



Florida Atlantic University Student Union Reservations Policies and Procedures Guide

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POLICIES AND PROCEDURES

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Florida Atlantic University

Division of Student Affairs and Enrollment Management

STUDENT UNION

RESERVATIONS POLICIES AND PROCEDURES

1.0 MISSION

The Florida Atlantic University Student Union is the center for community and leadership on the

4.3 K-12 SCHOOLS

The Student Union requires that one chaperone be present for every twelve students in the group. The chaperones must remain with the students at all times.
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rearrange moveable walls, furniture, or equipment without the assistance of Student Union staff. Ladders will not be available to clients and items cannot be hung from the ceiling. Equipment and furnishi

5.2 STUDENT ORGANIZATION RESERVATION POLICIES

All Registered Student Organization events, on or off campus must be submitted a minimum of 10 business days in advance.

- a. The Sponsoring Organization is responsible for all security costs for their event. The Sponsoring Organization will be required to pay all security costs (including civilian security personnel), as determined by this policy, the Police Department, and the Event Planning Office. This deposit is due in advance or prior to the conclusion of the event. Organizations will then have 30 days in which to pay their security fees. Sponsoring Organizations with outstanding fees (including security and rental fees) owed to the Student Union will be prohibited from hosting an event that requires security until their past due balance is satisfied.
- b. The number of police officers and other security personnel is determined by the capacity of the room where the event takes place and the length of the event. Officers will be assigned for a **minimum three (3) hours shift**. The length of time in which the officers will be assigned to the event will be determined by the Event Planner in consultation with FAU PD. The number of officers may be adjusted based on the specific expectations for the event.

5.3.5 ~~ADDITIONAL SECURITY REQUIREMENTS REQUIRED~~

will FAU Police Officers staff handle any cash collected but will monitor any cash handling. At a designated time, the admission and refreshment tables will close and a designated FAU Police Officer will escort the Event Advisor and Student Event Coordinator with the funds to a secure location where the cash will be counted and prepared for deposit.

5.3.9

Please note that flyers/brochures may not be posted at the Student Union. The complete Flyer and Posting Guidelines can be found below:

- a. All flyers proposed to be posted by students or registered student organizations, and all flyers proposed to be posted in buildings, facilities, or venues operated by the Division of Student Affairs, including FAU residential facilities, must be submitted to the Student Union Administrative Office to be processed and stamped. Processing may take up to three (3) business days and

- g. If you are advertising a research project which would solicit student participation, we ask that you provide an approval email by the major professor of the research or their designee.

5.5.1 Banners

Digital banners are the preferred option to market events; this can be done by sending an email to unionevents@fau.edu

Commission (<https://www.fcc.gov/>) and not to interfere with the normal operation of offices and services.

Non-amplified music such as piano or a cappella singing in meeting rooms should be kept to a low volume so as not to disturb meetings in adjacent rooms. If the Event Planning Office receives noise complaints, the group may be asked to reduce the volume or end the program.

5.8 AUDIO-VISUAL EQUIPMENT AND SERVICES

Audio-visual equipment including, but not limited to, LCD projectors, wired/wireless microphones, floor podiums, etc. may be reserved through the Event Planning Office. Arrangements for equipment should be made at the time of event request. There may be costs associated with certain audio-visual equipment. Groups may bring their own basic audio-visual equipment with approval from the Event Planning Office; however, the Event Services personnel

- a. No-shows
- b. Less than 48 hours cancellations
- c. Requesting changes to an event with less than 48
- d. Hosting an event with unapproved food or beverages
- e. Any damages to the Student Union (Note: This may incur charges.)
- f. Hosting an unapproved event (on or off campus)
- g. Use of Prohibited Items (see section 5.14 for complete list)

For events held in the Student Union, potential violations are as follows:

- a. First violation receive a written warning
- b. Second violation reservation suspension of activities or events for 14 business days.
- c. Third violation reservation suspension for semester (if semester is less than 15 business days before ending, the suspension will begin the subsequent semester)

Special Note: Verbal warnings will be extended in certain circumstances (i.e. when pandemic or natural disasters occur).

Note: officer books facilities one semester in advance, the current board is held responsible for those reservations.

5.9.2 FAU Departments and Affiliated Users

- a. Any cancellations with less than forty-eight (48) hours (2 business days) notice will be charged \$DQYMA/ \$400.00 per room per night. (http://www.uphu.edu/840-411-1111)

5.10 CATERING

If a client plans to serve food or beverages, the client must notify

iii. Arrange pick-up/delivery of collected items to designated charity.

Should organization not monitor or maintain a clean and satisfactory drive the Student Union reserves the right to cancel the drive at any time.

5.12 CO-SPONSORSHIP

- e. Glitter
- f. Confetti
- g. Chalk
- h. Fog, mist, haze, or bubble machines
- i. Paint (unless approved by the Student Union)
- j. Strobe lights may be used during an event as long as signage is posted at the entrance doors warning participants about the lighting effects used during the performance.

The use of Prohibited Items may result in loss of privileges and/or additional charges. Each violation is reviewed by the Event Planning Office, and action is taken per the occurrence.

5.15 DELIVERIES & RENTAL ITEMS

5.15.1 Rental Equipment from On-Campus Departments:

If you plan to have items delivered prior to your event these deliveries must be coordinated with the Event Planning Office. Additional labor charges may apply.

5.15.2 Rental Equipment from Outside Vendors:

Tents are permitted on the concrete grounds but will need to be approved by the Event Planning staff. Additional planning and coordination with the rental company and client must take place in order to ensure the tent is structurally sound, and the rental company has secured valid liability insurance.

5.15.3 Load-In/Out:

Materials and equipment must be removed by the reservation end time listed on the confirmation unless other arrangements have been made with Event Planning Office. The Student Union is not responsible for the safety and security of any equipment or materials stored in its facilities. Areas for loading in and removal of items must be coordinated with the Event Planning

sales for commission and 7% State of Florida Sales tax. All merchandise sales will be supervised by University personnel to ensure correct inventory counts and collection of commissions and sales tax.

5.24 FAU SMOKING AND TOBACCO USE POLICY

In accordance with the Florida Clean Indoor Air Act revised effective October 1, 1992, smoking is NOT ALLOWED anywhere in the Student Union or Carole and Barry Kaye Performing Arts Auditorium.

As of January 1, 2015 FAU, is a tobacco free campus which does not allow the use of tobacco on all indoor and outdoor locations. To see the complete policy [click here](#).

5.25 FAU ENERGY CONSERVATION POLICY

FAU has adopted a new University-wide Energy Conservation Policy in order to:

- a. Reduce energy consumption
- b. Increase operational efficiencies
- c. Improve air quality
- d. Contribute to administrative efforts to contain fiscal expenditure

While the Student Union is exempt from this policy, there are several buildings that the Student Union partners with that are not exempt that may be used as a location for a student organization event. The Energy Use Policy may require an additional submission to request an energy extension. Student organizations may make their request using Owl Central, while Internal and External groups must complete a Facilities Use Application.

To see the complete policy [click here](#).

5.26 ANIMALS AT EVENTS

At no time may the client introduce or permit any animal as part of any performance or event or allow any animal access to any University grounds or facilities without the written consent of the University. Animals are not allowed on University property with the exception of those needed to assist persons who are physically disabled or impaired.

For more information on Guidelines for Animals at Events at FAU property, please [click here](#).

5.27 PETS AND PROHIBITED ITEMS

5.27.1 Pets (except for seeing-eye dogs and animal aids) are not permitted in the facilities. [Guidelines for Service animals on Campus](#) and [Guidelines for Requesting and Emotional Support Animal Accommodation on Campus](#).

5.27.2 Skateboards, skates, rollerblades, bicycles and other recreational equipment are not permitted in the facilities.

Please note any damages occurred will be charged to the student organization/department.

f. TABLING

Tables are placed by FAU Facilities and may not be moved from pre-assigned location.

5.28.2 FAU Registered Student Organization & Departments

Breezeway tables are available from 10am to 2pm Monday through Friday (except holidays). A Breezeway Use Application Form must be completed in its entirety and submitted a **minimum of 10 business days** excluding holidays, prior to the first desired table reservation date.

Tables are free of charge to all Registered Student Organization and FAU Departments.

Individuals who are representing their own business venture may contact the Student Union for more information.

Departments working with an outside company, may contact the Student Union for more details.

All university policies and regulations apply to the Breezeway as it relates to amplified sound, food, and fundraising. Students who violate Regulation 4.007 or any university policy may be subject to disciplinary action or loss of Breezeway reservation privileges. To view the complete policy, [click here](#).

5.28.3 Non-FAU Affiliate Vendors

Breezeway tables are available from 10am to 2pm Monday through Friday (except holidays). A Breezeway Use Application Form for All Non-Affiliate Vendors must be completed in its entirety and submitted a **minimum of 10 business days** excluding holidays, prior to the first desired table reservation date. Requests may be submitted for multiple dates within a month; however, please submit individual request

(https://epay.fau.edu/C20081_ustores/web/store_main.jsp?STOREID=40)

Please be aware that to book a breezeway table, you must submit a copy of a registered license for your company/organization, liability insurance, and signed Reservation and Facilities Use Agreement. These items must be submitted at the time of your request to unionevents@fau.edu. If you cannot provide these documents, we will not approve your request.

In a co-sponsorship with a department, tax-exempt group or commercial group. See Co-sponsorship Policy.

Charges a registration or admittance fee or sell tickets (this may apply to donations as well)

Sponsors a program that is open to the general public (non-students)
Registered Student Organizations are billed for room rental and labor in the Auditorium unless they are:

- a. In a co-sponsorship with a department, tax-exempt group or commercial group. See Co-sponsorship Policy.
- b. Charges a registration or admittance fee or sell tickets (this may apply to donations as well)
- c. Sponsors a program that is open to the general public (non-students)

Please note that if a Registered Student Organization chooses to use COSO Funds as their form of payment, the Student Union will not approve the event until COSO Funds have been approved.

6.2.2 FAU Departments and Affiliated Users

There is a charge to University Departments for room reservations. The Student Union is an auxiliary service of the University and as such does not receive E & G funds for its operation. Therefore, University Departments and COSO Funds

than thirty (30) days prior to the event. Proof of insurance, as outlined in the agreement, is due no later than thirty (30) days in advance of the event.

A deposit is required thirty (30) days prior to the event date for all external clients. The deposit is 15% of the total cost of the event. The deposit is non-refundable. (c) -15(1)18(i)18

Final guest count information and arrangements for special set-ups must be in the Event Planning Office at least two (2) weeks prior to the event.

You must have a signed contract from the University before you can advertise or sell tickets for an event. All ticketed events will be administered through the Student Union Box Office.