



Student Centers Terms and Conditions

The Student Centers, Graham Center (GC), Wolfe Center (WUC) and the Trish and Dan Bell Chapel (TDBC) are managed by the Senior Director and governed by policies and procedures approved by the Division of Student Affairs. The Student Centers house retail and/or food service operations contracted by the Office of Business and Finance.

FIU facilities may be used by University-affiliated individuals, organizations and groups, as well as external entities whose activities relate to the mission of the University. FIU Regulation 112 provides that groups who wish to use the GC, WUC and/or the TDBC, must comply with applicable University policies and procedures, including the Student Centers Terms and Conditions. FIU requires groups wishing to use its facilities for meetings, tabling activities, and other organized purposes to follow established reservation procedures. External entities must be active in the university's reservations system, with all required documentation including but not limited to liability insurance. This helps ensure that the space is managed fairly and preserved for all users. It also ensures that the University complies with fire, building and other safety requirements. Our policies are administered in a content-neutral and viewpoint-neutral manner and apply equally to all groups.

It is the customer's responsibility to read the guidelines below as well as the [University's Terms and Conditions](#) and agree to fully abide by them. Failure to do so may result in the loss of privilege to reserve.

GUIDELINES FOR EVENTS AND TABLING:

- i. Student Organizations, FIU Departments and External Vendors may not misrepresent their organization, department or company nor the activities they plan to do while at the event/table. They may not reserve an event space or table for the purposes of/ nor resulting in another entity using the space. Failure to do so will result in shutting down the event/tabling. For Student Organizations and FIU Departments, these actions may merit a student conduct/HR process and/ or other measures. For external vendors, these actions may result in forfeiting their right to rent Student Centers spaces and/ or other measures.
- ii. No pets or emotional support animals allowed in event spaces/tables/building.
- iii. No chalking allowed on any university property, indoors or outdoors.

GUIDELINES FOR EVENTS:

- i. Student Centers, in providing its facilities, do not act as presenter or promoter of events and does not entertain fee waivers.
- ii. Management has the right to relocate an event to facilitate key events; avoid conflict with other functions; or accommodate as many groups as possible.
- iii. Student Organizations may reserve facilities for meetings and activities that directly benefit FIU students, faculty, and staff; and must be comprised of at least 80% of University community.

- iv. Events may be randomly subject to Panther ID card swipe audits. These will take place without prior notice.
- v. Student Organizations and FIU Departments may host events in partnership with other entities. The event venue, program, promotional signage, and attendance must reflect the partnership. If room rental is covered by SGA, student attendance requirements/ accessibility stipulated in SGA Room Rental Agreement must be observed.
- vi. Student Organizations and FIU Departments may host catered events and must leave facility in the condition it was found. A cleaning fee will be assessed for any event where excessive clean up takes place, even if there is no catering component.
- vii. During community elections, a University group/department may host a candidate/political event. The public rate will apply and payment must come from the political party/candidate. University funds may not be used for this purpose.
- viii. The Event Planning Office reserves the right to deny a request for which our facilities are not conducive to hosting, there is a safety concern or event is in violation of university policies, existing contracts, exclusivity agreements, mission, vision and values.
- ix. The Faculty Club lounge furniture and piano may be moved with prior approval from the Event Planning Office and a fee will be applicable. Moving the piano will incur a piano tuning fee.
- x. External Customers and Student Organizations may pay venue and service fees via credit card for transactions \$1,500 or less. For transactions \$1,500 or more, credit card, check, wire transfers and/or money order are accepted. FIU Departments must provide an Activity Number/SpeedType.
- xi. A no-show fee will be assessed if the event does not start within 30 minutes of scheduled event time.
- xii. Decorations must meet fire code regulations and should not damage building property. No decorations can be affixed in any manner to ceiling tiles, ceiling grids, painted surfaces, wall coverings, acoustical panels, screens, or existing furnishings and may not block/hinder means of egress. Glitter, rice and confetti are not allowed.
- xiii. Guardrails for stages are required.
- xiv. Use of candles requires a candle permit and may require additional considerations, like fire inspection among others, as determined by FIU's Environmental Health and Safety Department.
- xv. GC Audio Visual (A/V) and Media equipment must be operated by the GC A/V Media Department only.
- xvi. Amplification of sound must meet Occupational Safety and Health Administration (OSHA) and Federal Communications Commission (FCC) guidelines and not to interfere with the normal operation of offices and services. Sound is permitted in event spaces, as long as the level does not interfere with other events. Student Centers reserve the right to require a group to lower the sound volume or stop amplification of sound altogether during any program. Profanity is not allowed.
- xvii. Student Center furniture and property may not be removed from the facilities.

GUIDELINES FOR TABLING:

- i. Student Organizations and FIU Departments are not to proselytize or solicit passersby. They may only engage in conversation or solicitation with those passerby who voluntarily approach the display table. Those tabling must stay within perimeter of their table and **cannot position themselves** beyond two feet of table location. Promotional materials, such as banners, posters, games, etc. cannot block hallways, means of egress, or interfere with other tables nor other programs.
- ii. Student Organizations and FIU Departments must respect the rights of others. They may not raise or amplify their voices and will refrain from verbal confrontations, comments, or actions that threaten an individual's comfort or activity. The University's policy on sexual harassment must be observed at all times, and differences must be resolved in a calm and respectful manner.
- iii. Amplification of sound is not allowed at indoor tables.
- iv. Student Organizations and FIU Departments are allowed to fundraise by selling baked goods. They must take the proper precautions regarding storage, transportation and service of food; as well as follow the University's food safety guidelines.
- v. All aspects of a sale (business transaction) or offer must be disclosed, and must fully inform the consumer of the benefits, obligations, warranties, refunds and risks involved. They must follow state and federal laws on the consumer's right to know, as well as, laws governing the sale and distribution of banned goods, such as non-approved FDA products, environmentally toxic products, leather goods from endangered species, clothes, shoes, vitamins, etc. Merchandise sold shall be legal, not contraband nor stolen, and users will not misrepresent manufacturers nor violate trademark and/or copyright laws.
- vi. Student Organizations may conduct a collection drive and must make a table reservation request. Drive may not begin until the reservation request is approved. Items to be collected must be approved by space manager. Designated charity name must be clearly indicated on all marketing material and during collection. Student organization is responsible for:
 1. Monitoring of the collection location to ensure order and compliance.
 2. Removing the collection box at the end of each day (event time).
 3. Arrange pick-up/delivery of collected items to the designated charity.
- xviii. Items not allowed include but are not limited to: food and beverages sales (including alcohol), FIU branded clothing, shoes, movies, books, salon/barbershop services, medications, tobacco products, weapons, animals, pornographic items, drug paraphernalia, counterfeit items, credit card / loan applications, fireworks, dating apps/services, escort services and or any other sexually explicit materials/services.