

Outdoor Reservations for UNIVERSITY DEPARTMENTS

Outdoor spaces are wide open areas designated for university programs. Reservations must be in compliance with University policies and procedures. Note the GC Lawn is a shared space and is labeled as follows: Lawn West, Lawn Middle and Lawn East. Each allocation has a certain amount of space and the perimeters are marked within the Lawn area (a diagram is available). Space may be adjusted by the GC office based on the nature of the activity.

How to reserve outdoor space on MMC campus for a University Department Events:

1. Start by checking availability with the GC Reservation Office at ext. 72297 or in GC 1210. Here you may inquire if and when a space is available.
2. Once you have found the date/space which will work for your event, the GC Reservation Office staff will reserve the space with a **TENTATIVE** status.
3. **Immediately schedule** a time with the GC Outdoor Administrator at ext. 73916 or ask for Maxine Hylton in GC 1210 to review university policies/procedures and submit appropriate form/insurance/waivers, etc.
 - a) Submit a request to Facilities Management for tables and chairs <http://facilities.fiu.edu> there is a charge and deadline to submit your request. The GC *does not* have outdoor equipment.
 - b) Submit an Environmental Health & Safety form (E H & S) to Alex Fals, **only if applicable**.
 - c) Provide a **copy** of the E H & S form to Maxine after submission at which time the reservation will be confirmed with GC Office.

Space request is reserved on the day received. Please allow 1-2 business days' response if the GC Outdoor Administrator is unavailable on the day of space request. **Do not advertise an event until you receive a confirmation.**

Event Classification Questions

The GC Outdoor Administrator may be asking you questions so that your event may be accurately classified with regards to risk level, event needs, university compliance (catering, sound amplification, deliveries, trash disposal, insurance, signature approval, etc.)

Helpful Information

For your event to run smoothly, please visit the GC Use of Facilities Policies and Guidelines page to find information related to use of alcohol, solicitation, free speech, and other campus policies that may impact your event. Also, contact campus departments for services such as catering, parking, security, custodial and other event related needs.

The person reserving the space is responsible for follow up to ensure a **TENTATIVE** reservation will be confirmed by completing the steps above **at least (5) business days** prior to the event date.

You can view many indoor spaces at our virtual tour website grahamcenter.fiu.edu by clicking on host your event.

TIP: University procedures will vary depending on the nature and risk of the activity