

Function of the Law Center's Office of Administration (Facilities Portion)

- Assists student organizations in scheduling and coordinating large events, master calendar requests, room & table reservations, & organization storage space assignments.

Scheduling Events, the Master Calendar, and Room Reservations

The Shepard Broad Law Center is streamlining and organizing the scheduling of school events. To begin with, all scheduled events must appear on the Shepard Broad Law Center Master Calendar, which may be found on the Law Center's Intranet main page. The scheduling of events on only one calendar ensures that everyone is aware of all the activities and there are no scheduling conflicts within the Law Center. Information regarding your scheduled event must be submitted to the Building Operations Manager, through the Room/Space & Calendar Reservation Request Form found on the Law Center Intranet. Space requests will be approved by Nicole Rodriguez upon submission. Please be sure to include all necessary information (date, time, place, title of program, and, if applicable, name of speaker or addressee of location) and the name, email, and telephone number of the person to contact if additional information is required. If there is a scheduling conflict, you will be notified. You will also receive a confirmation of your request. Please be sure to follow the instructions on the forms as noted below:

- Food may only be services in the **Faculty Study, Faculty Terrace, 7`Uggfcca gžSeminar Rooms/ the Atrium.**
- All rooms must be left in a clean and orderly manner. **Rearranging of any furniture is strictly prohibited.** If needed and when possible, furniture will be moved by University staff. Failure to comply will result in the organization or individual possibly being banner from reserving and using rooms for a period of one year. Furniture rearrangement/event setup request must be submitted no later than 5 days prior to the scheduled event to the Building Operations Manager. Requests submitted after this time frame will result in the organization being responsible for covering incurred overtime services charges."
- You are responsible for assigning someone from your organization to direct your guests and visitors to your event, and for making any signage/poster for the event. Easel signs, and stand signs, can be provided, as available upon request. All easels must be checked out and back in through Nicole Rodriguez.
- All guests and visitors are required to park in the Parking Garage (west of the Shepard Broad Law Center & Carl De Santis Building) unless otherwise directed. For all VIP parking requests and/or large event parking assignments, please contact the Building Operations Manager to request accommodations.
- All events will be announced to the Shepard Broad Law Center community and listed on the Shepard Broad Law Center Master Calendar.
- 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 and may be subject to rental/facility usage fees.
- All table/room reservation request must be submitted no later than 48 hours in advance to the anticipated date of the event.
- Only three tables are available usage per day in the Atrium for student organization usage and advertisement. On days when food sales are scheduled, no table reservations will be permitted.

The NSU Rec. Plex, the Flight Deck or Resenthal Student Center meeting room may be reserved. Go to http://www.nova.edu/studentactivities/policies/space_reservation.html for more information.

Events Held in the Law Center: Preparing and Setting Up

After your Shepard Board Law Center event to be held at the school has been approved, contact Nicole Rodriguez in the Administration office, regarding the physical set-up requirements. It is important that you contact Ms. Rodriguez at least two weeks prior to your events. All organizations who request event setups within two weeks of an event are subject to and responsible for the incurring overtime charges.

If additional furniture or equipment is required for your function, Ms. Rodriguez can arrange for the rental of chairs, tables, stages, etc. You must indicate which organization is responsible for all rental costs. Parking accommodations can also be requested for large events through Ms. Rodriguez. The Shepard Board Law School can also provide, based upon availability, generic Shepard Broad Law Center Event street directional signs for your event

Master Calendar Step-By-Step Approach

Important Reminder: Banquet dates must be reserved by November 1, and no double booking of major events.

I. Scheduling on campus events:

- Check the Master Calendar for the date you desire to schedule your on campus event to ensure that a conflict does not exist.
- Once you have selected a date that is free of conflict, submit a Room/Space & Calendar Reservation Request Form via the Law Center Intranet.
 - You will receive an automated confirmation of your campus events. This means that your on campus event request has been approved and placed to the Law Center Master Calendar.
 - You can now begin planning and advertising your on campus event.

II. Scheduling off campus events:

- Check the Master Calendar for the date you desire to schedule your off campus event to ensure that a conflict does not exist.
- Once you find a date that is free of conflict, email your date request via the Room/Space & Calendar Reservation Request Form on the Law Center Intranet (indicating Master Calendar only).
- You will receive a confirmation that your off campus event has been posted to the master Calendar.
- You can now begin planning and advertising your off campus event.

NSU Catering & The Supreme Court Cafe

NSU has a contractual obligation with NSU Catering, our on-campus caterer. NSU Catering is the exclusive provider of all catered food service events at NSU and must be contacted for all your catering needs. You need to negotiate a reasonable price with them. If NSU Catering is unable to meet your budget or service needs, but an outside caterer can meet these needs, then you must give NSU Catering the opportunity to match the price and services. NSU's Office of Business Services must approve any change of vendor so please contact the Law Center Director of Finance and Administration, Joshua Metz, if your organization has met the preceding requirements and wants to pursue obtaining approval to use an outside vendor.

The Supreme Court Café is also provided by NSU Catering. They are here generally from 8:00am to 7:00pm, Monday through Thursday and 8:00am-2:00pm on Friday during Fall and Winter terms, closing exclusions apply on holiday and dates of no classes. We need their constant, daily services provided to our day and evening students. **We support student fund raising through food sales**, but we need to extend the Supreme Court Café every consideration. Therefore, your student organization needs to coordinate your food sale event with Nicole Rodriguez prior to advertising the event as well as receive prior approval by the Office of Student Engagement (Fundraiser Registration Form is attached). NSU permits each student organization to host one food sale per semester.

For additional information about NSU Catering and their services, visit their website at:

<https://nsucatering.catertrax.com>

Student Organization Storage Assignments

Each student organization is assigned a storage cabinet located in the Student Lounge, room 162, with the exception of PAD, BLSA, ELS, JLSA & SELS who are strictly assigned filing cabinet space in the old small student organization room, room 177, and SBA who is assigned to room 164. No other org's items should be stored in these assigned rooms/cabinets. All keys to these cabinets and/or room assignments will be distributed to members of the student organization's executive board only and **MUST** be signed out via a key form through, Nicole Rodriguez. At the end of each school year, keys from graduating board members or students who will no longer serve on the organization's board the following year **MUST** be turned back into Ms. Rodriguez and signed back in before the next member of the following school year's executive board can sign it back out. **DO NOT hand over your key to upcoming members**; they must be signed in first before re-signed out. Failure to do so will result in a hold being place on the student' account and a \$25 fee.

NOVA SOUTHEASTERN UNIVERSITY
OFFICE OF STUDENT ENGAGEMENT
STUDENT ACTIVITY FEE ADMINISTRATION

FUNDRAISER REGISTRATION FORM

Organization Name: _____

Name of College/Center/Program: _____

Contact Name: _____ Phone Number: _____ Email: _____

Description of the Fundraiser: _____

Purpose of the Fundraiser: Replenish Organization Account
 Charity. Name of Charity: _____
 Other: _____

Dates of Fundraiser: _____

Location of Fundraiser: On-campus Off-campus

If on-campus, does your organization need to reserve space: Yes No

If yes, where on-campus would you like space: _____

Will your fundraiser require any work orders (i.e. table, chairs, etc.): Yes No

If yes, please describe what your organization's needs are: _____

Is this fundraiser a raffle? Yes No

If yes, please provide specific information regarding the raffle: _____

Has anything been donated to your organization for the purposes of this fundraiser? _____

If yes, please describe donation(s): _____

Organization Contact Person: _____

Student Affairs Approval: _____

Signature _____

Greissy Brito, Accounts Manager
Office of Student Affairs

Name & Title _____

Date _____

Date _____

Office of Student Engagement
Athletics and Student Affairs (ASA) Building, Room 107
studentactivityfee@nova.edu
(954) 262-7280 / (954) 262-3526 (fax)