

**FLORIDA A&M UNIVERSITY
UNIVERSITY HOUSING
FACILITY REQUEST & EVENT APPROVAL FORM**

(Form **MUST BE** received by the University Housing office 10 days prior to event (FOR REQUESTOR USE ONLY))

*CAMPUS EVENT DATE: _____ *CAMPUS EVENT TIME: From _____ am/pm To _____ am/pm

ALL events must end by 11:15pm and the building must be vacated by 12:00 midnight

(*CHANGE in Event Date and/or Event Time CAN ONLY be made with signed approval from the Resident Director & Director of Housing)

ORGANIZATION/AREA/AGENCY NAME (print): _____

MAILING ADDRESS (city/state/zip) _____

***** ALL STUDENT ORGANIZATIONS MUST BE OFFICIALLY REGISTERED *****

OUTSIDE ORGANIZATIONS WILL NOT BE APPROVED FOR SOCIAL (Dances, Parties, Etc.) EVENTS

OUTSIDE ORGANIZATION: YES NO PAID EVENT: YES NO TICKET SALES: Beginning No. _____ Ending No. _____

TYPE OF EVENT _____ (Must adhere to submission deadlines): Agenda ___ Proposal ___ attached as appropriate

ADVISOR/AREA OFFICIAL NAME (print): _____ Signature: _____

ORGANIZATION President/Other (print): _____ Signature: _____

EVENT CONTACT NAME (Print) _____ POSITION: _____

CONTACT SIGNATURE: _____ Tele. No(s): _____ 'E-Mail: _____

University Housing approval/date required (Clubs/Organizations/Students Events): _____ Date: _____

Building/Venue/Area/ Name/Room Number	Telephone No.	Coordinator (Designee) Signature	Date

Phase III Assembly Room cost per event for three (3) hours:
 ___\$250-Phase III Resident(s) ___\$300-Non-Phase III Resident(s) ___\$400- Non-University Housing resident(s)

Check the set-up event size that fits your event. A valid form of payment (money order/or cashier's check) due at least 10 days prior to event.
 ALL EVENTS SET UPS MAY INCLUDE TABLES, CHAIRS, PODIUM, AUDIO EQUIPMENT W/MICROPHONES, AND TRASH RECEPTICLES.

University Housing 1596 Gibbs Hall Trail -Tallahassee, FL 32307 -Tele. (850) 599-3651

EVENT SUPPORT: On-site security is charged by the hour based on normal or overtime hours for Building/Room Access.
 Opening/Closing: *Normal hours (8am-5pm, M-F)* *After hours (5pm-until, weekends/holidays)*
 (Security is required for events that have a DJ and/or 100 attendees or more; See FAMU PD for rates)

**No alcohol may be served at any of the residential facilities/halls*

FOR OFFICE USE ONLY

SET UP DATE: _____ SET UP TIME: _____ TOTAL COST: _____

VERIFICATION OF SECURITY (if required) ___ YES ___ NO DATE: _____

CASHIER'S CHECK/or MONEY ORDER#: _____ RECEIVED BY _____
 HOUSING STAFF: _____