# FAMU Campus Recreation Department

## Facility Reservation Form

### Purpose

Details: If Outdoor courts/fields rental involved DJ/Music, FAMU Police Required!

### Building Supervisor IC:

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### Date(s)

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<th>Time In</th>
<th>Time Out</th>
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### Comments/Parking Services/Security Requirements

- Facility Rental Fee: $\_\_\_\_\_|
- Supervisor/s: $\_\_\_\_\_ Each hr
- Retainer Fee (Refundable): $\_\_\_\_\_
- Set-Up: $\_\_\_\_\_
- # of Participants: #\_\_\_\_

*Application less than ten (10) working days prior to event may not be entertained. Event applicant(s) must meet with facility/operation staff prior to official reservation. Final Payment/Fees (rental, supervision, & set up) must be paid at least five (5) days before event.

- Reservation form must be accompanied with a FAMU OSA Application Form.
- Certificate of Liability Insurance Approval required for Non-FAMU Student Special Events and Rentals (Proof of Certificate 5 days before event)
- If food is served, Vendor must show proof of insurance. All Barbeques must be done at least 50’ from a building.
- Owen House Cleaning Contractor Fee/ FAMU Police Requirement for Security?

### Applicant’s Particulars

<table>
<thead>
<tr>
<th>Contact Person</th>
<th>Department/Org.</th>
<th>Title</th>
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<table>
<thead>
<tr>
<th>Office Contact Number</th>
<th>Cell Number</th>
<th>Email</th>
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I hereby declare that it is my sole responsibility to ensure that, in the course of using the above premise, no illegal activities deemed contradictory to the guidelines, rules, policies or by-laws of FAMU or FAMU Campus Recreation Department. I also understand that it is my duty to ensure that the room and its immediate surrounding area will be cleaned and restored to its / their original state at the end of the event. Finally, I accept that any failure to adhere to the FAMU Campus Recreation Department Facility rules and regulations at any time may result in immediate revocation of privileges of use, including eviction from the said premises, and further legal action may be taken against me thereafter.

__________________________________________
Signature                                       

______________________________
Date                                           

### FOR OFFICIAL USE ONLY

<table>
<thead>
<tr>
<th>Approved by</th>
<th>Date</th>
<th>(Insurance)</th>
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<tbody>
<tr>
<td>Gei-Nam Lim</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chip Heimbach</td>
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<th>Follow-up</th>
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<tr>
<td>- Display sign to inform participants of the activity</td>
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<td>- Customer Service Staff aware of the event and venue</td>
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<td>- Duplicate copy at front lobby folder</td>
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Completed on