

Florida Memorial University

Office of Hospitality Services & Scheduling

Internal Facility Request

Must be submitted to HOSS at least 10 business days prior to event (DOES NOT include WEEKENDS)

Organization/Dept.: _____ **Date:** _____

Contact/ Pres. of Student Org.: _____ **Title:** _____ **Email:** _____

Phone: (Work) _____ **Cell:** _____

Person Submitting Request: _____ **Title:** _____ **Cell:** _____

***Signatures:** _____
 Chaperone Chair/Advisor Division V.P. Student Activities Director SGA President

 Residential Life Athletic Director Intramural Sports Facility Management Campus Safety Food Service Other

* PLEASE NOTE...The appropriate signatures ARE REQUIRED in order to process your facility request.

NAME OF EVENT: _____

Details of Event: _____

Event Sponsored by: Faculty/Staff Administration Student Organization

Facility Requested: *(List Top 2 Choices)* _____

DATE of Event: _____ **DAY** of Event: _____ **Time:** From _____ **am./ pm.** To _____ **am./pm.**

Estimated Attendance: _____ **Fee: Is there an admission charge /donation?** YES NO

If YES, how will proceeds be used? **Explain:** _____

Need Technical Support? YES NO **Explain:** _____

Student Guests from other Universities invited? YES NO **If YES, must contact Security 14 days in advance of event (Not including weekends) @ 305-626-3771. Explain:** _____

Is Event Open to the Public and/or Community Guests? YES NO **Explain:** _____

FOOD SERVICE: YES NO **ALL** food service must be supplied by FMU's Catering vendor (305-626-3778/9)

Will a tent, hot air balloon, stage or outdoor set-up be required? YES NO **If YES, the signature of FMU's Facility Manager will be required in order to process your request. Explain:** _____

FLIERS: Must be approved by HOSS PRIOR to distribution, posting on or off campus, Facebook or other social media.

DJ: YES NO **Name:** _____ **Cell:** _____

List additional meeting dates. Attach event set-up, stage & sound needs.

Scheduling Coordinator: _____ **Date:** _____

Comments: _____
