

## SGA Room Rentals MOU

### FY 2025-2026

The Student Government Association (SGA) of Florida International University agrees to subsidize room rental reservation fees for spaces reserved at the Graham Center (GC) in MMC and the Wolfe University Center (WUC) in BBC, on a first-come, first-served basis, for recognized student organizations registered in Panther Connect with an “active” status and departmental events which are specified herein. Events need to be **open to all students** and must be **comprised of mostly FIU students** for SGA Room Rental Agreement to cover. SGA subsidies for room rental reservations shall not exceed the amount earmarked for such purposes in the SGA University-wide Room Rental Fund.

The room rental subsidy will cover the room and fees associated with a basic room rental package for indoor spaces which includes a projector, laptop, adapters, power strips/extension cords (up to 10), podium with microphone, pre-programmed lighting, and navy pipe and drape behind the stage in the GC Middle Ballroom or WUC Grand Ballroom. This agreement does not cover costs associated with powering tables during fairs. If streaming services are necessary, the room rental subsidy will cover the \$200 flat fee for one-way streaming service in rooms with built-in audio/visual equipment, including cameras. Zoom webinar services are \$100/hr; Zoom Meeting services are free of charge; personnel fees for both services are dependent on scope and venue as determined by the Event Coordinator and the Audio Visual (AV) Administrators. This agreement will not cover personnel fees, rates beyond a two-hour timeframe nor AV rates for rooms that do not have built-in audio/visual equipment or cameras. This agreement will not cover Media Technology Services (MTS) fees for AV services outside of what GC and WUC can offer.

The room rental subsidy will cover the rental fee for tables and chairs in outdoor spaces managed by GC which include the GC Lawns, Betty Chapman Plaza, and Library Breezeway. Tables and chairs for outdoor spaces managed by GC will be provided by GC staff unless the quantity needed is beyond GC inventory. The room rental subsidy will also cover the rental fee for WUC outdoor spaces, which include the Panther Plaza and WUC Loggia. Tables and chairs for outdoor spaces managed by WUC will be provided by WUC staff unless the quantity needed is beyond WUC inventory. Facilities Management will provide tables and chairs beyond GC and WUC inventory.

The room rental subsidy will cover the rental fee for tables and chairs in outdoor spaces managed by Central Reservation Office (CRO) which include MARC and Frost Lawn, PC Steps, PC Fountain, SASC Plaza, SASC Terrace, SASC Courtyard, and DM Amphitheatre, BBC East Lawn. Tables and chairs for outdoor spaces managed by CRO will be provided by University-Wide service provider.

Cancellation fees, no-show fees, excessive clean-up fees, Facilities Management fees associated with plants, garbage cans, grounds workers, etc. or any associated fees for damages assessed based on terms and conditions may apply and will not be covered by this agreement. These charges will need to be covered by the organization, agency, bureau, council, club, or department funds accordingly. The customer under the reservation will be notified if fees are assessed within five (5) business days.

#### **Student Organizations:**

All individual student organizations registered in Panther Connect with an “active” status are entitled to ten (10) room rentals utilizing the rental subsidy per campus. No student organization may utilize rental subsidy for individual chapter events and/or for events in which a fee is required to participate or attend. Student events need to be **open to all students** and must be **comprised of mostly FIU students** for SGA Room Rental Agreement to cover.

#### **Agencies & Bureaus:**

Agencies and bureaus hosting events will be covered by the room rental subsidy for an unlimited number of events.

#### **Student Government Association:**

Room rental fees for any reservation made by SGA, its agencies, councils, committees, departments, Senate, Cabinet, Executive Branch, and any other approved meetings, events and programs shall be covered utilizing the room rental subsidy for an unlimited amount of occurrences.

MMC – GC 150 is to be reserved for SGA Senate Meetings year-round on Mondays from 3:30 p.m. to 8:00 p.m. and for SGA Cabinet Meetings year-round on Wednesdays from 3:30 p.m. to 6:00 p.m.

BBC – WUC 155 is to be reserved for SGA year-round on Mondays and Wednesdays from 3:30 p.m. to 6:00 p.m.

**Student Affairs Departments and Events covered by Room Rental:**

The following departments may utilize the room rental subsidy without limitations:

Student Life and Development:

Student Experiences

Center for Leadership and Service

Center for Fraternity and Sorority Enrichment

Creative + Media

E-Sports

Office of the Ombudsperson

Orientation – Freshman and Transfer sessions and all events under Panther Camp

The following departmental events may utilize the room rental subsidy, for events that are ***open to all students*** and must be ***comprised of mostly FIU students*** as part of the program/audience:

Career & Talent Development (career and internship fairs & federal government conferences)

Outstanding Student Life Awards

Fostering Panther Pride (all events)

National First-Generation Week

SCAI's Student Conduct Committee Training

Financial Wellness Programs

College Life Coaching Programs

Children's Holiday Celebration (ballrooms only)

FIU in DC – student programming

One World, Many Voices\*

**This agreement and the allocation shall apply to the following rooms:**

**Graham Center (GC)**

GC Ballrooms

Faculty Club

GC 140\*\*

GC 150\*\*

GC 243

GC 355

Game Room

Piano Lounge (approval required)

Panther Square

**Wolfe University Center (WUC)**

WUC 221 & 223

Panther Plaza

WUC 244 A&B (Ballrooms)

Ballroom Lobby

Theatre (additional charges may apply)

WUC 245 C

WUC 155

Game Room

WUC Loggia, WUC 159 and WUC 147 – Culture Corner

\*Event name subject to change. Please confirm with SGA prior to approving reservation for this event.

\*\*The Graham Center staff will determine use of GC 140 and GC 150 based on the size of the organization, availability of room, and purpose of reservation. **Reservations made in GC 140 and GC 150 will not count against the allocated number of events for each organization.**

***Final approval of the budget allocation will be conducted at the SGA budget deliberations.***