



## **Alfred Lawson Jr. Multipurpose Center Teaching Gymnasium User Information and Booking Instructions**

### **I. Introduction**

The Florida A&M University Alfred Lawson, Jr. Multipurpose Center Teaching Gym was opened in April of 2009, and dedicated and named on October 23, 2009. The facility includes four basketball/volleyball courts on the arena floor, bleachers and seating for 8470 people, departmental offices and classrooms for the FAMU College of Education Department of Health, Physical Education and Recreation, and various support spaces. It is the home of the Men's and Women's Rattler Basketball teams and the Rattler Volleyball games. It is also the favored location for FAMU Convocations and Commencement Exercises.

The Lawson Center is primarily an educational facility. Because the Department of HPER holds its classes in the Lawson Center, and in particular, on the arena floor, and maintains its offices on the premises, the Lawson Center cannot be booked for outside events during academic class periods or normal office hours during the week.

When not in use for instructional or athletic purposes, certain spaces are made available for other bookings on weekends. Spaces available for rent are the arena, the 80-person banquet room and certain classroom spaces. Interested parties may consult the Lawson Center Rate Sheet for the rental costs of these spaces and their furnishings.

### **II. Booking Procedures**

Persons interested in renting facilities of the Alfred Lawson Jr. Multipurpose Center Teaching Gymnasium may call the Lawson Center Operations Office, (850) 412-5966, for information and booking forms. The booking forms consist of the Alfred Lawson Jr. Multipurpose Center Teaching Gym Event Summary Form and the Office of Student Activities Facility Request Form (also included at the end of this document).

- A. The Lawson Center Event Summary Form forms the basis of the agreement between the facility and its clients. The document should be filled out in as much detail as possible. The user should attach to these forms any production riders, floor plans, equipment specifications, programs, etc. that relate to the event. Failure to provide sufficient detail is grounds for refusing to approve the event. While amending the information on the form is expected, last minute changes or requests not submitted on the form may not be honored.

- B. Once potential users have submitted the completed forms to the University, the Director of the Lawson Center, or his designee, will contact you for a meeting, and go over your information to discuss the specific needs of the proposed event. Based on the Event Summary Form and this interview, staff will generate an estimate of charges. A general outline of the fees is provided on the Lawson Center Rate Sheet (also included at the end of this document).
- C. Submission of a completed event summary form does not constitute an approved booking. While during negotiations we may, as a courtesy, provisionally place your event on the schedule, your date request is not formally secured until it has been reviewed and approved by the Event Director, the Lawson Center Director, and the General Counsel's office. Once these offices have approved the event in principle, a contract between the University and the user must be negotiated and completed.
- D. Contracts for facility arena area usage by non-University entities will be generated by the General Counsel's office. Contracts must be accompanied by all production riders for the event. Once the contract has been approved and signed, a deposit totaling 50% of the contract amount must be deposited with FAMU. This deposit is due upon booking of the facility. Without the deposit, the facility is not secured. Failure to pay the deposit will result in event cancellation and releasing of the date. The balance of the amount of the estimate is due 5 working days before the scheduled event.
- E. Contracts for use of the Lawson Center are not transferrable or assignable. If the booking entity will not go forward with the event as described in the Lawson Center Event Summary Form, the date must be released. If another organization wishes to book the same date as a result of that release, its application will be considered as a separate agreement with no connection to the previous booking.

### **III. Rates**

The Lawson Center rental rates for facilities are outlined on the Lawson Center Rate Sheet. The requesting organization's booking status determines the 8-hour day flat rate assigned to the event. The scope and complexity of the proposed event determines the number of staff and the amount of time required for setting up and running the show. Please consult with our staff before estimating your costs.

Contracting entities cannot change their status from commercial to not-for-profit or University status, or vice versa. Once the booking is made on the basis of the organization's flat rate status, that booking will not be altered, regardless of agreements made with other entities. Official University status cannot be granted to commercial or not-for-profit entities for the purposes of reducing fees. Not-for-profit status is conferred only on organizations possessing a valid, current Federal tax-exempt status such as an IRS 501(c)(3) status. Proof of this status is required in the form of an IRS letter.

### **IV. Taxes**

The charges on the Lawson Center Rate Sheet reflect market prices for the services rendered. Although a state-supported, not-for-profit, educational institution, Florida A&M University's charging of fees for services may be subject to state sales tax, which must be passed along to the user.

## **V. Security**

The safety and security of our guests is our first responsibility. Therefore, for each event the FAMU Department of Public Safety will issue a security plan which will stipulate the number of officers, their deployment, and the hours they will be required to be on duty. While costs of security are listed on the Rate Sheet, your contract with the FAMU Police Department will be a separate arrangement requiring a separate agreement and payment schedule.

## **VI. Insurance**

All Lawson Center events require special event insurance. Proof of adequate insurance must be confirmed through the University Risk Management Office (850-599-3453). Contact the Risk Management Office for policy requirements. Events without insurance confirmation through the Risk Manager's Office within two working days before the event will be cancelled.

The user is financially responsible for damages to and thefts of University property which occur as a result of the scheduled event. Damages which may not be covered by insurance are not waived, but are the direct responsibility of the user.

## **VII. Equipment and Times**

In order to prepare for your event, Lawson Center staff must have adequate notice of your needs. Equipment or arrangements not requested in advance on the Event Summary Form may not be provided. Last minute changes in the schedule, equipment, or arrangements on the Event Summary Form may not be accommodated due to unavailability of equipment or staff.

The Lawson Center prioritizes academic classes first. A suitable environment for classes requires a minimum of distraction and a quiet environment. Practices, rehearsals, concert sound checks, and other distracting activities are not permitted between the hours of 8 AM and 3 PM on class days. By agreement with the Department of Health, Physical Education and Recreation, these activities may take place before 8 AM and after 3 PM.

## **VIII. Ticket Office**

The Lawson Center Athletics Ticket office can sell tickets for your event. It has an exclusive contract for ticketing services with Ticketmaster, Inc. The box office will sell tickets for such events as games and concerts in accordance with this contract. Tickets sold for special events from the ticket office will have a \$3 surcharge added to the price for all tickets sold. Tickets printed by the ticket office to be sold off campus will have a \$.50-per-ticket printing fee added to the final invoice. Only tickets printed through the Ticketmaster system can be sold through the Lawson Center ticket office.

Use of the Ticket Office may require a reconciliation meeting in which the ticket receipts reports are presented and acknowledged. Scheduling of this reconciliation meeting, and setting up the parameters of the final accounting, will be arranged in advance.

Use of the Ticket Office may require use of the University usher/ticket-takers on the day of the event. These ushers will be employed through the Lawson Center office. They will operate the ticket-scanning machines and provide audience support as needed. Contact the Athletics Ticket Office at (850) 599-3141.

## **IX. Cleaning Services**

All events are subject to cleaning services charges. A cleaning fee will be included in your estimate, based on the information you provide on the Event Summary Form.

## **X. Souvenir Sales**

Sales of merchandise related to your event can only be sold through special arrangement with the Lawson Center. An \$800 advance fee is required to secure permission to sell items on the concourse. Sales may take place only in designated locations on the concourse.

## **XI. Food Services and Catering**

Florida A & M University has an exclusive contract for food and catering services with Metz Catering. All food service must be provided by Metz unless they issue a waiver. Please contact Metz Catering at (850) 412-7146 for food or catering services.

Florida A&M University is a dry campus. The Lawson Center does not have an alcoholic beverage license with the State of Florida. Under certain limited circumstances it may be possible to have alcoholic beverage service as part of the event. Permission to serve alcoholic beverages is obtained by walking through a FAMU Alcohol Permit Form. For questions regarding this process please contact the General Counsel's Office at (850) 599-3591 or Mr. Vernon Bryant at (850) 412-5106.

## **XII. Equipment and Staffing**

The facilities and furnishings available for the Lawson Center are limited to those furnished in support of its Education and General Services mission. Special event needs such as special lighting and enhanced audio capacities, must be brought in. Lawson Center staff can provide contact information for contract suppliers of production equipment, etc., if requested.

## **XIII. Banquet Room**

The Lawson Center Banquet Room can be rented separately from the arena. It has a maximum capacity of 80 persons. Securing that space can be simpler than for the arena, but cleaning, catering and alcohol regulations are still in force. A \$50.00 deposit is required to book the facility and insurance and custodial services requirements are still in force.

## **XIV. Support Spaces and Amenities**

The Lawson Center has spaces that may, upon request, be used in support of the proposed event. Locker rooms, interview rooms, production spaces, etc. can be made available given advanced notice and approval. These spaces are only available with advanced notice, however, as they may be booked by other parties. Specific reference to the availability of spaces and furnishings must be made in the agreement in order to assure provision of those amenities.

## **XV. Scheduling**

A complete and thorough process description from load-in to load-out must be provided and agreed-upon in advance. Dressing room furnishings and availability may be dependent on a pre-arranged schedule with academic and athletic activities.

**Alfred Lawson Jr. Multipurpose Center Teaching Gymnasium  
Rate Sheet**

<b><u>Arena Flat Rate (per 8 hour day)</u></b>		
	<b>University rate</b>	<b>\$ 1,600.00</b>
	<b>Non-Profit Rate</b>	<b>\$ 2,400.00</b>
	<b>Commercial Rate</b>	<b>\$ 3,200.00</b>
<b><u>Non-Arena Spaces (per 4-hour event)</u></b>		
	<b>Banquet Hall/Kitchenette</b>	<b>\$ 125.00</b>
	<b>Dance Studio</b>	<b>\$ 350.00</b>
	<b>Classroom/Breakout Spaces (FAMU Event)</b>	<b>\$ 400.00</b>
	<b>Classroom/Breakout Spaces (Outside Event)</b>	<b>\$ 500.00</b>
<b><u>Personnel (per hour)</u></b>		
	<b>Event Manager</b>	<b>\$ 24.26</b>
	<b>Sound Board Operator</b>	<b>\$ 23.44</b>
	<b>Light Board/Media Operator</b>	<b>\$ 23.44</b>
	<b>Set-up and running crew</b>	<b>\$ 15.34</b>
	<b>Usher Supervisor</b>	<b>\$ 13.90</b>
	<b>Ticket takers/Ushers</b>	<b>\$ 12.37</b>
	<b>House Manager</b>	<b>\$ 18.83</b>
	<b>Security Supervisor by special arrangement with FAMU PD</b>	
	<b>Security Officer- by special arrangement with FAMU PD</b>	
	<b>Clean-Up: Ancillary Spaces – by special arrangement with JaniKing</b>	
	<b>Clean-up: Arena (per event) – by special arrangement with JaniKing</b>	
<b><u>Equipment (per event, per day)</u></b>		
	<b>Stage (up to 40' X 60')</b>	<b>\$ 800.00</b>
	<b>PA system (FAMU event)</b>	<b>\$ 65.00</b>
	<b>PA system (outside event)</b>	<b>\$ 175.00</b>
	<b>Microphones/each</b>	<b>\$ 10.00</b>
	<b>DVD/VCR/CD</b>	<b>\$ 25.00</b>
	<b>Monitor System</b>	<b>\$ 250.00</b>
	<b>Tables, round</b>	<b>\$ 4.00</b>
	<b>Tables, rectangular</b>	<b>\$ 3.50</b>
	<b>Chairs</b>	<b>\$ 0.75</b>
<b><u>Other Charges</u></b>		
	<b>Vendor Concessions Fee-Souvenir sales, etc.</b>	<b>\$ 800.00</b>
	<b>Power surcharge minimum: 4 hours or less</b>	<b>\$ 500.00</b>
	<b>Power surcharge per 8-hour day</b>	<b>\$ 750.00</b>

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