Facilities Management eXpress (FMX) Instructions:

Event Restrictions and Guidelines:

- For any large in-person events, contact Ashley Martinez at almartinez@law.fsu.edu or law-roomscheduling@admin.fsu.edu

- No events shall exceed capacity set by the FSU College of Law – see capacities below

For Room Requests:

- Click on Schedule Requests on the far left column
- Click on New Request in the far upper right corner
- Fill out the fields with the information for your room or virtual event request
- Once you have an available room and date, click the green Submit link at the bottom of the page
- Always enter the following fields for room reservations:
  - ✓ Request Type – default should be Student Organizations; please select Community Event only if it is open to the general public/outside community. NOTE that Meeting is intended for administrative meetings and will automatically default to "private" you should avoid using this request type if you want other student leaders to be able to see your reservation and schedule around it.
  - ✓ Event Name – include name of hosting group/organization.
  - ✓ Start Date/End Date - should always be the same.
  - ✓ If a reservation is recurring, make sure recurrence is entered correctly:
    - o Set type of occurrence – (e.g. weekly, daily, monthly), and select what days. You can customize specific recurrence dates in FMX.
  - ✓ **Same day requests are NOT possible in FMX; email law-roomscheduling@admin.fsu.edu for same-day requests.**
  - ✓ Prep Time/Cleanup Time - Please remember to request prep time and clean-up time in the appropriate fields. Prep/set-up time is included in your overall reservation, ensure this does not cause overlap with other events.
  - ✓ Location - Scroll through and select your room location.
  - ✓ Please enter AV instructions including the amount of microphones, presentation assistance, etc. For any tech questions, please contact helpdesk@law.fsu.edu or 850-644-7735
  - ✓ Contact Name – person in charge of event (who can answer questions re: details)
  - ✓ Contact Phone and Email (confirmation will be sent to email entered)
  - ✓ Furniture/other details - If additional set-up or special arrangements are required, complete the box and include information about tables, chairs, easels, doors that should be unlocked, A/C after-hour requests, parking and/or signage needs, etc.
    - o Anyone wishing to use the Rotunda, A102 or R107 should complete the **appropriate request form**, which should be submitted with your event request or sent to Ashley Martinez, Event Coordinator at almartinez@law.fsu.edu **at least two weeks prior to the event.**
    - o If you are booking a room after 5:00 p.m. or on the weekend, please remember that the university requires 7 days' notice for A/C requests.

- The law school FMX approvers have the ability to add "Followers" to your schedule request. The Followers will receive confirmation/reminder emails (in addition to the Contact person). If you would like to add Followers, please type their email addresses in the Furniture/other details box.

In general, be as specific and detailed as possible! If you didn't know anything about the event, how much would you be able to tell by looking in FMX?

Always feel free to contact the Event Coordinator, Ashley Martinez at almartinez@law.fsu.edu or 850-645-0162 or in person in room A306 for questions or assistance!

Room Capacities:

- Virtual Rooms 1-3
- A014 Wayne Logan Seminar Room – 10 seats
- A012 Mary L. Pankowski Conference Room – 4 seats
- A020 – 24 seats
- A025 – 50 seats
- A026 – 42 seats
- A101 – 42 seats
- A103 – 31 seats
- A106 Phil and Rita Blank Conference Room – 34 seats
- A121 – 34 seats + 18 at table
- Stoops Family Student Lounge (main classroom building) – 24 seats
- A221 – 47 seats
- 101 – 218 seats
- 102 – 145 seats
- 103 – 147 seats
- 208 – 100 seats
- 210 – 48 seats
- 241 – 73 seats
- L315 – 74 seats
- 308 – 21 seats
- 310 – 92 seats (additional soft seating available)
- 326 – 23 seats
- 331 – 72 seats
  For more information on room capacities and A/V capabilities, visit https://law.fsu.edu/students/technology/rooms