

**Florida A&M University**  
**University Facility Request & Approval Form**  
**EVENT DESCRIPTION/PROPOSAL**

(Attach this form/or additional information to Facility Request & Event Approval Form)  
**NOTE: OSA COORD. APPROVAL REQUIRED FOR STUDENT EVENTS PRIOR TO SUBMISSION.** \_\_\_\_\_

**ORGANIZATION/AREA (Full Name/Student Organizations MUST BE CERTIFIED):**

CONTACT (Name):  
E-MAIL ADDRESS:

TELE.NO.:

DATE OF EVENT (Month/Day/Year):

TIME OF EVENT (AM/PM):

NAME OF EVENT (Full Title – Same as will be used for Advertisement):

VENUE/BUILDING/AREA (Name):

TYPE OF EVENT (Meeting - Agenda/Seminar/Forum/Party/Social/Showcase/Conference):

\* Contact Health Educator ([tanya.tatum@famu.edu](mailto:tanya.tatum@famu.edu) for Health related events; Religion Chair Larry Hunt (850-224-7151) for Religious events

NAME - GUEST/PERFORMERS/SPEAKERS (Type of Performance-use back of form as needed):

ATTENDANCE (Anticipated/Expected – Based on size of Venue):

PROPOSAL (Benefit/Enjoyment – Students/Faculty/Staff/Community/Parents/etc.):

**Refreshments** (List purchased items/vendor name/caterer/etc.) A copy of insurance policy/group and/or personal waiver must be provided when requested in accordance with venue size/anticipated guest count/ticket sales/etc. **Risk Management approval REQUIRED for all events and activities.** For information/other concerns, contact a facility committee representative @ 850-599-3400.