FAMU DEPARTMENT OF PUBLIC SAFETY
FACILITY REQUEST & EVENT APPROVAL NOTICE

1. Event requires sworn law enforcement officers. The Director of the Department of Law Enforcement or designee will assign officer(s) for the event. Number of officers will be based on the type, size, location, time, date, etc of the event.

2. Payment is due in the form of cash, money order, or organization check (no personal checks accepted) 48hrs before the event unless prior arrangements are agreed upon by Director of the Department of Law Enforcement or designee. The sponsoring organization is responsible for payment to officers.

3. Lee Hall, Gaither Gymnasium, FAMU Park, Grand Ball Room, Perry Paige, Phase III and other large venues require security one hour before the event is scheduled to begin and one hour after the event is scheduled to end, unless prior arrangements are agreed upon.

4. Seating and/or standing capacity will be enforced; failure to adhere to the building capacity will result in automatic cancellation of event. Arrangements need to be made to accommodate event size.

5. Law Enforcement Officers will not be utilized as door attendants and/or ushers. Law Enforcement will strictly enforce the laws, ordinances, rules and regulations of the state of Florida and the university.

6. Events will be cancelled upon the onset of any safety issues and/or concerns by FAMU Police. If the event is cancelled, security payment(s) will still be due. A minimum of 2 hours pay is due to assigned officer(s) if an event is cancelled upon arrival or with less than 24 hours notice.

7. UNDER NO CIRCUMSTANCE SHALL TICKETS BE SOLD AT THE DOOR OR IN IMMEDIATE AREA. Arrangements must be made with the Office of Student Activities to sell tickets in the Union Ticket Office); failure to adhere to this rule will result in automatic cancellation of the event. Organizations are encouraged to sell tickets prior to the day of the scheduled event.

8. Facility Request Forms must be turned in to Student Activities (no form will be signed outside the normal committee meeting time, which is held every Tuesday). Event contact person should pick up a completed copy of their approved request from Student Activities (have available for officer if needed).

9. All events will be cancelled and documented if the Facility Request and Event Approval Form is not completed with all necessary signatures.

10. All events must end no later than 11:00pm Sunday-Thursday, and 12:00am Friday-Saturday.

11. The sponsoring organization must have representatives at the door in order to identify any VIP or reserve seating. Failure to adhere to this rule will result in those guests be identified as regular guests. The advisor(s)/or designee are required to be in attendance and check in with security before event starts.

12. Events involving a D.J. must have security present during the event. Arrangements should be made with the FAMU Department of Law Enforcement/or designee to determine number of officers required.

13. The sponsoring organization should be aware of event start and ending time. The start and ending time will be strictly enforced.