FLORIDA A&M UNIVERSITY
UNIVERSITY HOUSING
FACILITY REQUEST & EVENT APPROVAL FORM

(For Form **MUST BE** received by the University Housing office 10 days prior to event (FOR REQUESTOR USE ONLY)

* CAMPUS EVENT DATE: ____________________
* CAMPUS EVENT TIME: From ______ am/pm To ______ am/pm

**ALL events must end by 11:15pm and the building must be vacated by 12:00 midnight**

(*CHANGE in Event Date and/or Event Time **CAN ONLY** be made with signed approval from the Resident Director & Director of Housing)

ORGANIZATION/AREA/AGENCY NAME (print): ________________________________
MAILING ADDRESS (city/state/zip) _______________________________________

*** ALL STUDENT ORGANIZATIONS MUST BE OFFICIALLY REGISTERED ***

OUTSIDE ORGANIZATIONS WILL NOT BE APPROVED FOR SOCIAL (Dances, Parties, Etc.) EVENTS

OUTSIDE ORGANIZATION: [ ] YES [ ] NO PAID EVENT: [ ] YES [ ] NO TICKET SALES: Beginning No. ______ Ending No. ______

TYPE OF EVENT (Must adhere to submission deadlines): Agenda ___ Proposal___ attached as appropriate

ADVISOR/AREA OFFICIAL NAME (print): ________________________________
Signature: ________________________________

ORGANIZATION President/Other (print): ________________________________
Signature: ________________________________

EVENT CONTACT NAME (print) ________________________________
POSITION: ________________________________

CONTACT SIGNATURE: ________________________________
Tele. No(s): ________________________________
E-Mail: ________________________________

University Housing approval/date required (Clubs/Organizations/Students Events): ________________________________ Date: ________________________________

<table>
<thead>
<tr>
<th>Building/Venue/Area/ Name/Room Number</th>
<th>Telephone No.</th>
<th>Coordinator (Designee) Signature</th>
<th>Date</th>
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Phase III Assembly Room cost per event for three (3) hours:

[ ] $250-Phase III Resident(s) [ ] $300-Non-Phase III Resident(s) [ ] $400- Non-University Housing resident(s)

Check the set-up event size that fits your event. A valid form of payment (money order/or cashier’s check) due at least 10 days prior to event. ALL EVENTS SET UPS MAY INCLUDE TABLES, CHAIRS, PODIUM, AUDIO EQUIPMENT W/MICROPHONES, AND TRASH RECEPTICLES.

University Housing 1596 Gibbs Hall Trail - Tallahassee, FL 32307 - Tele. (850) 599-3651

EVENT SUPPORT: On-site security is charged by the hour based on normal or overtime hours for Building/Room Access.

Opening/Closing: **Normal hours (8am-5pm, M-F) After hours (5pm-until, weekends/holidays)**

(Security is required for events that have a DJ and/or 100 attendees or more; See FAMU PD for rates)

* No alcohol may be served at any of the residential facilities/halls

FOR OFFICE USE ONLY

SET UP DATE: ________________________ SET UP TIME: ________________________ TOTAL COST: ________________________

VERIFICATION OF SECURITY (if required) [ ] YES [ ] NO DATE: ________________________

CASHIER’S CHECK/MONEY ORDER#: _______________________ RECEIVED BY ________________________
HOUSING STAFF: ________________________

(Revised 07/23/14)