

(Revised 6/1/15)

**FLORIDA A&M UNIVERSITY
FACILITY REQUEST & EVENT APPROVAL FORM**

(Form MUST BE received by the Office of Student Activities in accordance with REQUIRED RULES ON BACK OF FORM)

SECTION I (FOR REQUESTOR USE ONLY)

*CAMPUS EVENT DATE: _____ *CAMPUS EVENT TIME: From _____ am/pm _____ am/pm
(*CHANGE in Event Date/or Event Time **CAN ONLY** be made with signed approval from the Building Coordinator & Student Activities)

ORGANIZATION/AREA/AGENCY NAME (Print): _____

Mailing Address (city/state/zip) _____

***** ALL STUDENT ORGANIZATIONS MUST BE OFFICIALLY REGISTERED *****

OUTSIDE ORGANIZATIONS WILL NOT BE APPROVED FOR SOCIAL (Dances, Parties, Etc.) EVENTS ON-CAMPUS
Venues with an (*) indicate Non-University Use (Outside Organizations/Public Use) See Back of form for Approved Venues & Capacity

OUTSIDE ORGANIZATION: YES NO PAID EVENT: YES NO TICKET SALES: Beginning No. ____ Ending No. ____

TYPE OF EVENT _____ (Must adhere to submission deadlines): Agenda ____ Proposal attached as appropriate

ADVISOR/AREA OFFICIAL NAME (Print): _____ Signature: _____

ORGANIZATION President/Other (Print): _____ Signature: _____

EVENT CONTACT NAME (Print): _____ POSITION: _____

CONTACT SIGNATURE: _____ Tele. No(s): _____ E-Mail: _____

OSA approval/date required (Clubs/Organizations/Student Events): _____ Date _____

Building/Venue/Area/ Name/Room Number Telephone No. Coordinator (Designee) Signature Date

******* DO NOT WRITE BELOW THIS LINE *******

SECTION II (FOR COMMITTEE USE ONLY)

SIGNATURES BELOW ARE REQUIRED BEFORE THIS EVENT IS CONSIDERED APPROVED

1. _____
Risk Manager (Designee)/Insurance/Waiver Requirements

Not Required: _____ Approved: _____ Denied: _____
(Proof of Insurance required prior to Approval)

2. _____
FAMU Police Chief (Designee) Allow for 24 Hours Hold
Required Number of Law Enforcement/Security Officers:
(Name of Other Law Enforcement Agencies If Required):

Not Required: _____ Approved: _____ Denied: _____
Enforcement Officers: _____ Security Officers: _____

3. _____
Physical Plant Director (Designee)

Not Required: _____ Required: _____ Denied: _____

4. _____
Student Union/OSA Director (Designee)

Approved: _____ Denied: _____ Date: _____

5. _____
Environmental Health & Safety (Designee)

Approved: _____ Denied: _____ Date: _____

6. _____
General Counsel (Designee)

Approved: _____ Denied: _____ Date: _____
(Contract Receipt REQUIRED 24 Work Days Prior to Event)

7. _____
Vice President or Dean of Student Affairs (Designee)

Approved: _____ Denied: _____ Date: _____

COMMENT(S)/Signatory Number: _____