

Room Rentals University Wide MOU 2020-2021

The Student Government Association (SGA) of Florida International University agrees to subsidize room rental reservation fees for spaces reserved at the Graham Center (GC) in MMC and the Wolfe University Center (WUC) in BBC, on a first-come, first-served basis, for recognized student organizations registered in Panther Connect with an “active” status; and departmental events which are specified herein. SGA subsidies for room rental reservations shall not exceed the amount earmarked for such purposes in the SGA University-wide Room Rental Fund.

The room rental subsidy will cover the room and fees associated with a basic room rental package for indoor spaces which includes a projector, laptop, adapters, power strips, extension cords, podium with microphone, pre-programmed lighting, and navy pipe and drape behind the stage in the GC Middle Ballroom or WUC Grand Ballroom. If streaming services are necessary, the room rental subsidy will cover the \$100 flat fee associated for up to two hours of continuous streaming service for rooms with built-in audio/visual equipment, including cameras. This agreement will not cover rates beyond a two hour time frame and for rooms that do not have built-in audio/visual equipment or cameras.

The room rental subsidy will cover the rental fee for tables and chairs in outdoor spaces managed by GC which include the GC Lawns, Gold Lawn, PC Fountain, PC Steps, SASC Plaza, SASC Terrace, SASC Courtyard, DM Amphitheatre, Betty Chapman Plaza, and Library Breezeway. The room rental subsidy will also cover the rental fee for WUC outdoor spaces which include the Panther Plaza and WUC Loggia. Tables and chairs for outdoor spaces managed by WUC will be provided by WUC staff.

Cancellation fees, no-show fees, or any associated fees for damages assessed based on terms and conditions may apply and will not be covered by this agreement. These charges will need to be covered by the organization, council, club, or department funds accordingly. The customer under the reservation will be notified if fees are assessed within five (5) business days.

Student Organizations:

All individual student organizations recognized and registered in Panther Connect with an “active” status are entitled to ten (10) room rentals utilizing the rental subsidy per campus. No student organization may utilize rental subsidy for individual chapter events and/or for events in which a fee is required to participate or attend. This does not include philanthropic events in which a suggested donation is advertised for entry, but not required.

Councils:

Councils hosting events will be covered by the room rental subsidy for an unlimited amount of events.

Student Government Association:

Room rental fees for any reservation made by SGA, its agencies, councils, committees, departments, Senate, Cabinet, Executive Branch, and any other approved meetings, events and programs shall be covered utilizing the room rental subsidy for an unlimited amount of occurrences.

MMC – GC 150 is to be reserved for SGA Senate Meetings year-round on Mondays from 3:30 p.m. to 8:00 p.m. and for SGA Cabinet Meetings year-round on Wednesdays from 3:30 p.m. to 6:00 p.m. GC 150 shall be reserved for SGA Intern Meetings on Tuesdays from 4:00 p.m. to 6:00 p.m. during the Fall and Spring Term.

BBC – WUC 155 is to be reserved for SGA year-round on Mondays and Wednesdays from 3:00 p.m. to 5:30 p.m.

Departments:

The following departments may utilize the room rental subsidy without limitations:

Orientation – Freshman and Transfer sessions and all events under Panther Camp

The following departmental events may utilize the room rental subsidy:

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| Career Fair (target audience is students) | It’s On Us (all events) |
| SCCR’s Student Conduct Committee Training | Civility Initiative (all events) |
| Women’s Center Women Who Lead Conference | Leadership Summit |
| And Pre-conference | Student Life Awards |
| Campus Life Leadership Development Series | NY Times Roundtables |
| And Associated Leadership Programming | Fostering Panther Pride (all events) |
| Male Mentoring Initiative | Lavender Graduation |
| Release Week | Late Night Breakfast |
| Week of Welcome (all events) | Collegiate Recovery Program |
| McNair Conference | Center for Student Engagement |
| Alternative Breaks | Relay for Life |
| Roarthon* | National First Generation Week |

**This covers all events leading up to the main event, and this agreement will cover the room rental for the main event if it is held in either student union.*

This agreement and the allocation shall apply to the following rooms:

Graham Center (GC)

- GC Ballrooms
- Faculty Club
- Panther Suite
- GC 140*
- GC 150*
- GC 243
- GC 355
- Game Room
- Piano Lounge (approval from Sr. Director required)

Wolfe University Center (WUC)

- WUC 221 & 223
- Panther Plaza
- WUC 244 A&B (Ballrooms)
- Ballroom Lobby
- Theatre (additional charges may apply)
- WUC 245 C
- WUC 155
- Game Room
- Panther Square
- WUC 159
- WUC Loggia
- WUC 147 – Culture Corner

*The Graham Center staff will determine use of GC 140 and GC 150 based on the size of the organization, availability of room, and purpose of reservation. Reservations made in GC 140 and GC 150 will not count against the allocated number of events for each organization.

Annual Review:

The MOU will be reviewed annually during the SGA budget hearings. The student budget committee will have the opportunity to review and make recommendations as needed to the MOU and suggested budget during the hearings. Final approval of the MOU and its budget will be conducted at the SGA budget deliberations.