



## THE GLOBE FACILITIES - TERMS AND CONDITIONS

The following is a summary of frequently referenced terms and conditions governing the usage of The Globe facilities. For a more complete list of policy governing the usage of university facilities, please see: <http://policies.vpfa.fsu.edu/bmanual/use.html>.

By submitting a space reservation request, guests and organizations utilizing The Globe facilities agree to abide by all governing terms and conditions as it relates to the reservation and usage of space. The terms and conditions set forth shall be binding and applicable to all space reservations in The Globe facilities.

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### EVENTS NOT PERMITTED IN THE GLOBE

- Fundraisers or any events for which a fee is charged to members, guests or the general public
- Date auctions, gambling events, and raffles
- Martial arts demonstrations or practices
- Personal events

The Globe staff reserves the right to enter any event at any time to ensure compliance with policies and to ensure a safe and a successful event.

### RESERVATION TIMES

The Globe facilities are available for space reservations from **8:00am-10:00pm Monday through Thursday, 8am-5pm Fridays, and 12pm-8pm Sundays during the Fall and Spring semesters**. Summer hours are 9am-4:30pm Monday through Friday.

**Globe Closure Dates:** The Globe is closed on all home football game days, holiday weekends and breaks between semesters.

When requesting a reservation, groups must include time for event preparation and event breakdown, including clean-up. The set-up and clean-up must occur during the Globe's hours of operation. Reserved space must be cleaned out and cleared by the event end time stated on the reservation request. This includes all catered food. Make sure the catering company knows the deadline for having the space cleared and cleaned. If the event continues more than five minutes past the scheduled end time, the group will be logged as going over the time specified. After two instances of overtime, the event sponsor will lose reservation privileges at The Globe for the remainder of the academic year.

### RESERVATION LIMITS

Reservations are limited to one room per day, per organization/event. Reservations for any space in the Globe shall not be longer than five (5) hours at a time, inclusive of set-up and clean-up time. Multiple room requests and all day events should be reserved at the Union.

### WHEN TO MAKE RESERVATIONS

Reservation requests must be made at least 7 business days before event.

For events taking place during the fall semester, space reservations may be requested no earlier than 9:00am on the first working Monday of August in the same year. Space reservations for the spring semester may be requested no earlier than 9:00am on the first working Monday of November in the preceding year. Summer reservations may be submitted starting on the first Monday in May.

## **FREQUENCY OF RESERVATIONS**

To accommodate as many RSOs as possible, the following are the limits for reservation of facilities at the Globe by RSOs each semester.

- Program Rooms: Twelve (12) times a semester
- Auditorium: Two (2) times a semester
- Dining Room: Two (2) times a semester

Note that "co-hosted" events count toward the usage limits for all of the groups participating. All groups involved in planning and executing an event should be listed on the reservation request form.

## **PERSONS AUTHORIZED TO REQUEST SPACE RESERVATIONS**

Only student group officers who are listed in Nole Central, FSU Faculty and Staff can reserve space in the Gloe.

## **SPACE REASSIGNMENT**

The Globe administration reserves the right to adjust space reservation assignments in order to accommodate as many space requests as possible.

## **CANCELLATIONS**

Cancellations of reserved space must be received by The Globe no later than forty-eight (48) hours prior to the start of the event for weekday reservations and seventy-two (72) hours for weekend events. Cancellations must be submitted in writing via email to [globe-reservations@fsu.edu](mailto:globe-reservations@fsu.edu) . If a cancellation is not received within the required time, the group will be recorded as a no-show.

## **NO-SHOWS & OVERTIME**

A no-show will be recorded for any guest that fails to show up for a reserved event within one (1) hour of the event start time. Groups charged with two (2) no-shows and or overtime will lose reservation privileges in the Globe for the academic year. All outstanding space reservations belonging to the organization will be canceled after 3 no-shows.

## **EVENT PERMITS**

Many requests for events held in The Globe facilities require special attention and consideration before they can be confirmed. Any request received that requires further review is assigned a status of "confirmed-pending requirements". This means that while the space reservation has been made, the event itself is tentative and not yet confirmed.

Guests receiving this status with their reservation request are required to submit an event permit request through their Nole Central page at least 10 days before the event date to provide additional information relevant to their event. If permit(s), insurance

certificate(s), contract(s), etc. is/are required for an event, the guest requesting the space reservation is responsible for answering questions and providing documentation in a timely manner. RSOs and departments will not be allowed to host an event in the Globe that has not been properly permitted and confirmed.

### **MISREPRESENTATION OF AN EVENT OR GUEST**

Any misrepresentation of an event or guest will result in the cancellation of the event(s) and/or the loss of reservation privileges in The Globe. Examples of misrepresentation include, but are not limited to, Recognized Student Organizations requesting space on behalf of non-university entities or non-recognized student organizations, purposefully omitting event details in an effort to circumvent event permitting procedures, and requesting space for an organization of which the requesting party is not a member.

### **MOVIE PERFORMANCE RIGHTS**

Movies cannot be shown unless you provide proof that the film is in the public domain. Otherwise, you must secure the "Public Performance Rights" of the film you want to show. Having the DVD or VHS does NOT give you the legal right to show the movie in public. The rights for many films are available through Swank Motion Pictures. Please go to their website (<http://www.swank.com>), and search their catalogue for the film you want to show, then contact FSU's rep, Tracy Hedrick, at 1-800-876-5577, or email her [attracyhedrick@swank.com](mailto:attracyhedrick@swank.com). If Swank does not hold the rights, please follow the "DISTRIBUTORS" links on the main page of <http://movies.fsu.edu> to search other film distributors' catalogues. If you have trouble finding the rights to the film, please contact Kathy Barber at [ksbarber@admin.fsu.edu](mailto:ksbarber@admin.fsu.edu).

### **USE OF UNIVERSITY PROPERTY, FURNISHINGS AND EQUIPMENT AND ATTENDANT RESPONSIBILITY**

Groups, organizations and individuals reserving space or facilities should be aware and make their members or others participating aware of the responsibilities attendant to the reservation of designated space or facilities including responsibility for the proper care of any furnishings and equipment located in or about the designated area:

- The group, organization or individual reserving the space or facility agree to abide by all laws, rules, regulations, policies, ordinances, etc. pertaining to the use of University property, furnishings and equipment.
- Damage: The group, organization or individual reserving the space or facility is responsible for any damage to the area reserved, including property, furnishings and/or equipment. If damage should occur, the group, organization or individual reserving the space or facilities shall be held responsible for costs incurred and the repair or replacement of said damaged property, furnishings or equipment.
- Removal: Removal of property, furnishings or equipment assigned to university facilities is strictly prohibited except in instances where proper removal procedures are followed.
- Liability: The University disclaims responsibility for any injuries occurring in the use or preparation of reserved space for special events that require the alteration of rooms, set up or decoration. Injuries or the theft of personal effects occurring in connection with the event shall in no way be the responsibility of the University or its officials.

## **USE OF GLOBE SPACE & EQUIPMENT**

In addition to the liability policy outlined in the section above, the usage of audio/visual equipment, furniture and/or other items cannot be guaranteed and is subject to availability. Furniture cannot be moved or rearranged in the program rooms. Do not move the podium in the auditorium or the lecterns in the program rooms.

## **DECORATIONS**

Guests are permitted to decorate reserved spaces when appropriate. In addition to reserving enough time to decorate, the following guidelines apply. Guests may not tape, nail, or thumb tack any items to floors and walls. Additionally, guests are not permitted to attach items to light fixtures or ceilings.

The following items are not to be used while decorating Globe spaces:

- Tape (other than blue painters tape)
- Nails
- Thumb tacks
- Covering any room window(s)
- Candles or any open flame
- Incense
- Fog, smoke or bubble machines
- Fountains or any water machine
- Balloons, Glitter or Confetti

## **EXCHANGE OF MONEY**

No events involving the exchange of money will be permitted in The Globe.

## **AMPLIFICATION OF SOUND**

Amplified sound is not allowed other than through the podium and built in sound system in the Auditorium. Music practice or performance is not allowed in the program rooms.

## **SMOKING**

All Globe facilities are designated as non-smoking. Guests found in violation of this policy will be asked to leave immediately.

## **GUEST CONDUCT**

Guests attending any event held in Globe facilities are expected to be respectful and courteous to other guests and staff members of the Globe. Excessive noise or other disruptive behavior will not be tolerated. The Globe reserves the right to immediately terminate any event deemed to be disruptive or unsafe in any way. Disruptive individuals will be removed from the facility and any outstanding events scheduled by the offending organization may be cancelled.

The Globe is committed to responsible freedom and civil dialogue, as well as to justice and public order, representing all students' rights and interests. However, events that focus on issues that may be construed as culturally insensitive or offensive to one or more groups of students should be scheduled in the Oglesby Union.