

EXHIBIT A

POLICIES & GUIDELINES FOR USE OF 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 Office of University Relations or designee.

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 Office of University Relations shall have sole discretion in renting to such parties at a charge to be determined.
- The Office of University Relations 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 Office of 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 the Office of 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:

Tables, chairs and trash receptacles are available for rental through the FSU Service Center (644-2424).

Note: You must have an OMNI budget number to use FSU Service Center.

Items available to rent are through FSU Service Center are:

Sixty (60") Round Tables

Eight (8') Tables

Upholstered Chairs

Trash Receptacles

As a reminder, Miller Hall and Board Room 5301 are reserved as empty space. It is the responsibility of the event organizer to order, arrange delivery and pick-up of tables and chairs by calling the FSU Service Center at 644-2424.

SOUND SYSTEM:

There is a sound system available in Miller Hall. A wireless microphone is available for use. A \$400 replacement fee will be assessed if the microphone is not returned or is damaged.

CATERING:

Catering by Seminole Dining (644-7509) is the official contract vendor for food and beverage service on the university campus and is the preferred vendor for Miller Hall and Board Room 5301.

- **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 University Relations at 850-644-1000 with any questions regarding the policies and procedures enumerated herein.