POLICIES & GUIDELINES FOR USE OF UNIVERSITY CENTER SPACE
ANDY MILLER HALL & BOARD ROOM 5301

You must supply all requested information, including a budget number. Approval or disapproval of the use of the facilities will be decided by the Vice President for University Relations.

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 am; this includes break down and clean up.

Keys:
• Keys are picked up from University Relations, 216 Westcott, the day of the event by 4:00 pm, if your event is that evening. If your event starts in the morning, you can pick up the keys the day before between 10:30 am and 4:00 pm.
• Due to other events being scheduled, keys must be returned to University Relations no later than 10:00 am the next business day. A late charge of $25 will result in a late key return.

Equipment:
If you require the use of tables or chairs please contact Building Services at 644-4000 or http://www.facilities.fsu.edu/Building_Services/services.php

Sound system:
There is no sound system or any other audio visual aids in any other space managed by University Relations.
Responsibilities of the Event Organizer:

- Submit room reservation request to Ryanne Aviña at ravina@admin.fsu.edu or fax 644-3612
- Contact Aramark Catering (644-7509), the campus caterer, for any catering needs.
- Submit a written request to Dr. Anne Rowe, Dean of the Faculties, if alcoholic beverages are being served at your event. You must submit a copy of the permission to University Relations.
- Arrange parking through Parking Services at 644-5278.
- Pick up and drop off the key at designated times.

Other Important Information:

- No tables or chairs may be left in the halls after an event. If your event is scheduled for consecutive days and you are using tables or chairs in the hallway, you must move them into your reserved room until the next day.
- No heavy tape or nails can be used on the walls to hang banners, signs, etc.
- Remove all temporary signs after your event.
- If you are using balloons to decorate your event, please deflate them and dispose of them when your event is over.
- The switches for the lights are located on the wall. Please turn off all lights when you leave the room.
- A University Relations representative will inspect the space following its use.
- The campus police are located at 830 West Jefferson Street and can be contacted at 644-1234.
- Do not leave any valuables in the room unattended. University Relations is not responsible for loss or theft.
- **Please note that if your event is after 6:30 pm, you can only enter the University Center from the northwest lobby door. All other doors will be locked at this time.**
- University Relations reserves the right to deny special requests (equipment, food, time of event, etc.).

Please contact Ryanne Aviña at 644-1612 with any questions regarding these policies and guidelines.