MARLEEN & HAROLD FORKAS ALUMNI CENTER
EVENT GUIDELINES

Administrative Office Hours: Monday – Friday 8 a.m. – 5 p.m.
Closed Days: Thanksgiving, Christmas Eve, Christmas Day

Use of Venue

1. Retail of Venue: All internal and external groups, rental dates and times must receive final approval from the Center’s director and/or the assistant vice president of Alumni Relations.

2. Catering: Florida Atlantic University’s exclusive agreement with Chartwells provides catering to the Marleen & Harold Forkas Alumni Center. Chartwells has a full catering line that includes food and beverage service. Additionally, Chartwells is the only operation on campus licensed to sell or serve alcoholic beverages. A complete description of FAU’s alcohol policy, as outlined in Presidential Memo #60, is available upon request.

Chartwells can also provide additional items such as linens, centerpieces, etc.; however, these items are not exclusive to Chartwells and can be ordered from an approved, outside vendor (see http://www.fau.edu/branding/licensees.php).

2. Preferred Vendors: While it is the customer’s responsibility to contract with certain outside vendors, the Center director should be made aware of all vendors contracted. In addition, the Center director must be informed of the customer’s expectations of those vendors. Complete contact information, dates and times vendor will be on site, and dates and times for post-event pick up, if applicable, shall be submitted to the Center director.

3. Smoking: In accordance with the Florida Clean Indoor Air Act revised effective October 1, 1992, smoking is NOT ALLOWED anywhere in the Center. There is a designated smoking area on the Alumni Center’s courtyard. Smokers must stay within a 5’ radius of the ashtray.

Please note: If there is an event taking place in the Center’s courtyard, smoking is strictly prohibited.

4. Courtyard Usage: Due to the close proximity of the Courtyard to the Great Hall, the Courtyard may only be used for events that have also been reserved for the entire Great Hall (so as not to disturb other events), or when no other event is taking place in the Great Hall. In either instance, an alternative to the patio area must be designated in case of inclement weather.
5. **Decorations:** The Center director must approve all event-specific decorations and in some cases rental items for use on the interior or exterior of the building. All decorations must be freestanding and not attached to the walls or ceiling. No banners or posters will be permitted on the center exterior or grounds without the express approval of the assistant vice president of Alumni Relations.

The usage of glitter, sprinkles or confetti is expressly prohibited in the Center. No open flames of any type are permitted; candles may be utilized as centerpieces, but must be displayed in a hurricane style vase. Prior approval must be sought for usage of helium balloons.

The removal of any of the venue’s fixtures and/or furnishings by a customer is prohibited.

6. **Clean-up:** Prior to the client leaving the event, the Center director will walk through the venue to ensure there is no damage.

7. **Campus Parking Passes:** For all non-Alumni sponsored events, guests must obtain a parking pass. Passes can be arranged through the Center’s director, and the cost will be added to the customer’s overall contract.

**Contracts/Billing**

1. **Event Contracts:** While event contracts are completed by the Center director, only the assistant vice president of Alumni Relations is permitted to execute contracts on behalf of the FAU National Alumni Association (FAUNAA). Provisions for reserving the venue should be handled in advance and are based on availability.

2. **Billing:** For internal groups, contracts should be signed and fully executed with full payment received no less than 10 days prior to the event date. For external groups, contracts should be signed and fully executed with full payment received no less than 30 days prior to the event date.

3. **Recurring Events:** Recurring events will be considered, but approval is subject to the limitations of time and availability of space. Regularly scheduled university classes have preference to the classroom space in the Center.