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## **NOVA LAW CENTER SPACE AND CALENDAR RESERVATION FORM**

ROOM REQUEST     TABLE RESERVATION     TABLE RESERVATION FOR FOOD SALE  
 MASTER CALENDAR ONLY

- Food may only be served in the Faculty Study, Faculty Terrace, Seminar Rooms, and the Atrium
- All rooms must be left in a clean and orderly manner. Failure to do so, will result in the organization or individual being banned from reserving and using rooms for a period of one year.

CONTACT PERSON: \_\_\_\_\_

DEPARTMENT/ORGANIZATION: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

AFFILIATION: LAW CENTER \_\_\_\_\_ UNIVERSITY \_\_\_\_\_ OTHER \_\_\_\_\_

### EVENT INFORMATION:

DATE(S): \_\_\_\_\_ DAY(S): \_\_\_\_\_

TIME: BEGIN: \_\_\_\_\_ END: \_\_\_\_\_

TITLE/TOPIC: \_\_\_\_\_

SPEAKER/ENTERTAINER (if any): \_\_\_\_\_

ROOM/SPACE REQUESTED  
(pending approval): \_\_\_\_\_

NUMBER ATTENDING: \_\_\_\_\_

\*WILL REFRESHMENTS/FOOD BE SERVED? No  Yes  IF SO, EXPLAIN: \_\_\_\_\_

\*\*WILL ALCOHOL BE SERVED? No  Yes  IF SO, EXPLAIN: \_\_\_\_\_

**\*\*FOR FOOD SALES/FUNDRAISERS, YOU MUST FIRST SUBMIT A FUNDRAISER APPROVAL FORM TO THE UNIVERSITY'S OFFICE OF STUDENT ENGAGEMENT, (954) 262-7283. IT CAN BE OBTAINED FROM THE OFFICE OF STUDENT ENGAGEMENT, ASA BUILDING RM. 107, OR THE LAW CENTER ADMINISTRATION OFFICE.**

**\*\*TO SERVE ALCOHOL, YOU MUST SUBMIT A COPY OF A LIQUOR APPROVAL FORM TO THE LAW CENTER ADMINISTRATION OFFICE SIGNED BY THE DEAN OF THE UNIVERSITY'S STUDENT AFFAIRS OFFICE, BRAD WILLIAMS. THIS FORM IS OBTAINED THROUGH THE UNIVERSITY'S STUDENT LIFE/STUDENT UNION OFFICE, (954) 262-7286.**

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- ALL FOOD SERVED AT THE LAW CENTER WILL BE IN COMPLIANCE WITH UNIVERSITY POLICY.
- ALL COST FOR FOOD, BEVERAGES, AND RENTAL OF FURNISHINGS AND EQUIPMENT IF NECESSARY, WILL BE PAID BY:

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SET-UP REQUIREMENTS (if necessary, attach diagram):

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Do Not rearrange furniture in the rooms. When possible, furniture will be moved by Law Center, or University staff. **Faculty Study: Do Not** move Floral Arrangements and Awards from the Granite Counters and Do Not dispense food from this area.

**SPECIAL NEEDS AND EQUIPMENT:** i.e., Tables, Chairs, Linens, Stage, Tent, etc.  
(pending approval & if available): \_\_\_\_\_

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OTHER REQUESTS:

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**FOR AUDIO VISUAL REQUIREMENTS:** Contact the AV Dept. at (954) 262- 6240

**FOR VIDEO CONFERENCING REQUIREMENTS:** Contact the AV Dept. at (954) 2262-6240

*PLEASE NOTE:*

- You are responsible for assigning someone from your organization direct your guests and visitors to your event, and for making any signs and posters for your event. Easels Stands, and Sign Stands will be provided as available.
- All Guests and Visitors are required to park in the **Parking Garage**, unless directed otherwise.
- All events will be announced to the Law Center community and listed on the Law School and University Events Calendars.
- All Persons or Organizations not affiliated with NSU requesting space will be required to produce a Certificate of Liability Insurance in the amount of One Million Dollars.
- All table & room reservations must be requested within a minimum of **48 hours** in advance.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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**AUTHORIZATION**

ROOM ASSIGNED: \_\_\_\_\_

APPROVAL: \_\_\_\_\_

Richard Corbyons, Director of Facilities

**Distribution After Approval:** Original to Richard Corbyons, Director of Facilities; Copies to the Contact Person; Nicole Triana Room Reservation(s) & Events Calendar Scheduler.