



Fort Valley State University FACILITIES USE FORM



SPONSORING ORGANIZATION INFORMATION

Organization or Department _____

Contact Person _____

Address _____

Contact Number _____	Home	Work	Cell	Pager
Contact Number _____	Home	Work	Cell	Pager

Email _____ Fax _____

Contact Signature _____

Faculty/Staff Advisor _____

Campus Address _____

Home Address _____

Contact Number _____	Home	Work	Cell	Pager
Contact Number _____	Home	Work	Cell	Pager

Email _____ Fax _____

Will you be in attendance of this event/activity? Yes No

If no, which advisor(s) will chaperone this event/activity?

Attending Advisor _____ Contact Number _____

Faculty/Staff Advisor Signature _____

EVENT INFORMATION

Date of Activity/Event _____

Detailed Description of Event _____

Requested Area and Rental Fee _____ Room _____

Start Time of Event	_____	AM	PM	End Time of Event	_____	AM	PM
Time to Start Set Up	_____	AM	PM	Time to End Clean Up	_____	AM	PM

Estimated Attendance _____ Is this a fundraiser? Yes No

Is there an admission or registration fee? If Yes, contact cashier's office. Yes No If yes, how much? \$ _____

Will food be served? Yes No If yes, only the campus food service catering company can prepare the food in campus designated retail areas?

Audience (Circle all appropriate categories) :

FVSU Students	FVSU Faculty	FVSU Staff	FVSU Alumni	Grad Students	General Public
Prospective Students		Community Youth		Community Adults	
Academic/Professional Associates					

Buildings and Grounds Requirements (If Applicable)

Number of Tables		Number of Chairs		Staging Size
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What is the earliest date that setup can be completed? _____

What is the earliest date that setup can be disassembled? _____

House Keeping Requirements _____

Comments: _____

For IT Equipment: Please Contact The FVSU IT Department.

Director of Plant Operations _____
 Signature _____ Date _____

OFFICE USE ONLY			
FACILITY AVAILABILITY: <i>Availability must be coordinated with the building supervisor.</i>			
Is this facility available for this activity/event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____ Director
POLICE APPROVAL: <i>Police coverage is required according to the nature of the activity and facility requested. The Chief of Police and his/her staff will determine the number of officers necessary.</i>			
Are officers required for this activity/event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Number of Officers Required:	Officers Hired _____	Cost Per Hr: _____	
Amount Paid	\$ _____		
_____ Director of Campus Police & Safety		_____ Date	
Campus Life: Required only for student organizations.			
Campus Life Representative:		Date:	
Director of Campus Event Planning:			
<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> Facility Not Available	<input type="checkbox"/> Conference Required
_____ Director		_____ Date	

*The Office of Event Planning must be informed at least ten (10) working days prior to the initial approved date. This application is not approved until the applicant receives his/her copy with "approved" specified.

Speakers and Conduct Requirements:

The following policies and regulations shall govern the campus appearances of non-FVSU speakers, students, faculty or staff who wish to utilize the Public Forum Area and other spaces on campus. By utilizing FVSU facilities, you are agreeing to the following:

1. First priority for use of University facilities will be given to student, academic, or administrative functions at FVSU.
2. Non-FVSU speakers, students, faculty or staff who wish to utilize the **Public Forum Area** must inform the Office of Events Management in advance to confirm the location's availability for a particular timeframe. At least 3-business days' advance notice is required, or the request may be denied.
3. There shall be no interference with the free flow of traffic nor the ingress and egress to buildings on campus.
4. There shall be no interference with educational activities inside or outside of buildings. Depending on the time of day and location of the event, the usage of sound and voice amplifying equipment may be restricted or prohibited.
5. There shall be no events between the hours of 8:00pm and 8:00am inside or outside of the Wildcat Commons, with the exception of authorized events inside of the Wildcat Commons Clubhouse. The Vice Provost for Student Success and the Dean of Students are empowered to make exceptions to this rule for the purpose of facilitating University sponsored events.
6. There shall be no harassment of passersby or other disruptions of normal activities.
7. There shall be no interference with scheduled University ceremonies or events.
8. Whomever makes the reservation shall be responsible for seeing that the area is left clean and in good order. Failure to do so may result in FVSU assessing the event organizer a fine equivalent to the reasonable value of the anticipated clean-up costs, as determined in the sole discretion of FVSU.
9. Malicious or unwarranted damage to, or destruction of, property owned or operated by the University is prohibited, and violators shall be held financially and legally responsible.
10. The damage or destruction of property owned or operated by faculty, staff, students or visitors to campus as a result of an event pursuant to this policy may subject the violator(s) to disciplinary measures including, but not limited to being held fiscally responsible and/or being suspended or permanently removed from the University.
11. A speaker's appearance on campus does not necessarily involve an endorsement of his/her views by the University or its students, faculty, or staff.
12. Depending on the size of the event, security may be necessary. The decision on the need for security is at the sole discretion of FVSU, and the event organizer may be held responsible for the payment of any increased cost to FVSU for the staffing of the additional security officers.
13. Any flyers related to an event must be approved by Campus Life Dept. prior to posting.
14. Any individuals involved in a spontaneous or organized protest of any speaker on campus are expected to adhere to not only the mandates of this policy, but also any other policy, handbook, or code of conduct promulgated by FVSU or the BoR. While peaceful protests may be acceptable, any violent verbal or physical outbursts, or other failures to maintain proper decorum, may result in fines, discipline, civil or criminal charges, and/or any other disciplinary measures deemed prudent.

A **Public Forum Area** is defined as an area on the FVSU campus that is specifically designated for the expression of various beliefs and opinions as anticipated by and articulated in this document. The Public Forum Areas are identified as follows:

- At or near the Fountain area within the Historic Quad
- At or near the Hunt Statue within the Wildcat Commons open area
- At or near the Wildcat statue near the Student Lyons Center
- At or near the oval between Bond building, the Infirmary, and the Pettigrew Center