

## Graham Center and Wolfe University Center Room Rental Agreement

**Effective Until: All contracting parties agree to dissolve the agreement.**

### Section 1: Background

The Student Government Association of Florida International University and the Graham Center (GC) and Wolfe University Center (WUC) agree to subsidize room rental reservations fees, on a first-come first serve basis, for student organizations in good standing and registered with SGA, in addition to SPC, CSO, SOC, BSU, Homecoming, Panther Power, and Multi-faith, according to the policies outlined in this agreement. Exceptions to access these funds for departments or organizations not noted in this agreement requires prior approval by the SGA President(s) or the SGA Comptroller(s); all requests must be done in writing and sent to both WUC and GC.

### Section 2: General Policy

The room rental will cover the room and the fees associated with a basic room rental package. The basic room rental package includes a projector, laptop, any cables adapters, power strips, extension cords, podium with a mic, any additional mics, navy pipe and drape behind the stage in the GC Middle Ballroom or WUC Grand Ballroom, and pre-programmed intelligent lighting. Cancellation Policy and No-Shows may apply and will not be covered by this agreement or any associated fees for damages assessed by the GC or WUC staff, unless otherwise stated in this agreement. These charges will need to be covered by the organization, council, and/or clubs' funds.

The amount of room reservations that each organization is allotted, according to this agreement, shall be per campus (i.e. If Happy Club is allotted 4 room reservations then they can make 4 reservations at GC and 4 room reservations at WUC).

If room usage exceeds the allocated amount, GC and WUC will charge the student organization directly according to their **reservation fee schedule**.

This agreement will be effective immediately and any previous agreement signed by these contracting parties regarding the Room Reservations shall be null and void. This agreement shall remain in full force and effect from July 1 until June 21, unless all contracting parties agree to dissolve and nullify all parts of this agreement by signing a new agreement.

The following rooms shall apply to this agreement:

#### Graham Center (GC)

GC Ballrooms  
Faculty Club  
Panther Suite  
GC 140  
GC 150

#### Wolfe University Center (WUC)

WUC 221  
WUC 223  
WUC 224 A&B (Ballrooms)  
Ballroom Lobby  
Theater



GC 243  
GC 355 Panther Square  
Game Room

WUC 245 (Green Room)  
  
Game Room  
WUC 155  
WUC 159

The Graham Center staff will be able determine the usage of GC 140 and GC 150 by the size of the organization, as well as availability of the room and purpose. Reservations made in GC 150 and GC 140 shall not count against an entity's room reservation allotment.

GC 150 is to be reserved for Student Government Association Senate Meetings year-round on Mondays from 3:30 p.m. to 8:00 p.m. and for Student Government Association Cabinet Meetings year-round on Wednesdays from 3:30 p.m. to 6 p.m.

GC 150 shall be reserved for Student Government Association Intern Meetings on Tuesdays from 4:00 p.m. to 6:00 p.m. during the Fall and Spring semesters.

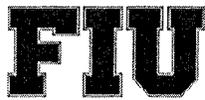
WUC 221 is to be reserved for Student Government Meetings year-round Mondays and Wednesday from 3:00 p.m. to 5:30 p.m.

SGA, at the discretion of an SGA President or Comptroller, may use the Room Rental University Wide Fund to cover room reservations and associated costs outside of the Graham Center and the Wolfe University Center, so long as the rooms are part of the centralized reservations system. The overall discretionary amount will not exceed a total of \$30,000, per fiscal year.

The Senior Vice President for Student Affairs and Academic Affairs shall have the right to waive costs for room agreements based on special situations or emergencies.

### **Section 3: Allowances**

1. Room rental Fees for general meetings of the SGA, including its Agencies, Councils, Committees, Departments, Senate, Cabinet, Executive Branch, and other SGA approved meetings, events, and programs shall be paid by the Room Rental University Wide Account, unless otherwise stated in this agreement.
2. Approved SGA events, meetings, and programs shall only be:
  - a. Events, programs, and meetings of SGA, its agencies and councils, Release Week & Midnight Breakfast, Week of Welcome, SGA Budget Hearings and Deliberations
  - b. Special requests that are approved by an SGA President in writing.
3. Approved SGA approved events do not include:
  - a. Events, meetings, programs planned by professional staff whose main audience are not students, unless otherwise mentioned above as determined by the SGA President.



4. The following entities shall have no limit on room rentals that are paid by the Room Rental University Wide Account per fiscal year per campus for the abovementioned rooms so long as they register with SGA through one of its agencies and councils, including Multifaith, CSO, or SOC:
  - a. IFC, PC, NPHC, and/or MGC (This excludes reservations for individual chapters, reservations made by the Office of Fraternity and Sorority Life, and events that are not public and accessible by all students.)
  - b. Alternative Breaks (excluding room reservations for interviews)
  - c. Roarthon (Dance Marathon)
  - d. LEAD Team
  - e. Global Civic Engagement Board
  - f. Relay for Life
  - g. LGBTQA+ Ambassadors
  - h. Model United Nations
5. Entities shall not receive the student organization rate unless they are recognized as a registered student organization by SGA, through one of its agencies and councils, including Multifaith, CSO, or SOC.
6. The following programs shall have no limit on room rentals that are paid by the Room Rental University Wide Account per fiscal year per campus for the abovementioned rooms:
  - a. It's On Us
  - b. Civility Initiative
  - c. Fostering Panther Pride
  - d. Male Mentoring Initiative
  - e. Lavender Graduation
  - f. SCCR's Student Conduct Committee Training
  - g. Women's Center Women Who Lead Conference and Pre Conference
  - h. Leadership Summit
  - i. Student Life Awards
  - j. Campus Life Leadership Development Series and associated leadership programming
  - k. NY Times Roundtables
  - l. Orientation and Panther Camp
7. Fraternity & Sorority Life will not be permitted to use these funds for individual chapter organizations and events where a fee is required to participate in (i.e. Panhellenic Recruitment). Only council sponsored (IFC, PC, NPHC, MGC) events and general meetings that are advertised and open to all students will be covered an unlimited amount. Individual chapter organizations will be responsible for their reservation fees.
8. Student Support Services Programs from the Multicultural Programs and Services Department shall have no limits on room rentals that are paid by the Room Rental University Wide Account per fiscal year per campus for the abovementioned rooms for Academic Workshops, Financial Literacy Workshops, Career Workshops, and Graduate School Preparation Workshops.
9. The SGA University Wide Room Rental Fund may be used to cover the room and the fees associated with a basic room rental package for all job fairs where the student body is the main target audience.
10. Organizations registered with Multi-faith, CSO, and SOC, excluding those mentioned in Section 3, subsection 4 of this agreement, will be allowed to use SGA Sponsored Room with no rental charge up



## Student Government Association

to fifteen (15) times per the fiscal year per campus unless previously stated in this agreement.

Student organizations will be responsible for the rental fee after the allotted fifteen (15), unless they receive approval by an SGA President for additional room reservations.

11. Wellness and Recreation Club Sports organizations will be allowed to use SGA Sponsored Room Rentals with no rental charge six (6) times per the academic year per campus. Student organizations will be responsible for the rental fee after the allotted amount, unless they receive approval by an SGA President for additional room reservations.
12. Cancellation Policy, No-Show fee, or any associated fees for damages assessed by the GC or WUC staff will not be covered by the SGA University wide Room Rental fund, except for the Office of Orientation and Parent Programs. The Office of Orientation and Parent Programs shall be the only entity able to use funds from the SGA University Wide Room Rental Fund to cover cancellation fees.
13. This agreement also covers the fee of Outside Space Rental for tables and chairs only which are requested by Graham University Center and Wolfe University Center for the student organizations. The tables and chairs are provided by facilities and placed in the following outdoor spaces adjacent to the Graham University Center: Chapman Plaza, DM Amphitheater, Fountain, GC Lawn, MARC Lawn, SASC Courtyard, SASC Plaza, SASC Terrace, PC Steps, Library Breezeway and at the Panther Plaza adjacent to the Wolfe University Center. *Additional amenities would have to be requested and paid by the individual organizations.*

### Section 4: Reserves

If the University Wide Room Rental Fund is depleted, then SGA will request the use of funds from the Accumulated Cash Balance Fund Main Reserve.

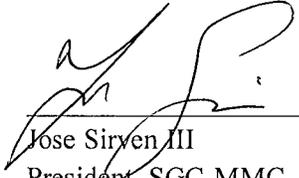
### Section 5: Rooms Available at No Charge

Non-charged rooms in WUC include: WUC 157; as well as, WUC 256 (Multi-Faith) may be available Sunday - Saturday between 6pm and 11pm

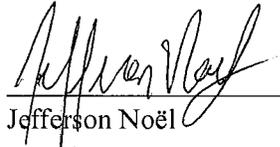
Non-charged rooms in GC include: GC 241A, 305, 314, 316, 343, Panther Pit, as well as all academic spaces which may be available Monday - Friday between 6pm and 11pm and between 7am and 11pm on the weekend.



**Student Government  
Association**

  
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Jose Sirven III  
President, SGC-MMC

8/21/18  
Date

  
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Jefferson Noël  
President, SGC-BBC

8/21/18  
Date

  
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Carolina Gonzalez  
Comptroller, SGC-MMC

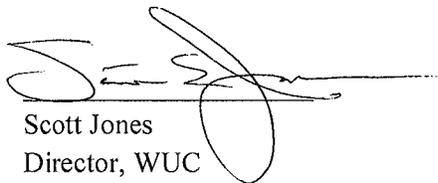
08/21/18  
Date

  
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Ronan Kelly  
Comptroller, SGC-BBC

8-21-18  
Date

  
\_\_\_\_\_  
Sanyo Mathew  
Senior Director, GUC

08/21/2018  
Date

  
\_\_\_\_\_  
Scott Jones  
Director, WUC

8/21/18  
Date