

## STUDENT EVENT RESERVATION REQUEST FORM

Any FSU RSO (registered student organization) is permitted to utilize the College of Law event spaces for an official organizational event, free of charge with an approved reservation. However, Building Services/main campus charges for furniture set-ups in the Rotunda and Thompson Green. If your request for those spaces requires a particular set-up, you **must be prepared to cover the costs of the set-up.**

1. Submit a reservation request through FMX or email [law-roomscheduling@admin.fsu.edu](mailto:law-roomscheduling@admin.fsu.edu). For questions on room set-ups, contact the Event Coordinator, Ashley Martinez (call 850-645-0162 or in-person in room A306). The request must be made **at least 3 weeks prior to your event date.**
2. Make sure to upload the completed event diagram to your reservation request. Please indicate your planned funding source for the set-up charges in the FSU Organization/Department Budget# line on the diagram.
3. Once your request has been approved, the Event Coordinator will coordinate with Building Services to ensure your desired set-up and timeline.
4. If Alcohol is to be served at a student organization event, you must obtain prior approval from the law school and the main University. Please complete and submit the "Request to Serve Alcohol" form located on the Student Advancement webpage, along with a supporting memo fully detailing your event to the Office of Student Advancement at [saffairs@law.fsu.edu](mailto:saffairs@law.fsu.edu) for approval. Please allow at least 2 weeks for approval to be made.

**Questions about the Rotunda?** Contact Ashley Martinez at [almartinez@law.fsu.edu](mailto:almartinez@law.fsu.edu) or 850-645-0162

**Questions about set-up charges?** View Charges at

<https://www.facilities.fsu.edu/requests/specialRequest/prices.php>

**For questions about audiovisual support and microphones, contact the Tech department at 850-644-7735 or at [helpdesk@law.fsu.edu](mailto:helpdesk@law.fsu.edu)**

**\* All requests are subject to administrative approval, especially if overtime work is required. Please be sure your request has been approved before advertising your event.**

**By signing, you certify that you have read and fully understand the above information.**

**Signature**

**Date**

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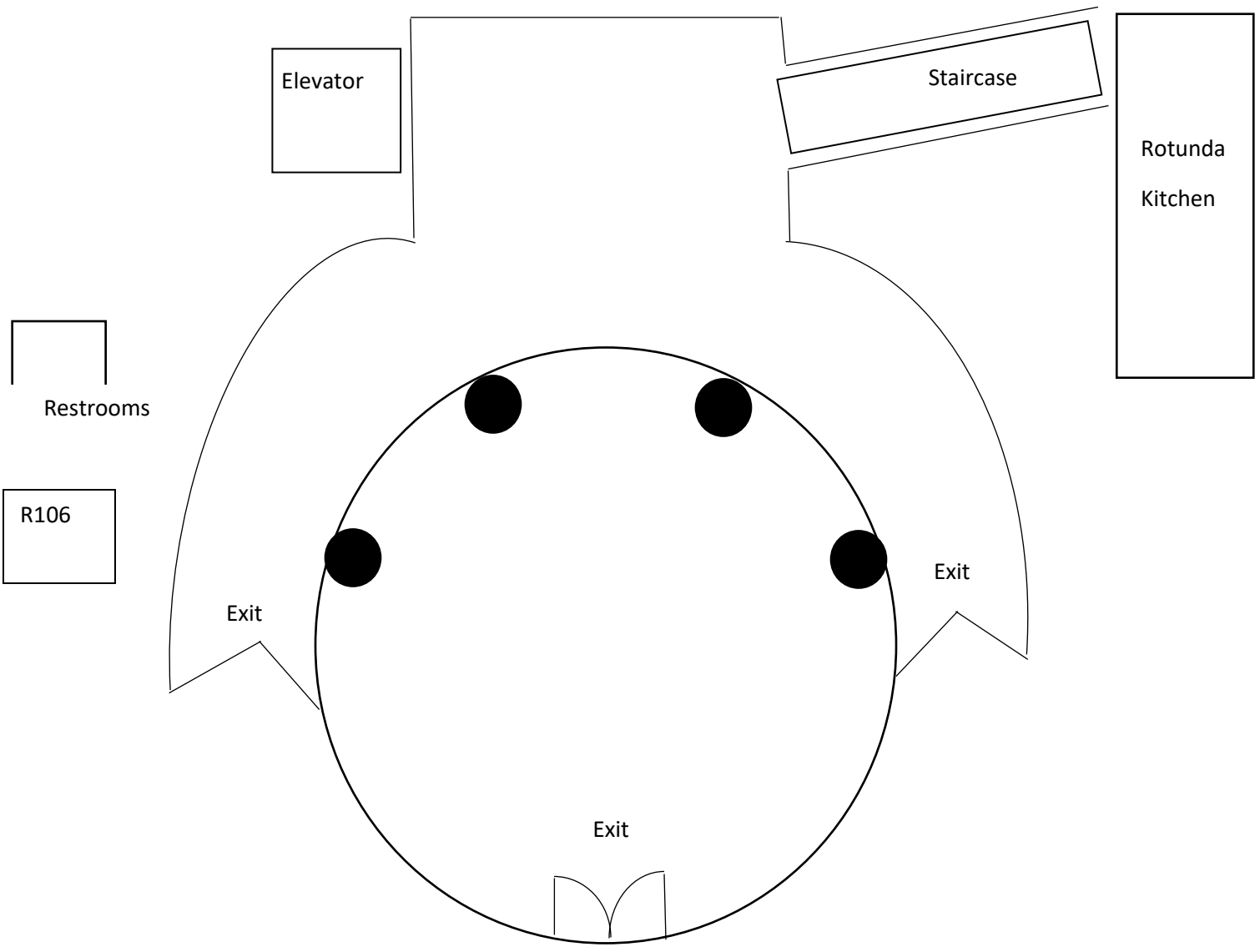
*Please review and complete the appropriate Set-up Diagram on the following pages.*

**ROTUNDA SET-UP DIAGRAM**

CONTACT PERSON \_\_\_\_\_ PHONE & EMAIL \_\_\_\_\_

ORGANIZATION \_\_\_\_\_ FSU STUDENT ORG/DEPARTMENT BUDGET #: \_\_\_\_\_

EVENT NAME \_\_\_\_\_ DATE & TIME \_\_\_\_\_



**\*\*\*\* SET-UP DETAILS\*\*\*\***

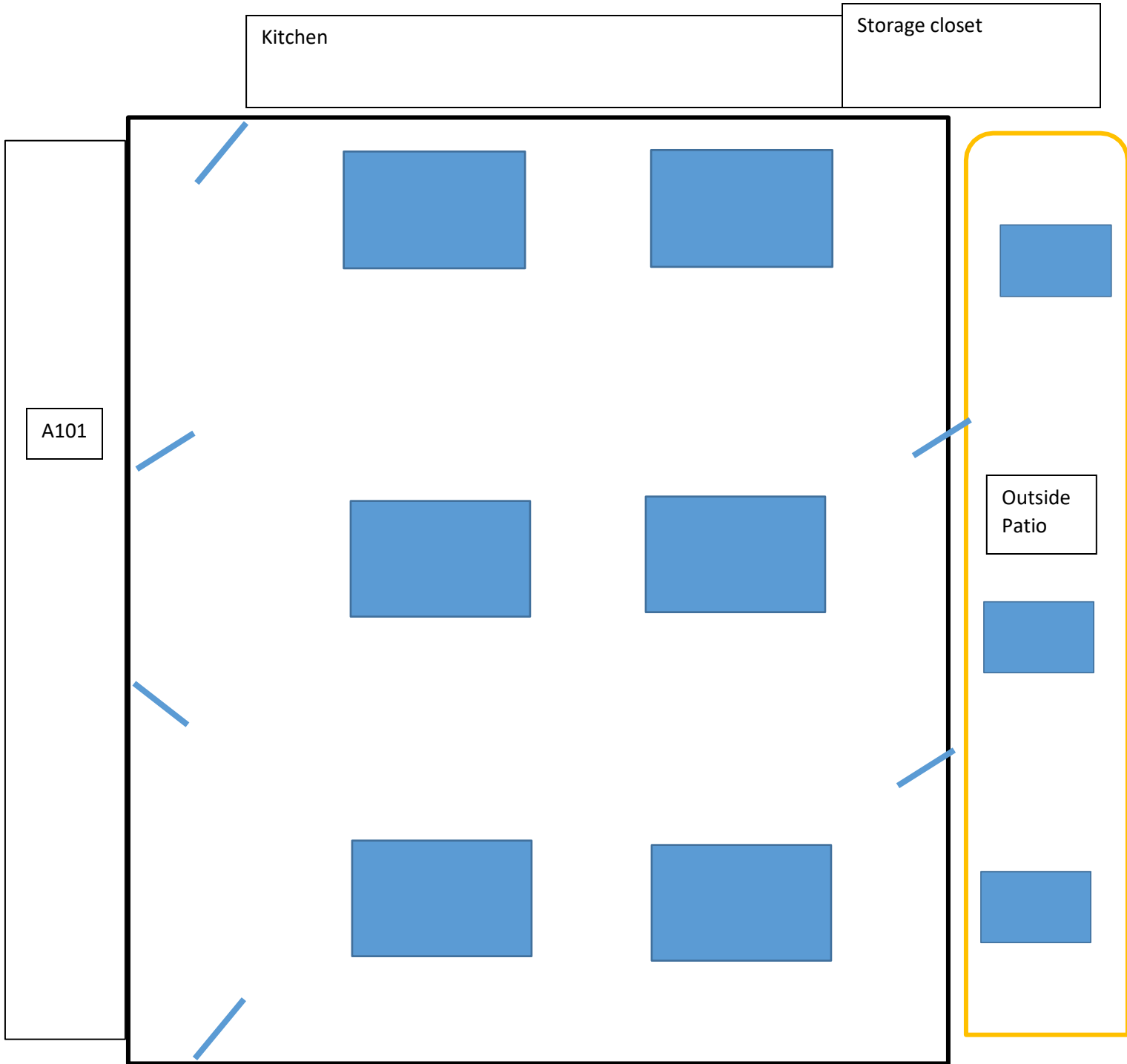
NO. OF CHAIRS \_\_\_\_\_ NO. OF 8FT TABLES \_\_\_\_\_ NO. OF HIGH-TOPS \_\_\_\_\_

NO. OF ROUND TABLES \_\_\_\_\_ NO. OF 6FT TABLES \_\_\_\_\_

NO. OF TRASH CANS \_\_\_\_\_ OTHER INFO \_\_\_\_\_

BUILDING SERVICES WO#: \_\_\_\_\_

SOLID WASTE WO#: \_\_\_\_\_



\*\*\*\* SET-UP DETAILS\*\*\*\*

NO. OF CHAIRS \_\_\_\_\_ NO. OF 8FT TABLES \_\_\_\_\_ NO. OF HIGH-TOPS \_\_\_\_\_

NO. OF 6FT TABLES \_\_\_\_\_ OTHER INFO \_\_\_\_\_

# College of Law Rotunda and Green

