



UNIVERSITY ACTIVITY CENTER POLICIES AND PROCEDURES

The Florida A & M University Activity Center is an Education & General Services facility with the mission of providing meeting space for FAMU Departments and small official FAMU events. FAMU extends the use of the University Activity Center to FAMU departments, on-campus organizations, University Personnel, alumni, retirees, and not-for-profit community organizations on condition of compliance with policies and procedures governing the facility.

This document outlines the booking and use procedures for the University Activity Center. It constitutes the agreement between all users and the University Activity Center management. Compliance with these policies and procedures is required. **Failure to comply with these policies and procedures is considered justification for denial of use of the facility.**

I. LOCATION

The University Activity Center (AKA “FAMU Clubhouse”) is located at 2412 South Adams Street, Tallahassee, Florida 32307.

II. RESERVATIONS AND APPROVALS

- A. All reservations must be booked through the Events Department Operations Office at (850) 412-5966. In addition to the procedures below, all bookings require a completed and approved **University Activity Center Event Summary Form**, along with the **Facility Request & Event Approval Form** from the Office of Student Union Activities, (850) 599-3400.
- B. The Office of the President has priority over any event that is scheduled at the UAC. Upon receiving a request from that office, conflicting bookings will be canceled.
- C. Requests for use for academic or official University purposes i.e., events that would qualify for funding from the Education and General Services budget line, must be processed through and signed by the **Dean or Vice President of the requesting department**, or their **designee**, or processed through, and signed by the **President of the University or designee**.

- D. Requests for use by non-E & G University or official campus organizations must be processed through and signed by the **Director of Student Activities**, (850) 599-3400.
- E. Requests from not-for-profit organizations require approval from the **Chief Communications Officer**, (850) 599-3413. Off-campus users of the University Activity Center must be not-for-profit organizations with valid 501(c)(3) tax exempt status whose events meet University standards.
- F. University Activity Center events are required to reflect the dignity and decorum of the University itself. Behavior that does not meet this standard shall result in the cancellation of the event and denial of further applications.

All forms, with deposit (see below) must be submitted 5 days prior to the event date. The balance of the fee is due no later than 3 days in advance of the event date.

III. HOURS OF OPERATION

Sunday thru Thursday

8:00 a.m. – 11:00 p.m.

Friday thru Saturday

8:00 a.m. – 1:00 a.m.

IV. RENTAL FEES

The University Activity Center is an E & G facility, available for E & G events for academic or official University purposes i.e., funded by the Education and General Services budget line, at no cost to users. All non-E & G activities will be charged for use at the following rates:

- \$150 - minimum - first four hours of use
- \$40 - each additional hour

All non- E&G events should be paid for with a money order or cashier's check payable to Florida A&M University. **The University reserves the right to change the facility usage fee structure at any time and without advance notice.**

Each non-E & G booking requires a \$50 deposit to be paid at the time of the booking. This "Good Faith Deposit" is deducted from the final cost of the facility.

Rental is not transferrable. No client group/organization is allowed to provide the building to other requestors.

V. CANCELLATIONS

Failure to notify the Events Department of a cancellation less than three working days before the scheduled event will result in a loss of the \$50.00 deposit.

VI. KEY ACCESS

No group or organization will be allowed to have a key to the University Activity Center. Only the Events Department Operations Office will provide key access.

VII. NUMBERS OF PARTICIPANTS

Maximum occupancy in the University Activity Center is 50 people.

VIII. INSURANCE

All University Activity Center events require special event insurance. Contact the Risk Management Office (850-599-3453) for policy requirements. Events without special event insurance confirmation through the Risk Manager's Office within two working days before the event shall be cancelled.

IX. SMOKING

All open flames, including cigarette smoking and candles, are strictly prohibited. Smoking outside the facility is not permitted within 50 feet of the building entrance or exits.

X. FURNISHINGS AND FEATURES

- A. The facility use may include the outdoor area if permission is granted. Outdoor use permits the use of grills, picnic settings, etc. Specific arrangements must be approved in advance.
- B. Outdoor cooking equipment can be set up no closer than 50 feet to the building. Appropriate fire and safety conditions including close access to a fire extinguisher must be met.
- C. The facility is equipped with an audio-visual system for meetings and instructional purposes. Use of this equipment is on the condition that the user will replace it if damaged.
- D. The kitchenette is equipped with food warming boxes, a refrigerator, freezer, ice machine and microwave oven. The use of these items comes with the fee, but they must be left clean and in the condition in which they were found.
- E. The UAC is furnished with tables and chairs, which may not be removed from the premises. Other furnishings may be used if requested, but the furnished chairs and tables must be stacked and stored in the building.

XI. OTHER USAGE CONSIDERATION

- A. Catering: The University has an exclusive, first-right-of-refusal food services agreement with Metz Catering which includes services at the University Activity Center. Use of any other caterers must be approved by Metz manager Alan Bergman, (850) 412-7146, email: abergman@metzcorp.com.
- B. Events scheduled at the University Activity Center may not be accessed prior to the agreed-upon starting time and must be vacated by the agreed upon ending time.
- C. No wall decorations are permitted.
- D. Rental of the facility for purposes of business solicitation, political fundraising or profit-making activities of any kind are not permitted.
- E. No advertising materials may be displayed at any function.
- F. Trash is to be placed in the trash containers by the group using the building.

XI. DAMAGE LIABILITY

The user is financially responsible for damages to and thefts of University property which occur as a result of the scheduled event.