

# Florida Agricultural and Mechanical UNIVERSITY COLLEGE OF LAW

## Facility Use General Policies and Information

### **SUBMIT FACILITY EVENT REQUEST FORMS TO THE OFFICE OF STUDENT AFFAIRS**

**AGENDA:** An agenda is required to support event venue, risk, security and university support required for the success of your event (meetings, seminars, forums, etc.).

**PROPOSAL:** Proposals are required for ALL events that include hosts, guests, presenters, speakers that are non-FAMU employees and students (conference, symposium, etc.). Proposals should include all facets of event (examples: date, time, invited guest speakers, anticipated audience/count, venue, names of artist/performers, contractual needs/requirements, advertisement methods/types to be used, entertainment, music, DJ, food service vendor, financial obligations, university support needed, etc.). Proposals may be brief, but must include ALL factors that will affect the success of the event.

### **SPECIAL NOTE:**

Contracts must be submitted to the Office of Student Affairs a **minimum of 40 working days** prior to the event date and attach to the Facility Request.

Any Florida A&M University (hereinafter referred to as “university”) and non-university organization, business and individual applying to use Florida A&M University College of Law (hereinafter referred to as “User”) is responsible for knowing and abiding by the rules and policies governing facility usage thereof. The following is a list of general policies that outline the terms and conditions of use.

1. Use of Florida A&M University College of Law is made available to university departments, student organizations, auxiliaries and outside law related organizations sponsoring activities consistent with the university’s mission and goals.
2. **TIMELINES (does not include time needed to process Request for Use of A&S Funds, travel authorization requests and/or purchase orders)**  
  
**03 Regular (M-F) Business Days**    General Body Meetings; Flyer Clearance  
  
**10 Regular (M-F) Business Days**    Seminars; Forums; Meetings  
  
**25 Regular (M-F) Business Days**    Large Events; Games; Tournaments; Conferences; Parties/Socials/Mixers
3. The FAMU Student Lounge requires a Facility Request to host your event.
4. Upon receipt and review of a properly completed Facility Request and Approval form, the OSA will notify the User of approval or denial of the request. A Facility Request must be submitted prior to dates needed (see #2 above.) **The Faculty Advisor must attend all events.** (Please reference “The Fang” for clarification.)
5. The Florida A&M University College of Law is not available for use during FAMU Classic Week, final exam period, university holidays, and evenings during semester breaks. Reservations are confirmed on a semester basis; dates extending beyond six months are held tentatively. **Classroom reservations cannot be made the first three weeks of the**

**beginning of the Fall and Spring semesters and during the first week of the Summer semester.**

6. Normal operating hours are currently Monday—Thursday 8:00 AM – 11:00 PM, Friday 8:00 AM-10:00 PM, Saturday 8:00 AM–9:00 PM, Sunday 10:00 AM – 6:00 PM. Entry to the facility will not be permitted earlier than one-half hour after opening, unless prior arrangements have been confirmed with the facility scheduler.
7. User holds harmless the university and its employees from any and all liability connected with the User's acts and omissions and the acts and omissions of User's employees, contractors and agents. Minimum coverage amounts may vary depending on the type of activity or event.
8. **Food will only be permitted in designated areas.** The sale or distribution of alcoholic beverages on campus is strictly prohibited unless prior written approval has been granted by the FAMU Board of Trustees.
9. Use of the facilities for Potentially Hazardous Events will not be allowed.
10. User's Responsibility. The User understands:
  - Each attendee must sign in/out in the visitors' log at the security desk.
  - The user is responsible for maintaining the facility in the condition it was found. Please be advised that there are no College of Law staff persons available for assistance. The users of the facility are solely responsible for set-up and post event cleaning.
  - The event is to be conducted as described in the approved application.
  - All restrictions placed on the event by the university must be followed.
  - The User is accountable for payment for damages to any university property.
11. Confirmed reservations are subject to cancellation if the reserved space is needed for Florida A&M University College of Law credit classes or activities sponsored by Florida A&M University College of Law; or at any time prior to or during an event if User fails to comply with university policies and procedures; or if false statements are contained in the request. Prior notice will be given when possible. By signing this facility request and event approval form, you agree to adhere to these general policies and information contained within.