Student Commons Courtyard Policy and Procedures
(Event requests must be received at least 3 weeks prior to your event)

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Departments
The tenants of the Student Commons Courtyard, hereinafter referred to as Courtyard, are the Career Center, Center for Global Engagement, Center for Leadership and Civic Education, Center for Multicultural Affairs, Student Life Cinema, University Counseling Center, and University Housing. The Courtyard Committee, comprised of representatives from each of these departments, has authority over policies and procedures related to the Courtyard and events in the Courtyard. Each department’s representative to the Courtyard Committee is responsible for communicating policies and procedures regarding the Courtyard to his or her department. Exceptions to these policies may be made at the discretion of this administrative body.

<table>
<thead>
<tr>
<th>Representative</th>
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</thead>
<tbody>
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Public Usage
The aforementioned departments share the Courtyard for event programming. Non-tenant departments may reserve the Courtyard in partnership with any of the sponsoring departments (see Reserving The Courtyard below).
Reserving the Courtyard
The use of the Courtyard is limited to the tenants listed in the Departments section on page one of this document. A staff member from one of the tenant departments must be responsible at all Courtyard events. Using the form in Appendix A, requests to use the Courtyard should be made at least three weeks in advance by the staff member of a tenant department who will be responsible for the event. This form should be completed and submitted to the Courtyard Committee representative from the staff member’s department (see below).

Student Organizations
Student Organizations who wish to use the courtyard MUST be affiliated with one of the tenants/departments listed above (the organization is advised by a staff member or the organization is housed in a department listed). Tenants assume responsibility for any event planned by an affiliated student organization, campus or community partner, or guest of their space.

Reservation Confirmation
Once confirmation of an event is received, the sponsoring staff member and his or her department are responsible for setup, permitting, and clean up for the event. Details regarding permitting and event setup are detailed in the sections below.

Breathe Easy Zone
In order to maintain a healthy environment for all guests, the Courtyard is a member of the Breathe Easy Zone program (http://breatheeasy.fsu.edu/). Smoking is not allowed in the main Courtyard area. An approved smoking area is available at the south entrance to the Courtyard, near the bike racks.

Bicycles, Skateboards, and Motorized Vehicles
The use of skates, bicycles, skateboards and motorized vehicles (mopeds, scooters, golf carts, Segways, etc) in the Courtyard is prohibited. Bicycles can be parked and locked at the bicycle racks at the south entrance to the Courtyard. If any unauthorized or inappropriately secured vehicles (bicycles, golf carts, etc.) are in a location that creates a safety hazard, the FSU Police Department will be requested to remove the vehicle.

Signs and Decorations
The Courtyard is not a commercial space and no commercial signage is permitted in the Courtyard. Permanent decorations facing the Courtyard must be approved by a designated representative from all departments listed above. Nothing should be affixed to the side of a building, pursuant to FSU policy. Nothing should be affixed to or drilled into the pavers. Yard signs or sandwich boards are permissible provided they are removed immediately following the event. Painting signs and banners is not permitted in the Courtyard. Chalking is not permitted in the Courtyard. Additionally, the following is a list of banned decorations: nails, tacks, candles or open flame, incense, fog or smoke machines, and fountains or any water machine.

Unauthorized Use and Guest Conduct
Any guests of the Courtyard facilities may not be disruptive or disturb other guests and employees of the Courtyard facilities. Disruptive behavior is any behavior that interrupts the business operations of the tenant departments. Staff members should call the FSU Police Department at 644-1234 in the case of unauthorized or disruptive users in the Courtyard.

Statement of Understanding
All users must sign a statement of understanding before hosting an event in the Courtyard. Please see Appendix A for the statement of understanding.
Tables and Chairs
Please speak with your representative about use of tables and chairs during your event at the courtyard. We have limited supplies, but you must work with your representative about tables and chairs when you submit your application.

In addition to our supply, tables and chairs can be rented from Facilities Building Services. Events needing tables or chairs require a Work Request for Special Projects through the Service Center at Building Services in the Facilities Department at least two weeks in advance of the event (644-2424 or http://www.facilities.fsu.edu/Maintenance/Documents/support_for_special_events.pdf). For weekend events, Building Services will deliver tables and chairs on Friday and pick up the tables and chairs on Monday. The sponsoring department is responsible for storing the tables and chairs inside their building during the weekend of the event. Tables and chairs can also be rented from off-campus vendors.

Trash Removal
A few permanent trash receptacles are located throughout the Courtyard. Because these receptacles are emptied on a schedule which may not coincide with a planned event, event organizers should plan for additional trash receptacles. Trash receptacles can be requested from Facilities Grounds (644-7925). The sponsoring department is responsible for emptying the additional trash receptacles into the dumpster behind the Center for Global and Multicultural Engagement following the event.

Audiovisual Equipment
At this time, the Courtyard does not share any audiovisual equipment.

Food
All events with food require a food permit. Please see the Environmental Health & Safety website regarding a Request for a Temporary Food Event (http://www.safety.fsu.edu/foodevent.html).

Amplification of Sound
Approval to use amplification is granted by the Director of the Oglesby Union or Director of Student Activities. Amplification is allowed between the hours of 12 p.m. and 1 p.m. Monday through Friday. Amplification is also permitted Friday between the hours of 5 p.m. and 11 p.m., Saturday between the hours of 3 p.m. and 11 p.m., and Sundays between the hours of 3 p.m. and 7 p.m. On Fridays there cannot be a sound check before 4:30 p.m. All amplification requires a Special Event Permit (SEP).

Next Steps
☐ Submit the Student Commons Courtyard Event Request Form to a departmental representative (see above)
☐ Please follow up with student activities to request an event permit (if applicable)
☐ If you will be serving food, you must make a request with the Environmental Safety Team and submit a food permit, or your event will be cancelled
☐ If your event requires security PLEASE discuss this with your departmental representative AND student activities
Appendix A: Student Commons Courtyard Event Request Form

To be submitted three weeks prior to event.
This form should be filled out completely and submitted to the Courtyard Committee member representing your department at least three weeks prior to the event in order to allow sufficient time for consideration by the committee and proper submission of event and food permits. All requests are considered pending until the Courtyard Committee reviews an event request. Once an event is approved, please make sure you obtain all necessary permits to avoid cancellation of your event.

Sponsoring Department _____________________________________

Sponsored Organization/University Department __________________________

Sponsored Organization/Department Contact Information

Phone __________________ Email __________________

Today’s Date ___________________________

Event Title ___________________________

Event Date ___________________________

Start Time ___________  End Time ___________

Estimated Attendance ___________________________

Sponsored Organization/Staff Present at Event ___________________________

Detailed Event Description

Food Served at Event

Permit required

____ Seminole Dining

____ Donated: ___________________________

____ Provided by Organization ___________________________

____ Other: ___________________________

Amplification

Permit required

Time: ___________________________

Provider: ___________________________

Type: ___________________________

Please give this completed form to the Courtyard Committee representative in your department. He or she will follow up with you regarding confirmation of your event.

Statement of Understanding
By submitting this request, my organization/department, ____________________, and I, ____________________, take full responsibility for the event described above, including any damage to the Student Commons Courtyard as a result of this event. In submitting this request, we agree to obtain appropriate permits as outlined in this document, to conduct our event in a manner that is not disruptive to the surrounding departments, and to return the Courtyard to its original state following our event. We also agree that a staff member will be present at all times during the event. Failure to comply with any portion of this policy document may result in the loss or privileges to use the Courtyard space.

______________________________
Sponsored Organization Member/Staff Name

______________________________
Sponsored Organization Member/Staff Signature

______________________________
Sponsoring Department Signature

______________________________
Date
Appendix B: Student Commons Courtyard Usage Checklist (IMPORTANT)

Before Event
- Obtain Special Events Permit (SEP) for amplified sound (Union)
- Obtain food permit (Environmental Health & Safety)
- Order tables and chairs (Facilities Building Services)
- Order additional trash receptacles (Facilities Grounds)

Following Event
- Empty trash into the dumpster behind the Center for Global and Multicultural Engagement building.
- Store Building Services tables and chairs in sponsoring department’s building.