



## **Policies, Guidelines, and Information Regarding External Reservations of the Nancy H. Marcus Great Hall in The Honors, Scholars, and Fellows House (HSF)**

Thank you for your interest in using the Great Hall for your next event. Please use the following guidelines when you request the space:

### **ELIGIBILITY**

At this time, we only consider reservations from nationally-recognized honor societies affiliated with Florida State University. We limit bookings to special events, such as entry or induction ceremonies. We do not permit conferences. Please consider using other spaces on campus for casual or monthly/recurring meetings.

### **ELIGIBLE HONOR SOCIETIES**

- Garnet and Gold Key Leadership Honor Society
- Golden Key International Honor Society
- Honors Medical Scholars
- Mortar Board
- National Society of Collegiate Scholars
- Omicron Delta Kappa
- Oscar Arias Sanchez Hispanic Honor Society
- Phi Beta Kappa
- Phi Eta Sigma
- Phi Kappa Phi
- Phi Theta Kappa
- The W.E.B. Du Bois Honor Society

### **EVENT CRITERIA**

Events must fall within the mission of the Honors, Scholars, and Fellows House.

**HSF Mission:** “The Honors, Scholars, and Fellows House serves as a beautiful and tangible monument to Florida State’s mission of promoting a sense of community among our very brightest, most hard-working students and providing them support as they reach new levels of success. The house creates an environment in which students are encouraged to share creative ideas; build lasting relationships; discover new ways of thinking; and utilize programs, academic services, and mentorship opportunities like never before.”

## ONLINE REQUEST FORM

Please fill out your event request using our [online form](#). Your request will be evaluated by senior staff at our bi-monthly administrative meeting. Room requests are reviewed twice a month at administrative meetings and may require up to one month for confirmation. Please submit your request at least 30 days in advance of the proposed event. The Deans of the Graduate School and Undergraduate Studies have the final authority on the use of facilities.

## SUPPORT

We provide turnkey access to the Great Hall, but we cannot provide additional support for your event.

## EVENINGS AND WEEKENDS

We do not have the staff nor resources to permit Friday evening or weekends. Evening events Monday - Thursday will be considered by special dispensation only. All evening events must be concluded (including cleanup and break down) by 9:00 p.m., except under special circumstances.

## SECURITY ACCESS

The fourth floor automatically locks at 5 p.m. as part of a regular security schedule. To change building access hours for events after 5 p.m., you must contact Dr. Craig Filar at [cfilar@admin.fsu.edu](mailto:cfilar@admin.fsu.edu).

## STAFF POLICIES

**A full-time FSU staff or faculty member must be in charge and present for the entire duration of your event, including setup and breakdown.** This person should serve as the contact for all orders with the Service Center. Graduate and undergraduate students may not perform this role.

**A full-time faculty or staff member must check-in at office 4001E HSF before 5 pm or the reception desk on the third floor after 5 pm, to receive access to the Great Hall.**

While in the Great Hall, please follow all FSU policies and procedures, especially concerning alcohol and tobacco. Smoking is not allowed in any campus building.

## VIEWINGS

If you would like to view the Great Hall prior to your event please contact [hsf-events@fsu.edu](mailto:hsf-events@fsu.edu). We strongly encourage you to go through a walkthrough of the technology available in the room if you have any questions.

## **ROOM SETUP**

The default room set up for the Great Hall is six 72" round tables with eight chairs around each table.

**You are solely responsible for the setup of the Great Hall to fit your needs and the return of the room to a default set up.**

Call the Service Center (850) 644-2424 at least seven days in advance to schedule the setup and breakdown of your event.

**If the room is not returned to the default setup after an event, we reserve the right to restrict future requests.**

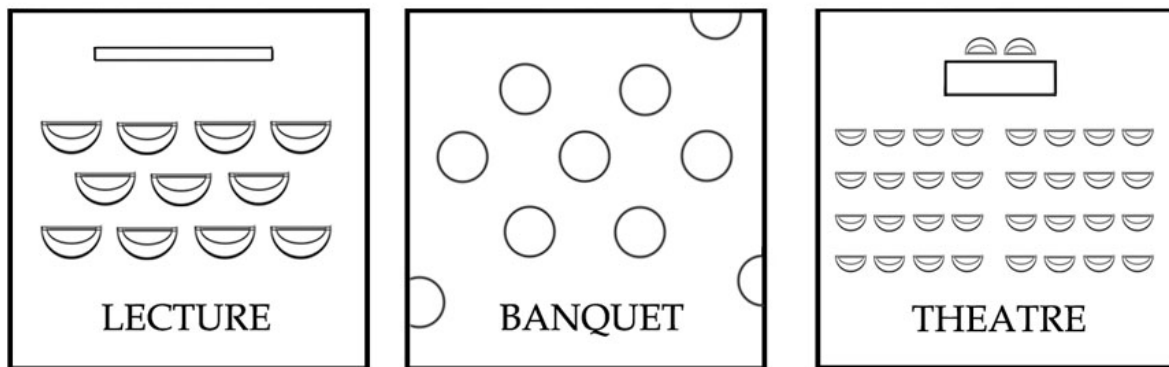
No tape, nails, tacks or similar adhesive materials may be used any painted surfaces, windows or doors on the premises.

## **AVAILABLE FURNITURE**

A total of ten 72" round tables and 120 chairs are stored in the building for use in the Great Hall. In addition, there are four adjustable cocktail rounds available for use in the Great Hall.

The room can hold a maximum of 100 guests in banquet setup(10 tables, 10 chairs per table) or 120 in lecture (chairs only).

Sample Setups:



**SAMPLE SETUP CONFIGURATIONS**

## **FURNITURE DELIVERY**

Please arrange to be on-site during the delivery and pick up windows.

## **TRASH CANS**

Extra trash cans should be ordered by contacting the Service Center. **It is your responsibility to remove any trash left after an event. All trash cans must be emptied and taken to the dumpsters outside of the Honors, Scholars and Fellows House.**

## **ROOM BREAKDOWN**

For outdoor functions, please use approved outdoor furniture, all upholstered chairs must remain inside the building. Any furniture placed on the balcony must be brought inside the same day of the event. Furniture must not be left outside overnight or in inclement weather.

Four small, adjustable cocktail tables may be placed outside. To obtain additional furniture for outdoor events (i.e. chairs, catering tables, etc.) place an order through Building Services. Please share your plans for the event set up and breakdown with Building Services.

**NOTE:** Per the guidelines listed in the ROOM SETUP section, you are solely responsible for returning the Great Hall to its default set-up, upon completion of your event. **Failure to comply with this guideline may result in denial of future room requests.**

## **KITCHEN**

There is a small kitchen space, adjacent to the Great Hall, that is available for use during your requested event. While the kitchen features counter space and a small sink it is not equipped with a refrigerator, microwave or stove-top oven. **NOTE:** The kitchen is also used by HSF staff members and is always kept clean and in an orderly state. **If the kitchen is used, it must be cleared of all items immediately following the conclusion of the event and left in a clean, orderly state.** Failure to comply with this guideline may result in denial of future room requests.

## **AV SYSTEM**

There is a complete AV system installed in the Great Hall. The front podium includes a control panel for your laptop (HDMI, VGA, DVI) that connects a projector and side monitors in the room and the lounge. There is a computer in the AV closet (closed access) if you do not have your computer, which can be accessed via the podium. Our audio includes a handheld microphone, a lavalier microphone, and a projection/sound system.

If you would like to schedule a tech walkthrough, contact [hsf-events@fsu.edu](mailto:hsf-events@fsu.edu) at least seven business days prior to your event.

If you need help troubleshooting a system, please call Classroom Support.

Please use professional courtesy and refrain from playing loud music prior to 5 p.m. on weekdays. A study lounge and an office are located next to the Great Hall, and the acoustics of the building do not provide a strong buffer from noise.

## **CATERING**

Legacy Catering by Sodexo is the official contract vendor for food and beverage service on the university campus and is the preferred vendor for the building. Outside licensed vendors are permitted as long as they are approved by the university as a licensed caterer.

## **SUMMARY OF YOUR EVENT RESPONSIBILITIES**

- ✓ **Submit your Work Order Request for the setup and break down** of tables and chairs to Building Services at least 7 business days before the event.
- ✓ Order trash cans from the Service Center
- ✓ **Empty all trash cans.**
- ✓ Legacy Catering is available at (850) 644-7509 or you may contact an outside licensed caterer.
- ✓ If you plan to serve alcoholic beverages, obtain written approval from the appropriate personnel prior to advertising your event. Send a copy of the signed document to [hsf-events@fsu.edu](mailto:hsf-events@fsu.edu).

Approval of Student Events: Vice President for Student Affairs

Approval of Faculty Events: Vice President for the Office of Faculty Development and Advancement

- ✓ **Arrange parking** for your guests through Parking Services (850) 644-9751.
- ✓ **Remove trash from the balcony, close and lock all doors.**
- ✓ **Turn off the A/V equipment and lights** in the Great Hall when your event has concluded.
- ✓ **Lock the Great Hall.**

## **ALCOHOL GUIDELINES**

- No individual under the legal drinking age (a minimum of 21 years in the State of Florida) may serve, sell, consume or possess alcohol on university property except

to the extent allowed by law within licensed premises or designated areas of the university.

- Alcohol must be served by a licensed and insured third-party vendor. No individual may serve or otherwise provide alcohol to persons under the legal drinking age.
- The consumption of alcohol on university property will be restricted to the Great Hall.

## **ALCOHOL GUIDELINES FOR UNIVERSITY-SPONSORED EVENTS**

A university-related event includes any organization or group consisting primarily of Florida State University students, employees, faculty or alumni, and/or which utilizes the Florida State University name or its premises.

University-sponsored events include large, public, and formal events where the university acts in symbolic ways to honor, celebrate, and reward achievements central to its mission (e.g., graduation, convocation, dedications, awards, ceremonies). These events convey an important message about the university and its values.

Florida State University takes responsible precautions when alcohol service is included as part of an event. All university-sponsored events are subject to the guidelines outlined in Section I of the FSU Alcohol Policy. Additional restrictions apply.

### Additional Restrictions:

- Alcohol will not be served at any university-sponsored event or any event located on the campus where attendance is open to the public and unregulated by the following measures: individual invitation, registration, reservation or a fee payment process.
- At functions where attendance will be predominately alumni and friends of the university and guests are limited by invitation, registration, reservation or a fee payment process, alcoholic beverages may be served under the following conditions:
  - ✓ An ample supply and variety of food and non-alcoholic beverages must be provided
  - ✓ FSU reserves the right to refuse to serve anyone who appears to be in danger of overconsumption.
  - ✓ All persons will be required to show identification and date of birth to verify that they have reached 21 years of age.

- At university-sponsored events where attendance will be predominately students, no alcoholic beverages will be served, regardless of the degree of control exercised over attendance.

## **ALCOHOL GUIDELINES FOR UNIVERSITY-RELATED EVENTS**

Any event that includes the service of alcohol must adhere to the following guidelines, which apply to all student organizations irrespective of whether or not they have received formal recognition of their status. Please consider the following:

- Event sponsors are required to provide one or more alternative non-alcohol beverages in sufficient quantity during the event.
- Non-alcoholic beverages must be available at the same place as the alcoholic beverages and featured prominently as the non-alcoholic beverage.
- The cost of admission to an event may not include or cover the cost of alcoholic beverages.
- Where alcohol is present, food must be in sufficient quantity throughout the event.
- If alcoholic beverages are sold, the alternative beverage must be available at a price equal to or less than the price of the alcohol provided.
- No state-appropriated federal funds or A&S fees may be used to purchase or sell alcohol.
- The burden of proof for showing legal age is placed upon the person desiring alcohol service. No service will be provided unless clear evidence of age is presented. Those of legal age and consuming alcohol will be identified by wrist bands, hand stamps, etc.
- It is the responsibility of the serving establishment to check for an ID with a photograph at the time an alcoholic beverage is requested. If evidence of legal drinking age cannot be provided, the server is required to deny the request.
- At social functions where, alcoholic beverages are being served, direct access should be limited to a person or persons designated as the server or servers by a licensed insured vendor. Servers must not consume alcohol during the event.
- The server must refuse to serve anyone who seems in danger of overconsumption.

- Any organization found not to be in compliance with the university alcohol policy may be subject to university disciplinary action and may forfeit its right to any fee support from the university.

## **THE FLORIDA STATE UNIVERSITY STANDARDS OF CONDUCT**

Florida Statutes declare that it is unlawful for any person under 21 to consume or to possess alcoholic beverages. Consequently, no one under the legal drinking age may consume, distribute, or possess alcohol on university properties or as part of any university activity. It is unlawful to sell, give, serve, or permit to be served, alcoholic beverages to a person under the minimum age. Furthermore, servers can be held civilly liable for damage caused by underage drinkers to whom they provided alcoholic beverages.

## **OTHER IMPORTANT INFORMATION**

- Great Hall reservation requests should be sent using the online form. Please fill out all fields: [https://fsu.qualtrics.com/SE/?SID=SV\\_d0xeUDUoYQXLjSI](https://fsu.qualtrics.com/SE/?SID=SV_d0xeUDUoYQXLjSI)
- The maximum occupancy load for the fourth floor (including the balcony) is 412 people.
- No extra tables and/or chairs may be left in the Great Hall after an event. If your event is scheduled for consecutive days and you are using tables and/or chairs in the hallways, you must move them into the Great Hall or the Catering Kitchen until the following day to ensure they are secure.
- No tape, nails, tacks or similar adhesive materials may be used on walls, doors, painted surfaces or windows on the premises. Please avoid using glitter on the table decorations. Banners and signage must be free-standing.
- Using fire, incense, candles and flame-producing items is prohibited.
- If you bring balloons, please dispose of them after the event.
- The balcony is not maintained by the custodial staff. Please be sure to remove all trash and reset furniture at the conclusion of your event.
- Turn off all lights when leaving the premises. The light switches are located inside the entry doors.
- The HSF space coordinator will inspect the premises following the event. If you do not wish to pay damage or clean up fees, please adhere to all guidelines stated in the executed Letter of Agreement.



- Please do not leave your valuables unattended. Neither Florida State University nor HSF staff is responsible for loss or theft.
- If Building Services delivers extra furniture, store it in the hallway on the west side of the Great Hall to allow for pick up.
- If the room is being set up for an event, please keep doors closed and locked when no one is around.
- Please note that if your event begins after 6:30 p.m., access to the Great Hall will be confined to the entrances on the east side of the building. All other doors will be locked for the evening.
- The Deans of The Graduate School and Undergraduate Studies reserve the right to approve or deny special requests for use, equipment, food and beverage service, and the date and time of the event. All agreements must be confirmed in writing.
- Evening and / or weekend events will only be considered under special circumstances.