



Event Permits Instructions for RSOs

Florida State University

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What is an Event Permit?

As a Recognized Student Organization, you are required to complete an event permit anytime your organization wants to host an event that includes any of the following:

- Event will be held outdoors
- Food is served to the general public and/or holding a bake sale
- Large crowds are anticipated
- Involves physical activity in which a waiver is necessary
- Involves amplified sound (like DJs or bands)
- Involves performers, speakers, or other acts
- Involves one or more contracts or rentals
- Admission will be charged
- Fundraisers or events where money exchanges hands
- Merchandise or food will be sold (not including bake sales)
- Involves minors on campus
- Controversial and/or emotionally charged content may be involved
- A motion picture is being shown
- National, state, or local appointed or elected officials or candidates will be present (not SGA or RSO officers)
- Media will be invited to campus
- Filming on campus
- Rallies/demonstrations/vigils held in areas other than designated free speech zones
- Animals of any kind including therapy Dogs will be at event

Event Permits are designed to help RSOs in regards to risk management and ensure that RSOs receive support from any necessary campus partners such as FSUPD or FSU Medical Response Unit. By completing an Event Permit, the University is prepared to assist in anything that your organization might need to make your event successful.

Getting Started

Event Permit requests are due at least ten (10) business days before the day of your event.

This deadline is in place to provide ample time for you to make arrangements. If you have questions or would like to setup an event planning consultation, contact the Student Activities Center at 850-644-6673.

Before Completing an Event Permit, there are certain steps that your organization needs to follow:

1. BEFORE YOU SUBMIT AN EVENT PERMIT, make a space reservation through the proper office. Space reservations and event permit requests are two separate processes, but the department's handling both do communicate all the time so we can best help you.

Here are some spaces commonly used for events and their contact information.

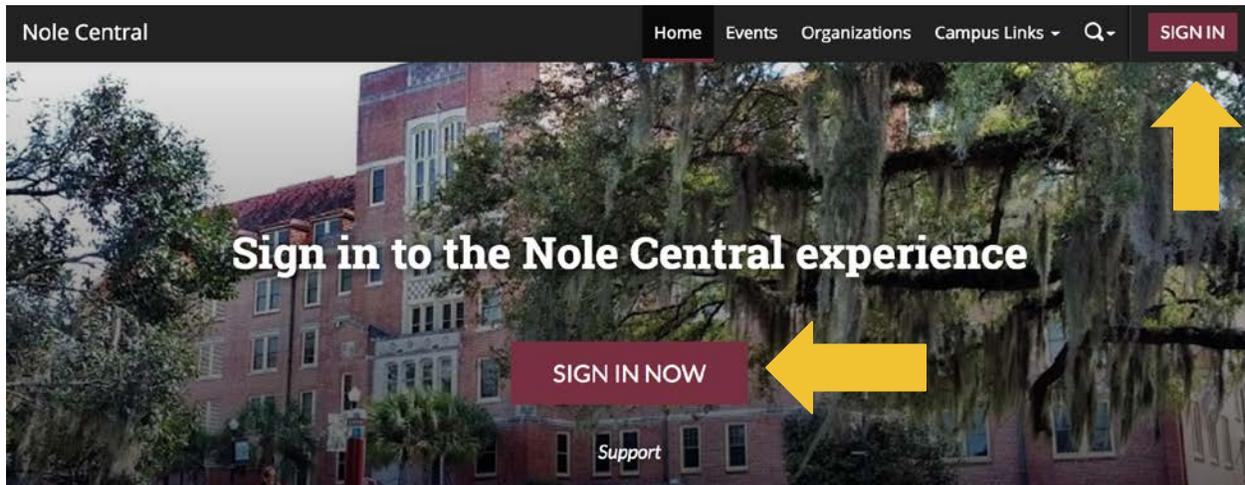
- Oglesby Union, Askew Student Life Center, Student Services Building, & Landis Green (Including any meeting rooms, Florida, State, University Ballrooms, Moore Auditorium, Union Green, Integration Statue, Flagpole & Courtyards)-Union Guest Services
 - http://union.fsu.edu/guest_services
 - 850-644-6083
- The Center for Global & Multicultural Engagement (The Globe)
 - <http://theglobe.dsa.fsu.edu>
 - 850-645-2112 or cga-reservations@admin.fsu.edu
- Student Commons Courtyard-The Globe/Askew/ Dunlap Courtyard
 - <http://union.fsu.edu/sac/eventplanning/documents/Student-Commons-Courtyard-Policy-and-Application.pdf>
- Miller Hall-University Relations
 - <https://unirel.fsu.edu/space-reservations/miller-hall>
- Langford Green-University Relations
 - <https://unirel.fsu.edu/event-planning/langford-green>
- Rec SportsPlex, Main Campus Fields, Westside Courts, Tully Gym, Speicher Tennis Center-Campus Recreation
 - <http://campusrec.fsu.edu/sports/facilities/rentals>
 - 850-644-0551
- FSU Reservation
 - <http://campusrec.fsu.edu/outdoors/reservation/rentals>

- 850-644-6892 OR rezoffice@admin.fsu.edu
- University Housing-Contact Individual Residence Hall
 - <https://housing.fsu.edu/>
 - 850-644-2860
- 5Ks on FSU's Campus-Lt. Justin Maloy
 - 850-644-1343 or jmaloy@admin.fsu.edu
- FAMU-FSU College of Engineering
 - Engineering Student Services: studentsupport@eng.fsu.edu

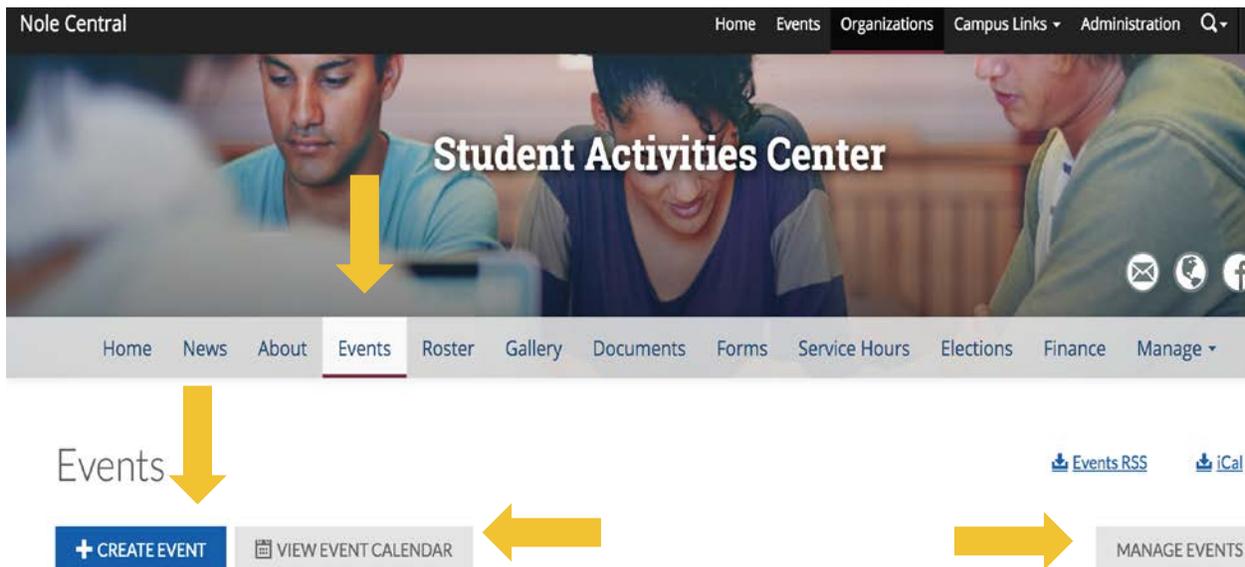
Once you have made a reservation and have all the details for your event, please log-in to Nole Central to start an event permit.

How to Login to Nole Central

To login go to <http://nolecentral.dsa.fsu.edu>, click the “Sign In” button in the top right corner of the Nole Central page or in the center of the page. You will be prompted to enter your FSUID and password to enter the system.



Once you have logged in, go to your organization’s Nole Central page by searching for it in the top right corner. You will then go to the “Events” tab on your homepage and click.



Click “Create Event” to complete an Event Permit. Here you can also see all of your event permits that have been approved via “View Event Calendar”. You can also manage active event permits via the “Manage Events” button.

Home News About **Events** Roster Gallery Documents Forms Service Hours Elections
Finance Manage

Create Event

* Event Title
Enter event name

* Theme
Not Selected

* Description

* Start Date * Start Time * End Date * End Time
07 Jun 20 12:00 PM 07 Jun 20 01:00 PM

* Location
ADD LOCATION

+ ADD ANOTHER DATE

Event Details

* Show To
Anyone in the world

Event Categories
Select categories

* Who can RSVP
Anyone

Perks Special benefits for your attendees
Select perks

Maximum number of RSVP spots allowed

Completing an Event Permit

Once you click “Create Event”, you will be required to give information about your event such as title, a description, start date, start time, end date, end time, location, rain location, and many more details. The Student Activities Center event staff will view all incoming Event Permit requests. Submissions will gather information based on a set of common questions, as well as data based on those answers. You are responsible for all information communicated through the Event Permit request.

Please read it carefully and fill out information as thoroughly as possible.

Things to keep in mind:

- Event Permits must be submitted **ten business days** prior to your event.
- In Location, please make sure to provide any room numbers. Be specific!
- Space reservations must be made **PRIOR** to the completion of an event permit.
- If your event is a **CLOSED** event, you must select “Organization Members” under “Show to” and “Only Invitees” can RSVP.
- If your event is a **CLOSED** event (not open to the public) you do **NOT** need a food permit if you are serving food. Only events that are open to the public require a food permit.
- If your event is **OFF-CAMPUS**, you will not need to fill out an event permit.
- If you have any questions about information that should be included in the event permit, contact the Student Activities Center at 850-644-6673.
- Your event permit will say “Unapproved” until it is either “Approved” or “Denied”.

At the end of the event permit, please click submit so that your event permit can be reviewed by Student Activities Staff.

After an Event Permit is Submitted

Event approval is NOT automatic. You will receive further instructions and/or questions from FSU staff who work with events as they review your event. You can respond using the Discussion box at the bottom of your event submission page. **You are responsible for signing into the system and making arrangements outlined and answering questions posted.** The quicker you are at making arrangements outlined, the quicker your Event Permit will be completed.

To view your submissions, please visit "My Involvement" and then "Submissions" to view all event submissions and their status.

Your submission will not be "Approved" until all arrangements are made. You may not hold your event unless your Event Permit is "Approved" through this website.

This is what your event permit will look like after submission:

Event Submission Review

Submission

Sample Event Permit

Event ID: 1538446 | Submitted: 6/8/2017

- [Details](#)
- [Description](#)
- [Additional Information](#)
- [Why are proper event planning and Event Permits important?](#)
- [On- or Off-Campus?](#)
- [Space/Facility Reservations](#)
- [Event Permit Requirements](#)
- [An Event Permit is NOT REQUIRED for Your On-Campus Event](#)
- [What happens next?](#)
- [Submitting Your Event](#)

Discussion



Jane Rodriguez

Type Your Post Here...

POST



Jane Rodriguez

Hello! Thank you for submitting an Event Permit for you event!

Jun 8, 2017 12:09:53 PM

[Comment](#) [Delete](#)

Reviewers

MANAGE

In this discussion section on the right hand side, reviewers will ask questions about your event. **You must check back to see these comments and answer any questions to receive approval for your event.** Often times, further instructions are given on how to best proceed with your event. Viewing these comments is a crucial part of the event permitting process.

How to make changes to an Event Permit:

Once you have submitted an event permit, you can only make changes to that submission if the event permit is “denied”. Once it is denied, you can make any changes necessary and resubmit for approval. **You can also make changes to an event permit once it has been approved, but you will have to receive approval again for any changes that are made.**

To view an event permit once it has been denied, click on your name on the upper right hand corner until a drop down box appears. Then click “Involvement” until it takes you to the screen below.



Here you will click on “Submissions” to see all of your event permits.



Under the events tab, you can view all of your event permits by name, organization, status, start date and type.

My Submissions

Forms Elections Organization Registrations Events

Filter by Status: All

Name	Organization	Status	Start Date	Type
Sample Event Permit	Student Activities Center	Approved	6/9/2017 11:00 AM	New Event

Event Permit is Denied

If your event permit is denied, the reason why your event has been denied will appear in your event permit. You should also receive an e-mail notification stating why your event permit was denied. If your event permit gets denied by a member of the Student Activities Staff, this does not mean that you cannot have your event. Often times, it just means that some changes need to be made to your event permit before it can be approved. We will ask you to make those specific changes and resubmit to receive approval. This is why it is so important to be very thorough when completing an event permit and answering any questions that reviewers might have. **Event permits that are submitted before 10 business days from the day of your event are often denied.**

Approved Event Permits

Once an event permit is approved, you can go ahead and proceed with planning your event! You will be able to see all approved event permits in your organization's calendar. If you are to make any changes to your event permit, those changes must be approved as well.

Help

If you need any help planning an event or have any questions about event permits, contact the Student Activities Office at (850) 644-6673. You can set up an event consultation to get help with planning, coordinating, and the event permitting process.