FLORIDA A&M UNIVERSITY
FACILITY EVENT REQUEST/APPROVAL INSTRUCTIONS

ALL FACILITY REQUEST FORMS ARE TO BE SUBMITTED TO THE STUDENT ACTIVITIES OFFICE
PLEASE ADHERE TO EVENT TIME TABLES

NAME: Full name used by University School/or College, Club/or Organization, Community Group/or Agency, City/County/State Agency, Students-at-large, Other (example: DO NOT use FAMU; USE Florida A&M University).

ADDRESS: Official location of name/agency/other requesting university venue usage. This information is used for mailing of required documents/contact (example: DO NOT USE Tallahassee, FL; USE 1600 Martin Luther King Drive, Tallahassee, FL 32307).

EVENT DATE: Actual date/or days of event for which venue is required. DO NOT use more that one form for the same event that spans several days/or consecutive days (example: May 1, 2008 for one day; May 1-4, 2008 for consecutive days/or May 1, 4-6, 10, 2008 for different days in the same month.

EVENT TIME: Actual time of event from start to finish. DO NOT include set-up and break-down time in this section. Time period allowed for venue entry, event preparations/decorations, etc. MUST be worked out with individual venue coordinator.

EVENT TYPE: Type of event dictates the type of university support required (examples: seminar, general body meeting, executive board meeting, showcase, concert, forum, rehearsal, practice, workshop, tournament, test, etc.) for a successful event.

PAID EVENT: Entrance charge for attendance to event (state amount in proposal details).

TICKET SALES: Actual ticket count to be issued/or sold (verification based on venue capacity).

ESTIMATED ATTENDANCE: Attendance cannot exceed venue capacity (use a good estimate).

AGENDA: A proposed/draft agenda is required to support event venue, risk, security and university support required for the success of your event (meetings, seminars, forums, etc.). Proposals may be brief, but must include ALL factors that will affect the success of the event.

PROPOSAL: Proposals are required for ALL events other that those listed under Agenda requirements. Proposals should include all facets of event (examples: date, time, invited guest speakers, anticipated audience/count, venue, names of artist/performers, contractual needs/requirements, advertisement methods/types to be used, entertainment, music, DJ, food service vendor, financial obligations, university support needed, etc.). Proposals may be brief, but must include ALL factors that will affect the success of the event.

SIGNATURE SECTION(I): Appropriate signatures are required along with contact information. The contact person listed for student-at-large/student groups must have attended a facilities workshop.

VENUE: Full name of venue secured to include room number is required (example: Tucker Hall, Room 200). You must secure your own venue (see Florida A&M University listing of available venues/capacity), and the signed approval of the coordinator responsible for approving building, room, area usage. Each venue has its own rules as to usage requirements which will be given to you at the time venue/building/room signature of approved usage availability is given (space provided on form).

SPECIAL NOTE: ALL Student Clubs and Organizations facility request will be reviewed and evaluated by assigned coordinators in Student Activities prior to submission for committee review and disposition. ALL request from Schools/Colleges, Divisions/Departments, OUTSIDE AGENCIES/GROUPS, and presidential request will be referred to the University Facility Request and Approval Committee (Committee Representation: Risk Management, Security, Plant Operations/Maintenance, Student Activities, Students-at-large, Public Relations, and as required approvals: The University Attorneys Office, an appropriate Vice Presidents/or designees). For written/verbal response to your concerns, please e-mail committee @ facilityreq.approval@famu.edu or make contact @ (850) 561-2948 Facility Request Desk, or (850) 599-3400.