

FLORIDA INTERNATIONAL UNIVERSITY

OFFICIAL UNIVERSITY POLICY

University Departments, Student Organizations, Tenants and General Public

SUBJECT	EFFECTIVE DATE	POLICY NUMBER
USE OF FACILITIES	August 2010	
RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT	RESPONSIBLE UNIVERSITY OFFICER	
Division of Student Affairs Graham University Center	Ruth Hamilton Executive Director	

POLICY STATEMENT

I. The Graham University Center (Graham Center – GC)

- a. The Graham Center is managed by the Executive Director and governed by policies and procedures approved by the Division of Student Affairs.
- b. GC operates as a self-supporting entity, encompassing a combination of inflows from: Activity & Service (A&S), Education & General (E&G), Business Services, and revenues generated from facility rentals, services, and commissions from retail.
- c. GC houses retail and food service operations contracted by the Office of Business and Finance.
- d. Facilities are used primarily for the enrichment of student and University life, and for the educational mission of the University (academic, social, cultural and recreational). Programs held in GC will expand knowledge, develop skills, camaraderie, long-term relationships, increase student retention and promote life-long loyalty and affinity to the University.
- e. GC, in providing its facilities, does not act as presenter or promoter of events or programs.
- f. Attendees at events held by student organizations in GC shall be comprised of at least 80% of University community. Events with minors require prior approval from the GC Director of Public Events. K-12 Schools: 1 chaperone for every 12 students is required and must remain with the students at all times.
- g. University-sponsored events include, but are not limited to, SGA elections, concerts, multicultural events, lectures, convocation, fundraisers, indoor tournaments, banquets, receptions, weddings, parties, ceremonies, commencement, and FIU Board of Trustees meetings. GC also houses academic classes and Faculty Club.
- h. GC facilities are restricted to University events from Monday through Friday. Non-University groups may use facilities primarily on Saturdays. Exemptions may be approved by the GC Director of Public Events. Since GC has facilities that are comparable to those in the private sector, non-University groups are encouraged to seek outside facilities.
- i. Use of facilities is restricted to the activities of the organization as stated on the reservation form. Room reservation privileges are not transferable, nor may a group turn over a reserved facility for use by another group. The GC Executive Director or designee reserves the right to cancel any event which is not in accordance with set policies. Also, management has the right to adjust space assignment to an alternate location to facilitate key events; avoid conflict with other functions; or accommodate as many groups as possible.

- j. Other uses must be authorized by the GC Executive Director per following criteria:
1. Type of event (Must support the mission of the University).
 2. Scope of event (Degree of liability to the University).
 3. Capacity limitations and crowd control.
 4. Liability insurance and security needs.
 5. Depending on event risk, additional liability insurance may be required and approvals may be needed from: Risk Management and Environmental Health and Safety, State Fire Marshall and Public Safety.
 6. Disruption to the academic mission of the University.
- k. Event sponsors are responsible for their program, parking, security costs, guests' actions, property damage, and excessive clean up costs.
- l. Pets (except for seeing-eye dogs and animal aids), skateboards, skates, rollerblades, bicycles and other recreational equipment are not permitted in the facilities.
- II. **Reservations** are made at the Graham Center Office (GC 1215), in person, by telephone, email, online, and are granted on a first-come, first-served basis. Misrepresentations will result in fee adjustment and/or loss of reservation privileges for space.
- a. Student Organizations may reserve facilities for meetings and activities that directly benefit FIU students, faculty, and staff. Events with outside groups must be approved by the GC Director of Public Events and the public rate may apply. Reservations must be made by an E-board member of the organization and all required signatures must be provided.
 - b. Reservations for facilities not managed by GC must be done through the respective facility manager or Facilities Management.
 - c. Marketing of events may not begin until space reservation is confirmed and all required approvals are received by the GC Reservation's Office. All marketing must adhere to the University's and Graham Center's policies.
- III. **Reservation forms and payments** must be received no later than seven (7) business days after the initial request for space is made. Exceptions may be entertained for table requests and meetings only.
- a. Organizations in the process of being recognized by Campus Life can only reserve meeting rooms and table space for organizational purposes only.
 - b. For events where alcoholic beverages are consumed, sponsoring organization must disclose this at the time of the reservation request, and must secure approvals as follows: signatures of the advisor, the Director of Campus Life or designee, the Director of University Health Services or designee, FIU Dining Services and the Department of Public Safety, in this order. Student organizations must follow the guidelines outlined in the alcohol section of the Student Handbook.
 - c. University Departments and University business partners must have the signatures of the department head or designee and/or the authorized company's representative/officer.
 - d. General Public reservations require a 1/3 deposit of the rental fee within seven (7) business days of the initial request. Full balance due 90 days prior to the event.
- IV. **University groups may co-sponsor** outside community events at the "General Public" rate and must obtain prior approval from the GC Director of Public Events. Event must meet the following criteria:
- a. Event supports the University's mission and must comply with University policies.

- b. Sponsors are responsible for all activities, expenses and are required to submit valid Liability Insurance.
- c. Sponsoring student organization must submit minutes reflecting approval of the sponsorship of community event. A copy of the program and/or marketing material must be provided to the GC office seven (7) business days prior to the event.
- d. During community elections, a University group/department may sponsor a candidate/political event. The public rate will apply and payment must come from the political party/candidate. University funds may **not** be used for this purpose.

V. Fees/Charges

- a. Per GC facility fee schedule, fees are due seven (7) business days after the initial request for space is made; otherwise, reservation will be cancelled. Fees are subject to change without notice.
- b. Additional charges may apply for overtime, audio visual and media services, excess clean up, damages, moving of furniture, plants, Public Safety, and other University services.
- c. Staff may enter event to ensure safety and no policy violations.
- d. The Graham Center does not honor fee waivers.
- e. Returned checks are subject to University collection policies.
- f. Co-sponsored events are charged the Public rate. If charges are paid by state funds, taxes will be exempt. If charges are paid by non-FIU sponsor, taxes will be charged, as applicable.

VI. Cancellations

- a. Cancellations must be done seven (7) business days prior to event to avoid cancellation fees. The general public must notify the GC reservation's office (90) calendar days prior to event.
- b. GC reserves the right to cancel events if all necessary signatures, permits, payments, and approvals are not received in accordance to policy, and cancellation fees may apply.

VII. No Shows

- a. A no-show fee will be assessed if the event does not start within 30 minutes of scheduled event time.
- b. After three (3) no shows, organization will lose their reservation privileges for the semester.
- c. If an organization's former officer books facilities one year in advance, the current board is held responsible for reservations and no show fees.

VIII. **Fundraisers** are limited to recognized charities and University approved programs. Advance approval to collect donations must be secured from the GC Office. When business entities / community groups contact FIU organizations regarding fundraising opportunities, FIU organization must secure approval from the GC Office prior to making any commitments.

IX. Commercial activities

University departments and student organizations wishing to conduct commercial activities must follow the University's purchasing procedures and go through bidding and contractual agreements. No event shall conflict with University contracts.

X. Collection Drives

- a. To conduct any type of charity collection, sponsor must make reservation with the GC Office and complete required form.
- b. A designated space may be provided by the GC Office for University groups to collect items for charitable

organizations or community services based on space availability and major events.

- c. Drive may not start until reservation is approved.
- d. Only approved items may be collected. Prior approval from the GC Office is required. Items such as clothing, shoes, and perishable food may not be collected.
- e. Items may not be sold.
- f. In addition to contact information from sponsor, contact name, address, telephone number, email address, and consent of donation letter of the chosen charity will be required at time space is requested.
- g. Designated receiving charity name must be clearly marked on a label affixed to the box.
- h. Sponsor is responsible for:
 1. Daily monitoring of the collection location area to ensure order and compliance.
 2. Removing the box at the end of each day (reserved time).
 3. Arrange pick-up/delivery of collected items to designated charity.

XI. Alcohol guidelines

All student events in the Graham Center will adhere to the University's Alcohol Policy. Non-student events must abide by State and Federal laws.

- a. The organizer(s) must disclose the offering of alcohol at the time of reservation. Student organizations must obtain approval and signatures from their advisor, the Director of Campus Life, Director of University Health Services or designee, and the Department of Public Safety, in this order.
- b. Student functions may only offer beer and wine and must use the University's food service contractor.
- c. Student organizations may not secure one-day liquor licenses.
- d. University Departments and the General Public not using the University food service contractor and wishing to **sell** alcoholic beverages at their event must secure a one-day liquor license from the Bureau of Alcohol, Tobacco, Firearms and Explosives located at 5225 NW 87 Avenue, Suite 300 Miami, FL 33178 (Miami Field Division) and provide the Graham Center Office with a copy. A valid copy of the occupational license and liability insurance must be filed with the GC Office. GC requires a licensed bar tender.
- e. Non-student groups wishing to **serve** alcoholic beverages are recommended to use the University's food service contractor. Otherwise, a valid copy of the occupational license and liability insurance must be filed with the GC Office. GC requires a licensed bartender.
- f. Food items and non-alcoholic beverages must be made available at the time of alcohol service.
- g. Alcohol service must end one hour prior to the scheduled end of the event and no later than 1:00a.m.
- h. Alcoholic beverages may not be used in event marketing, as prizes or awards. Sponsors may not sell tickets in exchange for alcohol.
- i. Responsible consumption of alcohol shall be encouraged, and publicity of an event may not make reference to the availability of alcoholic beverages.

XII. Parking arrangements are made through the Department of Parking and Transportation. A fee may be assessed.

XIII. Equipment Loan Form

GC equipment, furnishings and belongings are not to be removed from the premises. Exceptions must be

approved by the GC Director or designee. A GC Equipment Loan form must be completed.

XIV. Americans with Disabilities Act

Event sponsor is responsible for providing accommodations, interpreters and attendants for disabled guests.

XV. **Sponsors will not discriminate** in their membership or methods of conducting business with respect to race, color, creed, age, disability, gender, religion, marital status, national origin, veteran status or sexual orientation.

XVI. **Sponsors agree to indemnify** and hold harmless FIU, the Board of Trustees, the Florida Board of Governors and the State of Florida, their respective officers, employees and agents, from and against any and all liability fines, suits, claims, demands, actions, costs, attorney's fees and expense of any kind or nature whatsoever, for any damages incurred, whether economic, punitive, compensatory or otherwise which may be sustained by reason, based upon or in any way arising out of the user's failure to reasonably accommodate any disabled individual who is a guest, invitee or employee of FIU's premises, and from and against any orders, judgments or decrees which may be entered pursuant thereto. All rights, privileges and immunities afforded the State of Florida, the Board of Trustees, the Florida Board of Governors and FIU, by law, remain in full force with any agreement to use the Graham University Center. Users will pay any damages and claims connected with the solicitation of program / services.

XVII. Use of specific GC Facilities

- a. The **Ballrooms** are used for formal and semi-formal gatherings, ceremonies, fundraisers, lectures, receptions, banquets, conferences, exhibits, and seminars. Events that require a sturdy stage, dressing facilities and adequate site line for performances (i.e., step shows, flamenco, ballet, etc.) will be scheduled in GL 100 or other appropriate venue.
- b. The **Faculty Club** is used for formal and semi-formal gatherings. The lounge furniture and piano will not be removed from the facility. A fee will be assessed for change of existing set up.
- c. The GC **guest room** is limited to two (2) guests at a time and it is strictly for the use of the University community. It shall not be used as an assembly area or for social gatherings.
- d. **Chili's Too** is managed by the University's Food Service contractor, which has exclusivity on food and alcoholic beverages and is responsible for access and crowd control.
 1. **Chili's Too** is available for special events with approval of the Food Service contractor. Reservations are made through the GC Reservation's Office.
 2. Parties at **Chili's Too** have a maximum capacity of 350 people and must comply with Chili's Too policies and procedures.
 3. Placement and/or removal of all decorations and furniture must be approved by the **Chili's Too** manager. Sponsors are responsible for leaving the furniture in its original configuration.
 4. Public Safety services are required for parties and fees apply. Public Safety requires two (2) weeks advance notice to schedule an officer. Approved events cancelled less than seven (7) days and/or prior to the event will be charged Public Safety fees and other applicable fees.

XVIII. Crowd Control

- a. To ascertain capacity compliance, admission tickets or invitations may be required depending on the event. Admission to some events is restricted to FIU students, faculty and staff only, with a valid FIU ID.
- b. Event sponsors have the responsibility for crowd control and behavior of guests and must comply with University policies and procedures.

- c. Sponsor will designate hosts/hostesses to ensure the room capacity compliance and assist in case of an emergency evacuation.
- d. As part of the welcoming remarks, the sponsor will advise guests of emergency exits and instruct for an orderly evacuation in case of an emergency.
- e. Event sponsor must notify Public Safety at 305-348-2626 of any emergencies.

XIX. Decorations require approval at least two (2) weeks prior to event date.

- a. Shall meet fire code regulations and should not damage building property, ceiling tiles, ceiling grids, painted surfaces, wall coverings, acoustical panels, screens, existing furnishings, and should not be fire hazards.
- b. Tape is not allowed.
- c. Sponsors must clean up and remove all decorations immediately after the event is over. Failure to do so will result in the assessment of clean-up charges to pay for incurred labor costs.
- d. Banners in approved locations must be hung by GC staff or an additional fee may be assessed.
- e. Per University regulations, and to safeguard the condition of the facilities, smoking chewing gum, rice, glue, adhesive tapes or staples on walls, wood, glass, and painted surfaces are not permitted.
- f. Please note FIU is a smoke-free campus.

XX. Guardrails for stages are required; otherwise, the *guardrail waiver and liability release form* must be completed by event sponsor.

XXI. Candles are permitted and must comply as follows:

- a. Under no circumstances, are candles to be left unattended.
- b. Decorations (i.e., balloons, flowers) must always stay clear of candles.
- c. Carpet runners must be used under the area where candles are being used.
- d. For floral arrangements, the open flame of the candle must be enclosed inside a shade, and the candle placed in a large saucer/container.
- e. Candle holders must be used when candles are lit and held, to prevent melted wax from causing burns.

XXII. Catering

- a. Sponsors are encouraged to use the campus Food Service Contractor. Please note that centerpieces, table cloths, napkins, and utensils may not be included in your quote.
- b. Public events must be catered. Off-campus caterers must be approved by the Graham Center and provide a valid occupational license and certificate of liability insurance. Adequate setup and breakdown time must be scheduled at the time space is requested.
- c. Self-catered events must leave facility in a clean condition or a cleaning fee will be assessed. Store-bought food items and/or pot-luck service must be done with the highest cleanliness standards. Guidelines for food preparation and transportation are available in the GC office.
- d. Food clean up is the responsibility of the sponsoring organization/caterer. GC is not responsible for equipment left after an event.
- e. Cooking is permitted in the Panther Suite only with prior GC approval. No frying or open-flame cooking is allowed anywhere else in the building.

- f. Arrangements to use walk-in cooler and ice maker must be made through the GC office.

XXIII. Audio Visual Media

- a. Limited Audio Visual and Media equipment is available and must be operated by the GC A/V Media Department only. A fee may be assessed accordingly.
- b. Amplification of sound must meet OSHA and FCC guidelines and not to interfere with the normal operation of offices and services. Sound amplification is not permitted on the outside GC from 7:00am to 9:30pm. In the GC Forum (Pit) sound is permitted, as long as the level does not interfere with any event.
- c. Low sound level is permitted at tables from 8:00am-12:30pm and from 2:00pm-5:00pm and must not interfere with the adjacent tables.

XXIV. Lost Items

- a. Sponsors are responsible for all their belongings. GC is not responsible for any items left in the facilities. Individuals may inquire for lost items in the GC Information Center.

REASON FOR POLICY

To govern the use of the Graham University Center facilities and to provide space, facilities and services to the University community, tenants, and guests.

RELATED INFORMATION

Affected Persons: Students, faculty, staff, alumni, University contractors/business partners and general public.

Publications/Notification: Policies are explained and disseminated by the GC office staff through the Special Events Office and the GC website: <http://grahamcenter.fiu.edu>.

Standing Committees: Graham Center Administration, SGA, and Chili's Too Committee.

Records Management: Reservation forms are kept by fiscal year and stored for at least three (3) years. All other records are archived electronically in an off-site database.

Exemptions

- Are referred to the Executive Director of the Graham Center for review and action.
- When necessary, GC facilities may be reserved for University and State emergencies.

Policy Violations

- Violators will lose the privilege of using GC facilities.
- Executive Director reports violations to the Vice President of Student Affairs.
- The Graham Center reserves the right to assess fines accordingly.

Authority: ss. 240.227(1), 240.227(7), 120.53(a), 240.235(1) (a) F.S.; 6C-6.010, F.A.C.

CONTACTS

Administrative Office's Address

Graham University Center
Florida International University
11200 SW 8th Street, GC 1215
Miami, Florida 33199

Telephone Number

(305) 348-2297

Fax Number

(305) 348-3448

HISTORY

Policy last revised 8/2010, 07/2009, 06/2009, 07/2007, 7/1987

DEFINITION

Student Club/Organization- A student club or organization in good standing with the Graham Center and the University, officially recognized by Campus Life, Council of Student Organizations (CSO) and/or a University department and conducting University programs.

Student- A student is an individual currently enrolled in a class or classes and may reserve facilities for a private function at the General Public rate.

University Community- Recognized departments of FIU that are officially constituted as schools, colleges, departments, agencies or other units, which are affiliated or operate on behalf of the University, such as foundations, alumni associations, and business partners.

Alumni- individuals who are current dues-paying members of the FIU Alumni Association.

Faculty/Staff- retired and current employees of the University.

General Public – Non-University persons, groups and organizations conducting private or commercial activities. Also, University employees who seek to use University facilities in conjunction with outside employment or private activities will pay the general public rate.

Sponsor- Organization or University department presenting the event.

Cosponsor- A student organization/University department who in conjunction with an outside group sponsor an event.

PROCEDURES

- I. Reservation requests may be made in by phone, via email, online, or in person at the GC Reservation's Office.
- II. Sponsor must secure all signatures in the order specified in the reservation form and pay all applicable rental fees by the due date.
- III. If applicable, make payment directly to the Department of Public Safety, Facilities Management, Department of Parking and Traffic, Chili's Too, and Environmental Health and Safety.
- IV. Meet with the respective event coordinator for setup, audio/visual media needs, and policy adherence at least two (2) weeks prior to the event.

RESPONSIBILITIES

To provide a pleasant and educational environment, unique facilities, conveniences, services and amenities needed in the daily life of our vibrant University community.

FORMS/ONLINE PROCESSES

<http://grahamcenter.fiu.edu>