# Space Rental Information Sheet for Events Using Off-Campus Accounts

Student groups using **off campus funds** to bring in entertainment or performance acts must complete a space rental agreement with the Student Activities Center. **The deadline for completing a space rental information sheet is two weeks prior to the date of your event.** For more information about space rental or event planning, please see Ms. Billie Pope (bpope@admin.fsu.edu) or Billy Dahlgren wdahlgren@admin.fsu.edu in the Student Activities Center, A305 Oglesby Union, or call 850-644-6673.

## Organization Information:

Date Submitted _____

Organization Name _____

Organization Mailing Address _____

Organization Email _____

Organization President _____

Event Chair _____

Event Chair Email _____

Event Chair Phone Number _____

## Event Information:

Date of Event_____

Location of Event_____

Time of Event_____
Arrival Time Start Time End Time

Description of Event_____

Have you completed a Special Events Permit? Yes ☐ No ☐
If not, you MUST complete one at www.union.fsu.edu/eventplanning **two weeks in advance** of your event.

Is this event open to all FSU students? Yes ☐ No ☐
Will FSU students be charged to attend this event? Yes ☐ No ☐
If yes, please list admission fee: Students $_____ Non-Students $_____

## Signatures: By signing this form, we certify that all information is correct, we have adequate funds to pay the artist, and we will comply with all University policies and procedures, and local, state, and federal laws.

Organization Officer Name (Print) Signature Date

Organization Officer Name (Print) Signature Date

Billie Pope, Contracts Manager (Student Activities) Date