PLEASE READ BEFORE SUBMISSION!!!!
University Facility Request Form Process

1. Facility Request Forms **MUST** be completed with all required signatures in Section I of the form obtained **before** submission to Student Activities Office (OSA). Event Proposal (for other than meetings) or Event Agenda Form (for meetings) or other detailed information sheet(s) must be completed in detail and attached to the Facility Request Form before the forms are considered complete. Administrative areas, Divisions, Schools and Colleges, must adhere to rules with the exception of **NOTE** listed below (Students/Clubs/Organizations) for timely assistance.

**NOTE:** If you are a **STUDENTS/CLUB/OR ORGANIZATION**, you must meet and review your request with one of the coordinators for clubs and organizations. A coordinator will sign and date your request if all rules have been followed and activity/or event meets guidelines. Clubs and organizations must be certified and membership must have attended required anti-hazing forum and be in good standing with the University.

2. Completed forms with Building/Venue/Area signature (see designated building coordinators listing/venue size chart/and submission time schedule) must be submitted to OSA within the time frame required for review and notification of committee results.

3. Completed forms **must** be submitted to OSA in accordance with stated timelines. Individual submitting form will be referred to a coordinator, or staff person for form(s) review. All completed eligible facility request forms will be accepted, logged and forwarded to the Facility Request Committee for final review and approval.
   * Meetings held every Tuesday at 10:00 AM in OSA.
   * Notification of request status made on Wednesday by 5:00p.m.
   * Notification made by telephone or email (as provided).

Forms are available in the OSA lobby, by email, and on our website (contact @ 850-599-3400). For web downloads go to:

1. www.famu.edu
2. click “students” (prospective or current)
3. click “Student Union and Activities”
4. click “forms”