

FLORIDA **A&M** UNIVERSITY

Jake Gaither Gymnasium Policies and Procedures

Introduction:

Gaither Gymnasium, 1755 Wahnish Way in Tallahassee, has been the center of Florida A&M University educational, athletics and cultural activities for generations. It is an Education and General Services building. Its primary operations are funded by the FAMU E&G budget, so E&G events such as curriculum-related and general services-related activities are supported without charge. All other use must be customer funded.

Capacity and Size:

The gymnasium has a maximum capacity of 3300 attendees. It is comprised of a single sports court and retractable bleachers, which double the size of the floor for larger events when retracted. The total floor area when bleachers are retracted is 13,786 sq. ft.

Booking:

Gaither Gym is managed by the FAMU Events Department. It is booked by on-campus entities by using the iStrike event approval system. Off-campus applicants may use the paper forms that come at the end of this document. For information about bookings please contact that office at (850) 412-5966 or email eventsdept@famuedu.

The space is booked on a first-come, first-served basis. Non-E&G users will be assessed a fee for use of the facility. Rental fees for the facility take into consideration 1. The time you plan to enter the facility, 2. The time the facility is open to the public (if it is), 3. The time your event starts, 4. The scheduled time for your event to end and the audience departs, 5. The time you vacate the facility, 6. Cleaning fees after your event. Other fees such as audio-visual support, stage and pipe-and-drape requirements, tables, chairs, etc. are billed separately by the Events and Moves department, who will set them up and take them down.

A booking is final when all booking forms have been correctly submitted and a good-faith deposit of \$100 per day is received in the Events Department office. If the booking entity is from off-campus a contract from the Division of Legal Affairs may be required. The balance of the fee is due 5 working days in advance of the event.

User Regulations

1. **Supervision:** No un-supervised activities may be scheduled in the facility. A university official authorized by this office to supervise events will be present for each activity.

2. **Hours of Operation:** Sunday thru Thursday: 8:00 a.m. – 11:00 p.m. Friday thru Saturday 8:00 AM – 1:00 AM.
3. **Fronting:** One organization may not book an event for another. Rental is not transferrable. No client group/organization is allowed to provide the building to other requestors.
4. **Insurance:** All non-University users must provide special event insurance. Contact the Risk Management Office - (850) 599-3453 – for policy requirements. While the client may choose their insurance provider, some clients have been satisfied with the online insurance provider <https://www.theeventhelper.com>. All event insurance quotes must meet the Risk Manager’s approval. Events without approved special event insurance confirmation through the Risk Manager’s office within two working days before the event shall be cancelled.
5. **Cancellations:** Failure to notify the Events Department of a cancellation less than three working days before the scheduled event will result in a loss of deposit.
6. **Alcohol:** Use of alcoholic beverages are only permitted by the FAMU Board of Trustees approved alcoholic beverage approval procedure. If your event is to include alcoholic beverages an Alcohol Permission Form must be submitted no less than two weeks in advance of your event to be approved.
7. **Security:** All public events in Gaither Gymnasium must have a security plan approved by the FAMU Police Dept. Contact LT. Audrey Alexander to make security arrangements. Events without an approved security arrangement with FAMU PD will be cancelled.
8. **Catering:** The University has an exclusive, first-right-of-refusal food services agreement with Metz Catering which includes catering services at the University Activity Center. Please contact them for your catering at (850) 412-7146, email ma4017catering@metzcorp.com: Use of other caterers can only be approved by Metz through the catering waiver process.
9. **Damage Liability:** The user is financially responsible for damages to and thefts of University property which occur as a result of the scheduled event.

10. Acknowledgements and acceptances:

I have received a quote for the user fees and agree to pay according to the schedule in this document:

(initials)

I have been notified about the Security Plan requirement and will comply.

(initials)

I have been notified of the exclusive right of Metz Catering to provide all catering services Gaither Gymnasium and will comply with this regulation.

(initials)

I have been notified of the required cleaning fee.

(initials)

I have been notified of the requirement for special event insurance.

(initials)

I have been notified of the alcohol policy and will comply.

(initials)

I will follow all rules and regulations in this document.

Signature

DATE

Print Name
