

ROTUNDA RESERVATION REQUEST FORM

Any RSO (registered student organization) is free to utilize the Rotunda space for an official organizational event, free of charge. However, Building Services/main campus charges for furniture set-ups in the Rotunda. If your request for the Rotunda requires a particular set-up, you **must be prepared to cover the costs of the set-up.**

1. Submit a reservation request through [FMX](#). For questions on Rotunda set-ups, contact the Dean's Suite (call 850-644-3401 or go in person--A306). The request must be made at least 3 weeks prior to your event date.
2. Make sure to send the completed Rotunda Diagram to the Dean's Office. Please indicate your planned funding source for the set-up charges in the FSU Organization/Department Budget# line on the diagram. (Student Organizations without an assigned budget should indicate earmarked funds.)
3. Once your request has been approved, the Dean's office will coordinate with Building Services to ensure your desired set-up and timeline.
4. If Alcohol is to be served at a Student organization event, you must obtain prior approval from the law school and the main University. Please complete and submit the "Request to Serve Alcohol" form along with a supporting memo fully detailing your event to the Office of Student Advancement for approval. Please allow at least 2 weeks for approval to be made. For questions, contact the Office of Student Advancement.

Questions about the Rotunda? Contact Logan McMahon in the Dean's Suite, Advocacy Center A306.

Questions about set-up charges? View Charges at <https://www.facilities.fsu.edu/requests/specialRequest/prices.php>.

**If you are an outside organization please contact the Dean's Office for approval and setup costs (644-3401).*

AV/Technology Equipment or Assistance needed? _____ YES _____ NO.

If YES, please submit an AV Request form here:
<http://forms.law.fsu.edu/machform/view.php?id=90150>

For questions about audiovisual support contact the Tech department at 644-7735.
--

*** All requests are subject to administrative approval, especially if overtime work is required. Please be sure your request has been approved before advertising your event.**

By Signing, you certify that you have read and fully understand the above.

Signature

Date

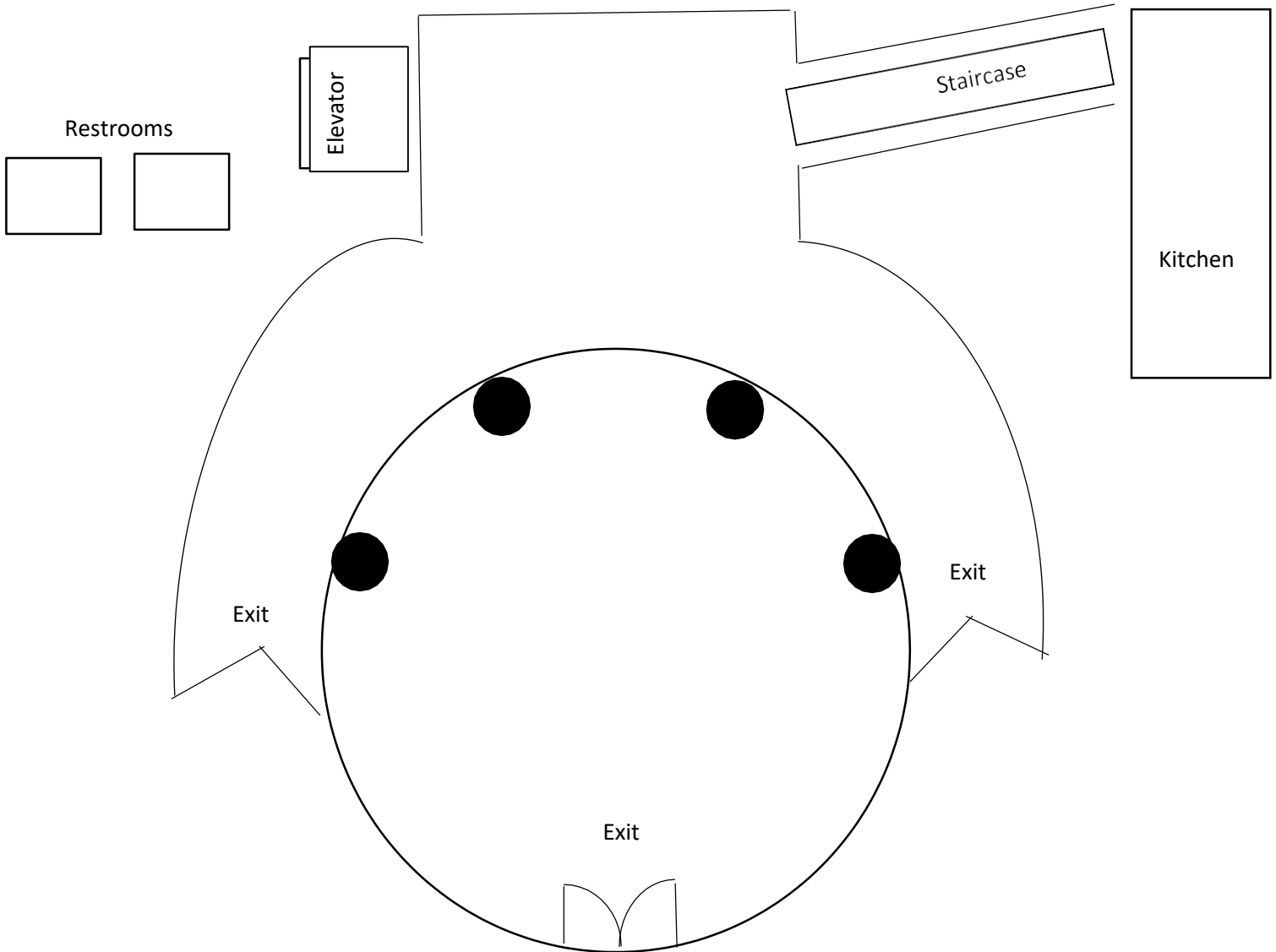
September 25, 2018

ROTUNDA SET-UP DIAGRAM

CONTACT PERSON _____ PHONE & EMAIL _____

ORGANIZATION _____ FSU STUDENT ORG/DEPARTMENT BUDGET #: _____

EVENT NAME _____ DATE & TIME _____



**** SET-UP DETAILS****

NO. OF CHAIRS _____ NO. OF 8FT TABLES _____ NO. OF HIGH-TOPS _____

NO. OF ROUND TABLES _____ NO. OF 6FT TABLES _____

NO. OF TRASH CANS _____ OTHER INFO _____

BULIDING SERVICES WO#:

SOLID WASTE WO#: