

# FMU Wellness Center Venue Information and Rental Rates

## Student Organizations Event Fees



	Room Description	Capacity	Deposit	Regular Hours Monday - Friday	Non-Regular Hours Saturday & Sunday
				4 Hr. min	4 Hr. min
<b>Arena</b>	<b>DESCRIPTION</b>	Seating during a game 2003  With chairs on the floor 2850	\$55.00 Refundable if no damages	7:00am – 5:00pm FREE Additional charges will apply based on the event	NOT AVAILABLE
				5:00pm – 10:00pm, 1 <sup>st</sup> 4 hours \$247.50 Additional Hours \$165.00	NOT AVAILABLE
<b>Dance Studio</b>	<b>DESCRIPTION</b>	88	NOT AVAILABLE	_____	_____
				_____	_____
<b>Weight Room</b>	<b>DESCRIPTION</b>	56	NOT AVAILABLE	_____	_____
				_____	_____
<b>Lecture Rooms 1 &amp; 2</b>	<b>DESCRIPTION</b>	64	NOT AVAILABLE	_____	_____
				_____	_____
<b>Conference Room</b>	<b>DESCRIPTION</b>	8	NOT AVAILABLE	_____	_____
				_____	_____

**Additional Considerations:**

- All Student Organizations must be registered with the STUDENT GOVERNMENT ASSOCIATION and be a member in good standing.
- For each event the Student organization must provide an Internal Facility Request form with the appropriate signatures. All Internal Facility Request must be submitted 10 business days prior to the event to be considered. DOES NOT INCLUDE WEEKENDS.
- Damage deposits will be refunded the next business day if paid with cash. All others forms of payment will be returned within two-four (2-4) weeks after event date. In order to receive the deposit the space must be clean and damage free.
- Some events may require a fee for Campus Safety and/or City of Miami Gardens Police services to monitor the event.

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## FMU Event Fees for Departments (Includes Faculty, Staff, and Alumni)

	Room Description	Capacity	Deposit	Regular Hours Monday - Friday	Non-Regular Hours Saturday & Sunday
				4 Hr. min	4 Hr. min
<b>Arena</b>	<b>DESCRIPTION</b>	Seating during a game 2003  With chairs on the floor 2850	University Sponsored FREE  Non-University Sponsored \$550.00 Refundable if no damages	University Sponsored 7:00am – 5:00pm FREE Additional charges will apply based on the event	University Sponsored 1 <sup>st</sup> 4 hours \$247.50 Additional Hours \$165.00
				5:00pm – 10:00pm 1 <sup>st</sup> 4 hours \$247.50 Additional Hours \$165.00	
<b>Dance Studio</b>	<b>DESCRIPTION</b>	88	University Sponsored FREE  Non-University Sponsored \$55.00	University Sponsored FREE	University Sponsored \$38.50 per hour (2 hour minimum)
				Non-University Sponsored \$82.50 per hour (2 hour minimum)	Non-University Sponsored \$165.00 per hour (2 hour minimum)
<b>Weight Room</b>	<b>DESCRIPTION</b>	56	NOT AVAILABLE	_____	_____
				_____	_____
<b>Lecture Rooms 1 &amp; 2</b>	<b>DESCRIPTION</b>	64	University Sponsored FREE  Non-University Sponsored	University Sponsored FREE	University Sponsored \$27.50 per hour (2 hour minimum)
				Non-University Sponsored \$55.00	Non-University Sponsored \$110.00 per hour (2 hour minimum)

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			\$55.00	per hour(2 hour minimum)	
<b>Conference Room</b>	<b>DESCRIPTION</b>	8	NOT AVAILABLE	_____	_____
				_____	_____

### Additional Considerations:

- All events not hosted by an FMU Department are considered Non-university events.
- Academic Events require an Internal Facility Request that must be approved by the Office of the Provost.
- All Internal Facility Request must be submitted 10 days prior to the event to be considered.
- Damage deposits will be refunded within two-four (2-4) weeks after event date, provided room is clean and damage free.
- Some events may require a fee for Campus Safety and/or City of Miami Gardens Police services to monitor the event.

### Community Based Event Fees



	Room Description	Capacity	Deposit	Regular Hours Monday - Friday	Non-Regular Hours Saturday & Sunday
				4 Hr. min	4 Hr. min
<b>Arena</b>	<b>DESCRIPTION</b>	Seating during a game 2003  With chairs on the floor 2850	For Profit \$550.00 Refundable if no damages  Non-Profit 25% Discount Refundable if no damages	For Profits 1 <sup>st</sup> 4 hours \$1650.00 Additional Hours prorated  Non-Profits 25% discount	For Profits \$1980.00 Additional Hours prorated  Non-Profits 25% discount
<b>Dance Studio</b>	<b>DESCRIPTION</b>	88	For Profits \$275.00 Refundable if no damages	For Profits \$165.00 per hour (2 hour minimum)  Non-Profits 25% Discount	For Profits \$330.00 per hour (2 hour minimum) Non-Profits 25% discount

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			Non-Profit 25% Discount		
<b>Weight Room</b>	<b>DESCRIPTION</b>	56	NOT AVAILABLE	_____	_____
				_____	_____
<b>Lecture Rooms 1 &amp; 2</b>	<b>DESCRIPTION</b>	64	For Profits \$275.00 Non-Profits 25% Discount	For Profits \$165.00 per hour (2 hour minimum) with Technology	For Profits \$330.00 per hour (2 hour minimum) with Technology
				\$82.50 per hour (2 hour minimum) without Technology	\$165.00 per hour (2 hour minimum) without Technology
				Non-Profits 25% discount	Non-Profits 25% discount
<b>Conference Room</b>	<b>DESCRIPTION</b>	8	NOT AVAILABLE	_____	_____
				_____	_____

### **Additional Considerations:**

- Rental fees and charges subject to Florida sales tax.
- Security/Damage deposits will be refunded within two-four (2-4) weeks after event date, provided room is clean and damage free.
- All community events require an Event Inquiry Request Form and an executed Contract and should be submitted not less than 30-60 days or longer.
- Non-profit organizations must provide documentation of their tax-exempt status.
- All events require a Certificate of Insurance with Florida Memorial University listed as the additional insured. (See Contract for more information)