

## **Graham Center Terms and Conditions**

The Graham Center (GC) is managed by the Senior Director and governed by policies and procedures approved by the Division of Student Affairs. GC houses retail and food service operations contracted by the Office of Business and Finance. Facilities are used primarily for the enrichment of student and University life, and for the educational mission of the University (academic, social, cultural and recreational).

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:**

- i. GC, in providing its facilities, does not act as presenter or promoter of events and does not entertain fee waivers.
- ii. GC facilities are restricted to University events from Monday through Friday. Non-University groups may use facilities primarily on Saturdays. Exceptions may be approved by the Senior Director.
- iii. Management has the right to relocate an event to facilitate key events; avoid conflict with other functions; or accommodate as many groups as possible.
- iv. 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.
- v. Student Organizations and FIU Departments may co-sponsor events. The event venue, promotional signage, and attendance must reflect the partnership.
- vi. Student Organizations and FIU Departments may host self-catered events and must leave facility in a clean condition or a cleaning fee will be assessed. Store-bought food items and/or pot-luck service must be done with the highest cleanliness standards. For information on food safety, please visit <http://ehs.fiu.edu/SiteCollectionDocuments/Food-Safety.pdf>.
- vii. Cooking is permitted in the Panther Suite kitchen only, with prior GC approval. No frying or open-flame cooking is allowed anywhere else in the building.
- viii. During community elections, a University group/department may sponsor 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.
- ix. The Event Planning Office reserves the right to deny a request based on event type.
- x. The Faculty Club lounge furniture and piano will not be removed from the facility. A fee may be assessed for change of existing setup.
- xi. External customers and Student Organizations may pay venue and service fees via cash, check, credit card, and/or money order; FIU Departments must provide an Activity Number/SpeedType.
- xii. A no-show fee will be assessed if the event does not start within 30 minutes of scheduled event time.
- xiii. Decorations must meet fire code regulations and should not damage building property, ceiling tiles, ceiling grids, painted surfaces, wall coverings, acoustical panels, screens, or existing furnishings.

- xiv. Guardrails for stages are required.
- xv. Use of candles is permitted as long as the open flame and candle are inside the holder. Carpet runners must be placed under the area where candles are being used.
- xvi. GC Audio Visual and Media equipment must be operated by the GC A/V Media Department only.
- xvii. Amplification of sound must meet OSHA and FCC guidelines and not to interfere with the normal operation of offices and services. Sound amplification is not permitted on the exterior of GC from 7:00 a.m. to 9:30 p.m. In the GC Panther Pit sound is permitted, as long as the level does not interfere with any event.

## GUIDELINES FOR TABLING

- i. Customers are not to proselytize or solicit passersby. They may only engage in conversation or solicitation with those passerby who voluntarily approach the display table.
- ii. Customers 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.
- 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. Customers must disclose all aspects of a sale (business transaction) or offer, 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. Daily monitoring of the collection location area 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.