

UNIVERSITY ACTIVITY CENTER EVENT SUMMARY FORM

CONTACT: Event Department Business Office (850) 412-5966 voice ♦ (850) 412-5991 fax

REQUESTORS WILL BE NOTIFIED IF/WHEN REQUEST HAS BEEN APPROVED PER CONTACT INFORMATION BELOW

Please fill out completely. Incomplete information will disqualify your application.

rev: 08/15

REQUESTOR INFORMATION

Contact Person:	Telephone Numbers:	(W)
Organization:	FAX:	
Address:	(C)	
	e-mail:	
	Account Number:	
Event Name/Purpose	SPACE REQUESTED:	☐ Indoor ☐ Outdoor
Date Requested:	Your Arrival Time:	
(Note: Each date requested must be on a separate page)		
Estimated Length of Event:	Event Start Time:	
Contact Person's Signature:	OFFICE USE ONLY	
Approved By: University Approval Only.	Reservation #	
	Date Received:	
	Received By:	

EVENT DESCRIPTION

This section MUST BE FILLED OUT COMPLETELY AND ACCURATELY for booking to be approved:

Inadequate detail will disqualify your application. Requests without documentation may be denied.

Estimated Attendance:	Ticketing Arrangements:
Specific Description of your Event:	
PARTICIPANTS: Please give the number of people participating in the following categories	
MC/Speakers --	
Performers --	
Technicians, Stage Managers, Directors --	
Band/Music Groups --	
(Number of groups/type of group/number of people in each group)	
POM Work Orders related to this Event:	
Facility Needs (Podium, screens, video or slide projection, furniture, etc):	

ATTENTION: This form must be accompanied by the Florida A & M University Facility Request Form.



UNIVERSITY ACTIVITY CENTER POLICIES AND PROCEDURES

The Florida A & M University Activity Center is an Education & General Services facility with the mission of providing meeting space for FAMU Departments and small official FAMU events. FAMU extends the use of the University Activity Center to FAMU departments, on-campus organizations, University Personnel, alumni, retirees, and not-for-profit community organizations on condition of compliance with policies and procedures governing the facility.

This document outlines the booking and use procedures for the University Activity Center. It constitutes the agreement between all users and the University Activity Center management. Compliance with these policies and procedures is required. **Failure to comply with these policies and procedures is considered justification for denial of use of the facility.**

I. LOCATION

The University Activity Center (AKA "FAMU Clubhouse") is located at 2412 South Adams Street, Tallahassee, Florida 32307.

II. RESERVATIONS AND APPROVALS

- A. On-campus bookings are made through the iStrike booking approval system. Off-campus and individual reservations must be booked through the Events Department Operations Office at (850) 412-5966. In addition to the procedures below, all bookings require a completed and approved **University Activity Center Event Summary Form**, along with the **Facility Request & Event Approval Form** from the Office of Student Union Activities, (850) 599-3400.
- B. The Office of the President has priority over any event that is scheduled at the UAC. Upon receiving a request from that office, conflicting bookings will be canceled.
- C. Requests for use by non-E & G University or official campus organizations must be processed through and signed by the **Events Department Director** or his designee.
- D. Requests from not-for-profit organizations require approval from the **Chief Communications Officer**, (850) 599-3413. Off-campus users of the University Activity Center must be not-for-profit organizations with valid 501(c)(3) tax exempt status whose events meet University standards.
- E. University Activity Center events are required to reflect the dignity and decorum of the University itself. Behavior that does not meet this standard shall result in the cancellation of the event and denial of further applications.

All forms, with deposit (see below) must be submitted 5 days prior to the event date. The balance of the fee is due no later than 3 days in advance of the event date.

III. HOURS OF OPERATION

Sunday thru Thursday

8:00 a.m. – 11:00 p.m.

Friday thru Saturday

8:00 a.m. – 1:00 a.m.

IV. RENTAL FEES

The University Activity Center is an E & G facility, available for E & G events for academic or official University purposes i.e., funded by the Education and General Services budget line, at no cost to users. All non-E & G activities will be charged for use at the following rates:

- \$150 - minimum - first four hours of use.
- \$40 - each additional hour over four.
- \$86 - Cleaning fee (events without food).
- \$150 – Cleaning fee (events with food).

All non- E&G events are to be paid for with a money order or cashier's check payable to Florida A&M University. **The University reserves the right to change the facility usage fee structure at any time and without advance notice.**

Each non-E & G booking requires a non-refundable \$50 deposit to be paid at the time of the booking. This "Good Faith Deposit" is deducted from the final cost of the facility.

Rental is not transferrable. No client group/organization is allowed to provide the building to other requestors.

V. INSURANCE

All events held at the University Activity Center require special event insurance. For policy requirements, contact the Office of Risk Management at (850) 599-3453 or via email at riskmanagement@famu.edu.

While clients may choose their own insurance provider, many have been satisfied with the online insurance provider, Tulip: <https://tulip.ajg.com/> .

Events that do not have special event insurance approved and confirmed by the Office of Risk Management at least two working days prior to the event will be cancelled.

VI. CANCELLATIONS

Please notify this office of cancellations as soon as possible.

VII. KEY ACCESS

No group or organization will be allowed to have a key to the University Activity Center. Only the Events Department Operations Office will provide key access.

VIII. NUMBERS OF PARTICIPANTS

Maximum occupancy indoors at the University Activity Center is 50 people. There is no maximum for use of the outdoors.

IX. SMOKING

All open flames, including cigarette smoking and candles, are strictly prohibited.
Smoking outside the facility is not permitted within 50 feet of the building entrance or exits.

X. ALCOHOL

Use of alcoholic beverages are only permitted by the FAMU Board of Trustees approved alcoholic beverage approval procedure. An Alcohol Permission Form must be submitted no less than two weeks in advance of your event to be approved.

X. FURNISHINGS AND FEATURES

- A. The facility use may include the outdoor area if permission is granted. Outdoor use permits the use of grills, picnic settings, etc. Specific arrangements must be approved in advance.
- B. Outdoor cooking equipment can be set up no closer than 50 feet to the building. Appropriate fire and safety conditions including close access to a fire extinguisher must be met.
- C. The facility is equipped with an audio-visual system for meetings and instructional purposes. Use of this equipment is on the condition that the user will replace it if damaged.
- D. The kitchenette is equipped with food warming boxes, a refrigerator, freezer, ice machine and microwave oven. The use of these items comes with the fee, but they must be left clean and in the condition in which they were found.
- E. The UAC is furnished with tables and chairs, which may not be removed from the premises. Other furnishings may be used if requested, but the furnished chairs and tables must be stacked and stored in the building.
- F. No other furnishings are covered by this agreement. Additional requests will incur additional charges.

XI. OTHER USAGE CONSIDERATION

- A. Catering: The University has an exclusive, first-right-of-refusal food services agreement with Metz Catering which includes catering services at the University Activity Center. Please contact them for your catering at (850) 412-7146, email ma4017catering@metzcorp.com. Use of other caterers can only be approved by Metz through the catering waiver process.
- B. Events scheduled at the University Activity Center may not be accessed prior to the agreed-upon starting time and must be vacated by the agreed upon ending time.
- C. No wall decorations are permitted.
- D. Rental of the facility for purposes of business solicitation, political fundraising or profit-making activities of any kind are not permitted.
- E. No advertising materials may be displayed at any function.
- F. Trash is to be placed in the trash containers by the group using the building.

XI. DAMAGE LIABILITY

The user is financially responsible for damages to and thefts of University property which occur as a result of the scheduled event.

I have been notified of the rental fees of \$150 per four-hour event plus \$40 for each additional hour.

(initials)

I have been notified of the exclusive right of Metz Catering to provide all catering services in the University Activity Center and will comply with this regulation.

(initials)

I have been notified of the required cleaning fee.

(initials)

I have been notified of the requirement for special event insurance. _____

(initials)

I have been notified of the alcohol policy and will comply.

(initials)

I will follow all rules and regulations in this document. _____

Signature

DATE

Print Name _____

