



FLORIDA ATLANTIC UNIVERSITY
Marleen & Harold Forkas Alumni Center

EVENT RENTAL POLICIES AND PROCEDURES

Contract: All Organizations must adhere to the details of the Contract and must receive final approval from the Alumni Center by confirmed receipt of signed Contract.

Catering: Chartwells is the exclusive Caterer of Florida Atlantic University and The Marleen & Harold Forkas Alumni Center, and no other outside food/beverage or caterer is permitted. Chartwells offers a full catering menu that includes food and beverage service. Additionally, Chartwells is the only operation on campus licensed to sell or serve alcoholic beverages. A complete description of FAU's alcohol policy, as outlined in Presidential Memo #60, is available upon request.

Linens: All tables must be covered by linens. Linens may be ordered and rented through the Alumni Center (or Chartwells directly). Linens are \$15 each will be added to Rental Total. Linens must be ordered 3 days/72 hours in advance.

Parking: All guests must have a Parking Pass. Official FAU parking pass (decals, hangers, etc.) are accepted and must follow Traffic and Parking Rules. Guests who do not have an FAU parking pass will need a parking pass provided by the Alumni Center. Parking Passes are \$2 each and will be added to Rental Total. Passes must be ordered by 3 days/72 hours in advance.

Smoking: Florida Atlantic University is a tobacco-free university. In an effort to create a healthier environment for all students, faculty, employees, vendors and visitors, the use of all tobacco products is prohibited. This policy is in effect for all indoor and outdoor spaces, including parking lots and cars.

Decorations: All decorations must be freestanding and not attach by hanging, tacking, pinning, taping or sticking to the walls or ceiling. Confetti and glitter is absolutely prohibited in the Alumni Center. Banners or posters are not permitted on the Alumni Center exterior or University grounds. No open flames of any type are permitted; candles may be utilized as centerpieces, but must be displayed in a hurricane style vase. The removal of any of the venue's fixtures and/or furnishings by an Organization or Guest is forbidden.

Set-Up and Break-Down: Event set-up is for 1 hour prior to event start time and event break down is for 1 hour after event ends, unless otherwise discussed and approved. The Organization is responsible for event clean-up and any damages.

Payment and Billing: An Invoice with the Total, including all rental and event totals, will be sent to the Organization immediately following the event. Full-Payment is due within 30 days of event date.