

Student Union Event Request



Event Name: _____

Event Date _____

Room Requested _____

Requested room may not be available, comparable room may be substituted. Fees may apply.

Reserve Start _____ Event Start _____

Event End _____ Reserve End _____

For dates, times, or locations, please e-mail or call.

Florida Atlantic University Student Union
777 Glades Rd.
Boca Raton, FL
33431
Phone: 561-297-3730
Fax: 561-297-3733
E-mail: unionevents@fau.edu
<http://www.fau.edu/studentunion>

Event # _____

Date Received: _____

Organization Information

Name: _____

Address: _____

State/Province: _____

Zip/Postal Code: _____

Student Org. Department

Non-Profit Commercial

Main Contact: _____

E-mail: _____

Phone: _____

Estimated FAU Attendance _____

Estimated Non-FAU Attendance _____

Access fees will be assessed for all non-FAU attendees.

Estimated Total Attendance _____

Event Services:

Will this event be ticketed? Yes No TBD

Will food be served?* Yes No TBD

Will alcohol be served?* Yes No TBD

Will merchandise be sold? Yes No TBD

Room Setup:

Classroom Lecture Banquet Conference

Other / Please contact the Office with details

Equipment Needs: Equipment availability will be noted on confirmation. (Fees may apply)

I, the undersigned, clearly understand that I have Full Responsibility for and have authority to agree to all of the above arrangements and am familiar with all fees, policies, rules and regulations regarding the use of facilities in the Florida Atlantic University Student Union.

Completion of this form does not guarantee or confirm a reservation. Please contact the Student Union Events Office for availability.

Student Org. Advisor / Department
Head / Non-FAU Requestor Signature

Print Name: _____

Title: _____

Date: _____

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Notes / Terms and Conditions:

1. Florida Atlantic University has several exclusive vendor contracts pertaining to event operations. These contracts include but are not limited to food service, beverage service, and retail operations. Any request to utilize other service providers require administrative approval.
2. Student Organizations and University Departments are welcome to bring personal consumption quantities of non-perishable, pre-packaged foods and beverages to their events so long as the total cost does not exceed \$100.00.
3. Any request for catering to be supplied by any vendor other than the University's contractor must be approved by both Business Services and Employee Health.
4. Information regarding catering may be found at <http://wise.fau.edu/dining/catering.html>.
5. **No** food or drinks are allowed inside the Carole and Barry Kaye Performing Arts Auditorium.
6. A *Facilities Use Agreement / Contract* will be created using this information. An estimate of costs and event confirmation will be provided at that time.
7. Reservations are not confirmed until the *Facilities Use Agreement / Contract* is signed and returned and any deposit is made.
8. All reservations are subject to the Rules and Regulations of the Student Union and Florida Atlantic University.

Any information contained herein as well as space availability is subject to change at any time with or without notice. Please check for changes or updates prior to each event.