

# Broad Auditorium / Conference Request Form

**Date(s) of Event:**

**Beginning/Ending Time(s):**

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**Name of Event:**

**Sponsoring Organization:**

**Contact Person:**

**Phone and email of Contact Person:**

**Expected Attendance:**

**Brief Description of Event:**

**Budget Number to be charged in the event of damage to the equipment or facility:**  
**Budget Number required** \_\_\_\_\_

**Please note:** The front doors to the Pepper Center automatically unlock at 7:30 AM and lock at 5:30 PM each business day. If this function starts, finishes or otherwise takes place outside of those hours, the responsible person must remain in the building until the doors lock as arranged in the booking. If the building is left unattended the sponsoring organization **will be responsible** for all damage and/or theft that occurs in the Pepper Center before the doors lock.

**Catering Events:**

All catering functions must take place in the lobby of the Pepper Center. Tables should be ordered from building services for the catering set-up in the lobby area. No food or drinks are permitted in the auditorium and tables may not be set up in the Broad Auditorium as the room is already furnished with chairs. Catering servers do not remove trash, so it is the responsibility of the user to arrange for the removal of trash immediately following your event. Users should order plants, trash cans, and catering requirements as needed for their program.

**Audio Visual Equipment:**

The Pepper Institute may provide limited audiovisual equipment including a data projector, a sound system, and projection screen. The user will need to provide a laptop computer to hook up to the data projector, and any other audio visual equipment necessary to support a successful program. The user should receive training on our technical equipment **by appointment** with our technical program assistant. No on-site technical support will be provided by Pepper Institute staff during the program. There is no back up equipment available at the Institute.

**By signing this form, your department or organization agrees to reimburse the Pepper Center for any damages caused by your event including the loss or failure to return keys within 48 hours after the completion of your event.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Send these forms and a copy of your invitation (or program announcement) by Postal Service (Broad Auditorium Reservations, 207 Pepper Center Bldg, 636 W Call Street, Florida State University, Tallahassee, FL 32306-1121) or by campus mail (MC1121) or by fax (850-644-2304).**

## Pepper Institute on Aging & Public Policy Broad Auditorium Policies

- Final approval to use the facilities will be granted by the Director of the Pepper Institute on Aging & Public Policy. The Auditorium is available to Faculty and Staff for educational functions of the University only.
- The Auditorium is not available for student organizations, club meetings, leisure activities or community events. External groups should contact the Florida State Conference Center on Campus at 644-3801 for space for other types of events. There are campus facilities available for student use, as well.
- At the time the request is made for the use of the auditorium a university Budget Center ID number must be provided in order to cover any damages or theft sustained by Pepper Institute or the Pepper Center during the event.
- All rules, policies and procedures of the University and as stated on the **Broad Auditorium Request Form** must be adhered to when using the facilities. This includes a ban on smoking, alcohol and related restrictions. No food or drink is allowed in the Broad Auditorium.

### Request and Confirmation:

- Inquiries regarding availability of the Auditorium are best made by e-mail, however, acceptable alternatives are by phone, by fax or in person.
- The **Broad Auditorium Request Form** must be completed and submitted to the Pepper Institute prior to the event. The form is your acknowledgement that you have read, understand and will comply with the stated policies pertaining to the use of all facilities at the Pepper Center.
- Upon receipt of the completed form it will be reviewed and you will be contacted if your request has been denied. Failure to submit the completed form will result in denial of your use of the facilities.

### Equipment:

The Pepper Institute does not provide audiovisual equipment, services or assistance except as specified on the **Broad Auditorium Request Form**.

- The Pepper Institute does not provide any services pertaining to supplying or arranging chairs, tables, catering or any other necessary items, services or assistance except as specified on the **Broad Auditorium Request Form**. Tables, chairs and other items at the Pepper Center that are not specifically requested for your event or not to be used.
- We do enjoy sharing the Broad Auditorium, but we ask that you plan to bring sufficient helpers and items to accommodate your own needs in order to assure a successful event. You may make arrangements through University Building Services for refreshment tables, trashcans, plants and other necessary items. Arrangements should also be made to have any delivered items promptly picked up the next morning following your event.

### Keys:

- For any event that is scheduled to begin or end outside of regular University business hours, usually 8:00 AM to 5:00 PM on Monday thru Friday, you will be responsible for picking up the Auditorium key in Room 208 at the Pepper Center before 4:00 PM on the business day of the event. If the event is scheduled for a non-business day, the key should be picked up before 4:00 PM on the last business day prior to the event.
- Keys must be returned by 9:00 AM the next day. Because other events may be scheduled, the immediate return of keys is required. If you fail to return the key by the required time, you will be charged \$100.00 late fee.

### Responsibilities:

- No tables, chairs or other equipment may be left in the Auditorium after the event. All tables, chairs and other items inside and outside the Auditorium must be returned to their original set-up.
- No tape, nails or other forms of adhesives may be used on the walls to hang banners or signs, etc.
- The switches for the lights and all other electrical equipment used are to be turned off when you leave the room.
- The Pepper Institute will inspect the room following its use. You will be responsible for replacing or repairing any damage to the room or the facilities, equipment or furniture provided therein.
- Do not leave valuables in the room unattended. The Pepper Institute is not responsible for loss or theft.
- Be sure if you have a late program that one person stays until the designated closing time as stated on your request form.
- Do not leave the Pepper Center unlocked. The automatic locks will be set at the closing time stated on your request are responsible leaving all tables, chairs and other items inside and outside the Auditorium in the same condition they were prior to your event.

**If you agree with the policies stated above and are willing to take responsibility for the Pepper Center during your program in the Broad Auditorium, please indicate by signing below:**

\_\_\_\_\_

**Responsible University Party**

\_\_\_\_\_

**Date**