

Student Organizations – Outdoor Reservations

Registered Student Organization

A student organization registered with Campus Life may reserve outdoor spaces on MMC campus at no charge. If the student organization is not registered they will be treated as a private organization. See the GC website at grahamcenter.fiu.edu for public event information.

How to reserve and plan outdoor space on MMC campus:

1. Start by checking availability in room GC 1210 and reserve space **(10) business days prior to the event date**. NO PAPERWORK will be issued at this time.
2. Immediately after a **TENTATIVE** reservation is done, schedule an event planning meeting with the Outdoor Administrator by calling 305-348-3916, 305-348-0244, or email at hyltonm@fiu.edu in order to confirm the reservation and receive appropriate forms.
3. Request for a planning meeting is processed within 1-2 business days.

Event Classification

The Outdoor Administrator will be asking you questions so that your event can be accurately classify; the risk level of your event assessed, guidance provided and compliance outlined.

Event Support Services

- Outdoor tables, chairs, and electrician: Facilities Management
- Extension cords, tent anchors: Graham Center (GC)
- Insurance, Risk Management: Environmental Health and Safety (EHS)
- Crowd Control, after hours late night events: Public Safety
- Trash Bins, large event cleanup: ARA Grounds keeping

Please do not advertise or contract with vendors nor send documents to University Departments prior to this meeting.

Timeline for Submitting a Request is (10) business days prior to the event date and requests that come in less than (10) business days will be denied and asked to reschedule to a later date.

Cancellation: Space reservation **MUST be cancelled (5) business days prior** to the event date otherwise, a cancellation charge is assessed.

It is the responsibility of the E-Board members to reserve space, meet with the GC Administrator, submit required documents and monitor the event. If your reservation is not in compliance it will be cancelled.

Event Related Fees

No Show or Late Cancellation is assessed \$30.00 with a hold applied to future reservations for your student organization until payment is received in GC 1210.

University Police Department: Charges are assessed depending on the nature of your event visit the http://police.fiu.edu/services/special_events.html for standard requirements.
[FIUPD Special Events Form](#)

Food Service

Food offerings is not to compete with university food contractors

- **NO COOKED FOOD** is to be distributed unless catered by an insured caterer and approved at the planning meeting. **Only prepared shelf stable baked goods, pizza from a reputable brand is allowed.**
- Grilling – No organization grilling. If catered grilling is approved, the grill must be at least 50' from a building
- Dispose of hot coals safely (*fire hazard, soil concrete surface or burn the grass*)
- Always plan to use gloves when handling food
- Disclose food **sale** for fundraiser - one day only (*GC food safety guidelines given and recorded in scheduling system*)
- Place food station away from the Food Services Contractor areas such as Fresh Food or Atrium area
- **NO: Milk/Cheese products, chicken wings, tacos, stuffed tomatoes, yogurt, homemade cooked food**

Helpful Information

For your event to run smoothly, please visit the Graham Center and Campus Life Policies and Guidelines websites to find instructions and forms related to use of alcohol, solicitation, free speech, food services and other campus policies that may impact your event.