal of lost or abandoned property.

5.19 MERCHANDISE SALES

All merchandise sales related to an event must be pre-arranged with the Event Manager at the time the reservation is booked. Student Union staff will handle the sales and collect a percentage of gross sales. The exact percentage to be collected is listed in the Invoice that applies to client's organization. Client shall have the right to sell its own merchandise related directly to the event provided that mutually acceptable written arrangements are made with University at least two (2) weeks prior to the Engagement. Merchandise items shall be sold at times and locations approved by University and University shall receive 15% of the gross

sales for commission and 7% State of Florida Sales tax. All merchandise sales will be supervised by University personnel to ensure correct inventory counts and collection of commissions and sales tax.

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

5.20 PARKING

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, parking nose-in, 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.

5.21 BUSES

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. If the buses wish to stay on campus during the event, arrangements must be made through the Event Planning Office. Parking Lot 5 can be used to park buses.

5.22 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 client (for example, to avoid copyright infringement claims).

5.23 SEATING CAPACITIES

The Student Union 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 client if attendance for the event is greater than allowed for the facility selected. If asked to do so, the client must reduce the number in attendance. If the client is unable to reduce the number, the Operations Manager (or designee) may require the client to stop the event.

5.24 FAU SMOKING AND TOBACCO USE POLICY

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.

As of January 1, 2015 FAU, is a tobacco free campus which does not allow the use of tobacco on all indoor and outdoor locations. To see the complete policy click here.

5.25 FAU ENERGY CONSERVATION POLICY

FAU has adopted a new University-wide Energy Conservation Policy in order to:

a. Reduce energy consumption
b. Increase operational efficiencies
c. Improve air quality
d. Contribute to administrative efforts to contain fiscal expenditure

While the Student Union is exempt from this policy, there are several buildings that the Student Union partners with that are not exempt that may be used as a location for a student organization event. The Energy Use Policy may require an additional submission to request an energy extension. Student organizations may make their request using Owl Central, while Internal and External groups must complete a Facilities Use Application.

To see the complete policy click here.

5.26 ANIMALS AT EVENTS

At no time may the client introduce or permit any animal as part of any performance or event or allow any animal access to any University grounds or facilities without the 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.

For more information on Guidelines for Animals at Events at FAU property, please click here.

5.27 PETS AND PROHIBITED ITEMS

5.27.1 Pets (except for seeing-eye dogs and animal aids) are not permitted in the facilities. For more information please refer to FAU's Guidelines for Service animals on Campus and Guidelines for Requesting and Emotional Support Animal Accommodation on Campus.

5.27.2 Skateboards, skates, rollerblades, bicycles and other recreational equipment are not permitted in the facilities.

5.28 BREEZEWAY TABLING

5.28.1 General Policies

a. 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.

b. FOOD

No food is allowed on the 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. For any questions, please contact Business Services at 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

c. RESTRICTED ITEMS

i. Shaving Cream
ii. Pies
iii. Water Balloons
iv. Paint
v. Chalk

d. 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.

e. VIOLATIONS

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

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

Please note any damages occurred will be charged to the student organization/department.

f. TABLING

Tables are place by FAU Facilities and may not be moved from pre-assigned location.

5.28.2 FAU Registered Student Organization & Departments

Breezeway tables are available from 10am to 2pm Monday through Friday (except holidays). A Breezeway Use Application Form must be completed in its entirety and submitted a **minimum of 10 business days** excluding holidays, prior to the first desired table reservation date.

Tables are free of charge to all Registered Student Organization and FAU Departments.

Individuals who are representing their own business venture may contact the Student Union for more information.

Departments working with an outside company, may contact the Student Union for more details.

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. To view the complete policy, click here.

5.28.3 Non-FAU Affiliate Vendors

Breezeway tables are available from 10am to 2pm Monday through Friday (except holidays). A Breezeway Use Application Form for All Non-Affiliate Vendors must be completed in its entirety and submitted a **minimum of 10 business days** excluding holidays, prior to the first desired table reservation date. Requests may be submitted for multiple dates within a month; however, please submit individual requests for separate months.

a. FEES:

There is a $46.73 charge (not including tax) for one table each day ~~e~~ which must be paid PRIOR to claiming your table**.** Credit/ debit card payments may be paid using TouchNet

(https://epay.fau.edu/C20081_ustores/web/store_main.jsp?STOREID=40) .Vendors who do not make payment in full will not be able to claim their table.

b. 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.

c. 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#visitorparkinggpermits

d. 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.

e. REQUIREMENTS

Please be aware that to book a breezeway table, you must submit a copy of a registered license for your company/organization, liability insurance, and signed Reservation and Facilities Use Agreement. These items must be submitted at the time of your request to unionevents@fau.edu. If you cannot provide these documents, we will not approve your request.

For Insurance Requirements click here.

6.0 BILLING PROCEDURES

This policy defines client types and what portion of operating costs may be assessed each client.

6.1 FEES

The Fee Schedule is then broken down to the four basic clients 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 client types. Copies of the Fee Schedule are always available at the Student Union Administration and Event Planning Office.

Payment of fees varies by client type. On-campus clients are billed for all charges after the event is completed. External clients or Unaffiliated Clients 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.

6.2 INTERNAL USERS

6.2.1 Registered Student Organizations

Registered Student Organizations are not billed for room rental rates unless they are:

In a co-sponsorship with a department, tax-exempt group or commercial group. See Co-sponsorship Policy.

Charges a registration or admittance fee or sell tickets (this may apply to donations as well)

Sponsors a program that is open to the general public (non-students) Registered Student Organizations are billed for room rental and labor in the Auditorium unless they are:

a. In a co-sponsorship with a department, tax-exempt group or commercial group. See Co-sponsorship Policy.
b. Charges a registration or admittance fee or sell tickets (this may apply to donations as well)
c. Sponsors a program that is open to the general public (non-students)

Please note that if a Registered Student Organization chooses to use COSO Funds as their form of payment, the Student Union will not approve the event until COSO Funds have been approved.

6.2.2 FAU Departments and Affiliated Users

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.

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 Smart TAG and authorized signature agreeing to pay estimated charges.

The reservation will NOT be confirmed until the Internal Agreement is received.
Groups who have outstanding charges will not be allowed to hold another event until the charges are paid in full.

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.

6.3 NON-UNIVERSITY USERS (EXTERNAL)

Any request for space by clients is finalized with a contract. 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 thirty (30) days in advance of the event.

A deposit is required thirty (30) days prior to the event date for all external clients. The deposit amount is fifty (50) percent of the estimated total.

Final guest count information and arrangements for special set-ups must be in the Event Planning Office at least two (2) weeks prior to the event.

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.

The client agrees to pay all sums due to the University via the online point of sale Student Union Payment Center located at www.fau.edu/studentunion. Any payments made outside the Student Union Payment Center will incur a $100 processing fee.