



THE FLORIDA STATE UNIVERSITY

UNIVERSITY RELATIONS

EXHIBIT A

**POLICIES & GUIDELINES FOR USE OF  
UNIVERSITY CENTER SPACE**

Miller Hall (UCC3300)  
Board Room (UCC5301)

You must supply all requested information regarding your event. Approval or disapproval of the use of the facilities will be decided by the Vice President of University Relations or designee ("Vice President").

All University rules, policies and procedures must be adhered to when using the facilities. This includes smoking, alcohol and other university policies. No smoking is allowed in any space managed by University Relations. All events must end by 12:00 a.m., including break down and clean-up.

**FEE SCHEDULE:**

- Definitions are as defined in University Regulation 6C2R-2-2.007 Use of Campus Facilities as amended September, 2010
- Rental charges shall be assessed as follows:

Miller Hall (UCC3300)	\$	250.00 first day
		75.00 each subsequent day
Board Room (UCC-5301)	\$	100.00 first day
		25.00 each subsequent day

Rental shall be payable in advance at the time of execution of this Agreement. If event is cancelled three (3) months or more in advance, the entire rental fee shall be refunded. If the event is cancelled more than 30 and less than 90 days of the event, fifty percent (50%) of the rental fee shall be refunded. If the event is cancelled thirty (30) days or less from the date of the event, no refund shall be made hereunder.

- Rental to non-university persons, groups and organizations, as well as private and non-university public entities are not covered under this Agreement. The Vice President shall have sole discretion in renting to such parties at a charge to be determined.
- Florida Sales Tax is added to the above rental charges unless payment is made from a state budget (OMNI Budget Number) or a tax-exempt number is provided.
- The Vice President may waive any provision of these policies in special circumstances when in the best interest of the university.

## KEYS

Keys are available for pick-up in University Relations, 216 Westcott Building. If your event is scheduled for the morning, keys will be available for pick-up between 10:30 a.m. and 4:00 p.m. the previous day. If your event is scheduled for the evening, keys will be available for pick-up from 10:30 a.m. until 4:00 p.m. that day.

Keys must be returned to University Relations no later than 10:00 a.m. the next business day following the event. A late charge of \$25 will be assessed for any late return; this charge to be payable by cash or check upon return of the key. Failing that recovery, the assessed late fee will be charged to the Lessee's OMNI budget number. In the event of a lost key, \$25 in addition to applicable late fee to report of loss will be assessed and will be due and payable in like manner.

## EQUIPMENT

Sixty inch (60") round tables and upholstered chairs are available for use in Miller Hall and the Boardroom; however, these tables and chairs must be handled and arranged by the FSU Building Services department. Call Kyle Knowles at the Service Center at 644-2424 to arrange set-up and breakdown of your event. Building Services is able to provide additional equipment such as eight foot (8") banquet tables and metal folding chairs and these items may be ordered at the time of your call. There is a service fee associated with this service and you must have an OMNI budget number to utilize the services of FSU Building Services. The Service Center can also arrange for extra trash cans for your event through the FSU Grounds Department.

## SOUND SYSTEM

There is no sound system or any other audio/visual aids included in the basic room rental. If you need assistance in this area, please contact University Relations for possible vendors.

## CATERING

Seminole Dining by Aramark is the official contract vendor for food and beverage service on the university campus and is the preferred vendor for the listed premises.

## RESPONSIBILITIES OF EVENT ORGANIZER

- Submit work order request to the FSU Service Center for set-up and break-down of chairs and tables.
- Contact Aramark Catering (644-7509) for any catering needs.
- If alcoholic beverages are being served at your event, the following approval(s) must be obtained in writing in advance of the event with appropriate copy delivered to University Relations:

Student events

Dr. Mary Coburn, Vice President for  
Student Affairs

Faculty events

Dr. Garnett Stokes, Provost and  
Executive Vice President for  
Academic Affairs

- Arrange parking for your guests through FSU Parking Services at 644-9751.
- Pull all doors closed and ensure they are locked behind you when leaving the premises.
- Pick up and drop off the keys at designated times as described herein.

#### OTHER IMPORTANT INFORMATION

- No tables and/or chairs may be left in the hallways after an event. If your event is scheduled for consecutive days and you are using tables and/or chairs in the hallways, you must move them into your reserved room until the following day.
- No tape, nails, tacks or similar adhesive materials are allowed to be used on walls, doors or windows in the leased premises. Banners, signage and the like must be free-standing.
- The use of fire, incense, candles, and similar open flame producing items such as torches, shall be prohibited.
- If you are using balloons to decorate your event, please deflate them and dispose of them in the trash when your event is over.
- The switches for the lights are located on the entry walls. Please turn off all lights when leaving the premises.
- A University Relations representative will inspect the premises following its use. If you do not wish to pay a damage or clean-up fee, please adhere to all guidelines herein and in the executed Letter of Agreement.
- Do not leave any valuables in the room unattended. Florida State University and its designee University Relations are not responsible for loss or theft.
- **Please note that if your event begins after 6:30 p.m., access to the Devoe Moore University Center is confined to the northwest lobby door (double doors to the west of the Sportsmanship Statue). All other doors will be locked for the evening.**
- University Relations reserves the right to approve or deny special requests for use, equipment, food and beverage service, date and time of the event and the like. All agreements must be reduced to writing to be enforceable.

As part of the Use Agreement Exhibit A is a recital of policies and procedures to be followed in use of the Premises.

Initial By User \_\_\_\_\_

Please contact Elaine Chavers of University Relations (644-3863) with any questions regarding the policies and procedures enumerated herein.