Major Event Form
Student Activities

This form must be completed by your organization for major events. It is required that this form be submitted to Student Activities at least one month [two months for alcohol service] prior to the date of your event. The following are events that require the use of this form:

- Outdoor Events that require a permit (parade, amplified sound, electrical service, tent, etc.)
- Any event where alcohol is being served
- Outdoor events that attendance will exceed 200 people

Please complete all 6 sections before requesting Student Activities approval.

Do not publicize your event before approval of this form.

It is important that the organization request and secure Student Activities Funding before you apply for event approval.

Please make an appointment with the Assistant Director for Student Activities at x8080 if you have any questions about completing this form.

Important Phone Number:

- Student Activities x8080
- Auxiliary Services x8076
- Conference and Events space scheduling x8125
- Facilities Management x8038
- Security x8111
- Catering x8077
- Clemente Center x7784
- Ratniskellar and Pub x8007
- Residence Life x8080
- President's Office x8099
- Alumni House x7190
- CAB (sound, lights, extension cords) x8022
MAJOR EVENT FORM
SIGNATURE PAGE

Initial Approval
Assistant Director for Student Activities: ________________________________

Location Approval
Conference and Event Manager: ________________________________
Clemente Center: ________________________________
Residence Life: ________________________________

Food and Beverage Approval
Manager of the SUB Cafeteria: ________________________________
Manager of Evans: ________________________________
Manager of Center Court: ________________________________
Manager of the Rathskellar: ________________________________

Facilities Notification
Chief of Security: ________________________________
Facilities Engineer/
Assistant Director of Facilities Management: ________________________________
Custodial Services: ________________________________
Grounds Supervisor: ________________________________
Automotive Supervisor: ________________________________
Electrical Supervisor: ________________________________
Director of Facilities Management: ________________________________
MAJOR EVENT FORM
Please complete Sections 1 through 6

SECTION 1—SPONSOR INFORMATION

Name of Group/User: _____________________________ Student I.D. # _____________________________
Contact Person: _____________________________ Phone: _____________________________
Address: _____________________________ E-Mail: _____________________________

SECTION 2—EVENT INFORMATION

Event Title: _____________________________ Event Type: _____________________________
Facility/location Requested: _____________________________ Date(s) Requested: _____________________________
(Please complete the green room reservation form for the Clemente Center)

Rain plan: _____________________________ Alternative Date(s): _____________________________
Event’s Actual Time: _____________________________ Start: ______ am/pm _____________________________ End: ______ am/pm
Access to facility: _____________________________ From: ______ am/pm _____________________________ Until: ______ am/pm
Number Expected: _____________________________
Attendance Fee will be charged: YES NO If yes, how much _____________________________
Student Only Event YES Community Event YES Student and Community Event YES

Do you want this event to be shown on the WEB page http://events.fit.edu/? ☐ Yes ☐ No If yes, would you like your event linked to a homepage? _____________________________ Any additional information to advertise may be listed on back of this form.

SECTION 3—AGREEMENT AND PAYMENT

In making this request for facilities, the user agrees to abide by the rules and regulations of Florida Tech and the Laws of the State of Florida. By signing below, the user agrees to be responsible for all activities and actions of members of their group and shall hold Florida Tech HARMLESS FOR INJURY OR DAMAGE CAUSED BY MEMBERS OF SUCH GROUP. SHOULD DAMAGES OCCUR OR EQUIPMENT BE UNRETURNED, A FEE WILL BE ASSESSED TO THE USER ACCORDINGLY. All facilities being used must be returned to their original condition after use, including cleanliness and re-organization of tables/chairs, if necessary. As the User of Facilities, I have read and understand all portions of the Major Event Form and agree to the terms and conditions set forth by this contract.

USER Signature: _____________________________ Date: _____________________________

Student Groups Only:
Advisor Name: _____________________________ Advisor Signature: _____________________________ Date: _____________________________

Services

Budget Information - please complete Section 4
Food and/or Alcohol Service - please complete Section 5
Facilities Management and Security Information - please complete Section 6
Audio/Visual Equipment - please contact Media Services in the Library at x7526.
SECTION 4—BUDGET INFORMATION

Please outline the budget for this event. Include all expenses and income:

EXPENSES:

INCOME:

TOTAL:

FOR STUDENT ACTIVITIES USE ONLY

Organization registered with Student Activities Office: YES NO Funds Approved: YES NO

Date application received: ___________________________ Charge to: _______________________________________

The Charge to number indicated above will be billed directly by Security, Custodial, or any other departments where charge is incurred. This includes, but is not limited to, required overtime, significant supplies, materials, or equipment, and/or damages. If charges are to be paid through any other means than the University account, arrangements must be made with the Budget Coordinator for Student Activities. All solicited businesses must be approved by the Office of Development.

SECTION 5—FOOD AND/OR ALCOHOL

If the event will involve alcohol, you will need to fill in both parts A and B. If you are not having alcohol only fill in part A. User should contact Catering at (321) 674-8077. Food and Beverages are not permitted in most academic facilities. Users wanting Food Services MUST utilize the University’s Food Services. If an outside vendor will be providing food service user must complete the Off-Campus Food or Beverage Vendor Form.

Part A - Food and Non-Alcoholic Beverages:

Please outline what food and/or non-alcoholic beverages will be served at the event:

University Food Service must be contacted at x8077 about providing food and/or non-alcoholic beverages.

Has University Food Services been contacted? YES NO

Part B - Alcoholic Beverages: A State Alcohol and Beverage permit must be obtained through University Food Services for alcoholic beverage service.

Please outline what alcoholic beverages will be served at the event:

Alcoholic beverages may only be served for a four hour period during the event.

What time will the beverage service start? _______________ End? _______________

All alcoholic beverages must be provided through University Food Services. Please contact Auxiliary Services at x8707. A list of approved security personnel from the sponsoring group will be required before an alcohol permit will be issued.

Director of Auxiliary Services ___________________________ Manager of the Rathskellar ___________________________
SECTION 6—FACILITIES MANAGEMENT INFORMATION

Please fill out numbers 1-7.

1. City Permits - If you have any of the following at your event, you will need City of Melbourne permits check all that apply):

   ___ Sound Amplification
   ___ Tent(s) - must be fire marshal approved
   ___ Temporary toilet facilities
   ___ Temporary structures (other than tents)
   ___ Electric connections
   ___ Parade/demonstrations

   *NOTE: The City of Melbourne will need all permit requests two weeks before the start date of the event. DO NOT apply for these permits yourself, they must be prepared by and sent from Facilities Management to the City of Melbourne.

   Initials - Facilities Engineer/Assistant Director of Facilities Management

2. Garbage/Maintenance Requirements:

   Will you need trash receptacles at the event? YES NO If yes, how many

   Do you plan on recycling? YES NO If yes, what

   Initials - Custodial Services

   Initials - Facilities Engineer/Assistant Director of Facilities Management

3. Facility Requirements:

   Will you need permanent or temporary structures at the event? YES NO

   If yes, please indicate exactly what is needed below:

   Stage(s): How many? What size(s)?
   Will you need University staging or are will it be rented? University Rented - Company

   Tent(s): How many? What size(s)?
   Will you need University tents or will they be rented? University Rented - Company

   *NOTE: All tents must be fire code approved and a flame spread certificate must be submitted with form.

   Table(s): How many? What size(s)?
   Will you need University tables or will they be rented? University Rented - Company

   Chair(s) How many?
   Will you need University chairs or will they be rented? University Rented - Company

   Temporary Toilet(s): How many? Company
   What arrangements have been made for having toilet facilities available for attendants?

   Initials - Grounds Supervisor Facilities Engineer/Assistant Director of Facilities Management
4. **Transportation Requirements - Use of University Vehicles:**

Will the event require vehicles: **YES** **NO**

Vehicle Maintenance and Student Activities must be contacted for reservation forms x8080. Has Student Activities been contacted? **YES** **NO**

If yes, what type of vehicles are reserved? (Cars, vans, trucks, golf carts, etc.)

Initials - Automotive Supervisor

5. **Electrical/Power Requirements:**

How much power will the event require: please take into account all sound, lights, electrical appliances or equipment, amusements, lighted publicity, etc.

__________ amperes  _________ volts

What University equipment will be required for the event:
Contact Campus Activities Board x8022 for sound, light, and electrical equipment.

(If applicable) Who will be running sound and/or lights:

Name: __________________________________ Phone number: ____________________________

Local address: __________________________________

________________________________________________________

Initials - Electrical Supervisor

6. **Security Information:**

Will the event require Security or Police officers? **YES** **NO**

If yes, how many Security officers will be present at the event?__________ How many Police officers?__________

*NOTE: At least one Florida Tech Security Officer and one Melbourne Police Officer must be present at events serving alcohol. Florida Tech Security officers at the event must be paid overtime. Police officers must be paid based on the rate quoted by Melbourne Police Department.*

What parking lots will be used for the event?

Initials - Chief of Security
7. General Information
   Please draw a diagram of the proposed set-up Include staging, seating, entrance(s), exit(s) security posts, natural and constructed boundaries, and location of any and all electrical requirements including the amount of power needed to operate at various locations.

8. Facilities Management Review/Comments:

Initials - Director of Facilities Management