

Departmental Request for an Event at South Campus

I, _____, an employee of Florida State College at Jacksonville **South Campus**, wish the Event Coordinator for the _____ (Group, Club, or Name of Organization/Company) to serve as for the following Event (Title of Event) _____ on the following Dates: _____ of 200_.

As Event Coordinator I will serve as host for this event and will be on site for its duration. If for some reason I am unable to serve as Event Coordinator, I will find an appropriate substitute for these duties who is an employee of the South Campus, and will notify the Center Director of the Event Coordinator Substitute prior to the event, and if one is not found, the event will be cancelled.

or

I, _____, an employee of Florida State College at Jacksonville _____ **Campus**, wish to serve as the Event Coordinator for the _____ (Group, Club, or Name or Organization/Company) for the Event (Title of Event) _____ at on the following Dates: _____ of 200_.

As Event Coordinator I will be present for the duration of this Event.

The Center Director has confirmed that the facilities requested below are available at the times reflected in this document, has evaluated this event for labor required for this event, and approves of this request.

Short Description of Event:

Required Event Particulars:

Name of Event	_____
Begin Date	_____
End Date	_____
Campus Arrival Time	_____
Event Begin Time	_____
Event End Time	_____
Campus Departure Time	_____
Number of Participants	_____
Number of Spectators	_____
Facilities to be used:	_____

Equipment provided by Program _____

Center Director Requests the following for this Event:

Number of Plant Service Worker(s) Requested	_____
Hours PSW's Required	_____
Number of Security Officer(s) Requested	_____
Hours Security Officer(s) Required	_____
Number of Tech Team Worker(s) Requested	_____
Hours Tech Team Worker(s) Required	_____
JSO Officer Requested	_____
Hours JSO Officer Requested	_____

Internal Events or (College Events) proceed to signature lines at bottom of second page

For Exterior Organizations (Sponsorships or Rentals) – the block below must also be completed

If the requestor of this event is from an outside company or organization, as Event Coordinator I will obtain from the company or organization that is requesting this event the following insurance requirements and additional documentation.

As Event Coordinator I will obtain a letter from this organization or company (on it's letterhead) that will give a description of the event, specify the dates and times of this event, give contact information, and answer all the following **required event particulars** regarding this event that the _____ organization/ company would like to hold on the South campus.

Insurance Requirements:

“All organizations and groups desiring to use College facilities and grounds must provide the Campus President or Designee with proof of liability insurance (“ACORD” certificate) in the amount of one million dollars or more. The insurance certificate must be issued by a licensed agent of the underwriting insurance company, and shall specify that Florida State College at Jacksonville and its District Board of Trustees are “Additional Insured”. Certificates must list the “certificate holder” as Florida State College at Jacksonville and its District Board of Trustees, and must also specify the date(s) of use and coverage. Long-term usage contracts require that the user’s insurance agent provide the College with a thirty-day notice of cancellation. If the group or organization will use commercial vehicles in connection with its facility use, it shall provide evidence of auto or fleet liability insurance”

Additional Documentation Required:

As Event Coordinator I will **obtain** the following additional documents as applicable from the organization requesting this event.

1. *501c-3 Non profit Certificate (if organization is non-profit)*
2. *Tax Exemption Certificate (if organization is tax exempt)*

Justification for exterior organization sponsorships: The Campus President should sponsor this event because:

Upon receipt of the company’s or organization’s letter, insurance certificate, 501c-3 Certificate, and Tax Exemption Certificate, I will deliver them with **this completed form** to Dr. Denis G. Wright, South Campus President for approval of this event as either a rental or a sponsorship.

Required Attachments

- a. Letter from Company
- b. Insurance Certificate
- c. 501c-3
- d. Tax Exemption

After Dr. Wright has made a determination on this event as either a sponsorship or a rental I will follow up with the organization as appropriate

As Event Coordinator I will obtain all equipment for this event and will return it to its proper place the day after the event is over.

Employee Signature: _____ (Agree with duties of Event Coordinator) _____ Date
Supervisor Signature: _____ (Agree with request for event) _____ Date
Center Director Signature: _____ (Endorse event and space has been booked in Orion) _____ Date