



Function of the College of Law's Administration Office (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 College of Law is streamlining and organizing the scheduling of school events. To begin with, all scheduled events must appear on the Shepard Broad College of Law Master Calendar, which may be found on the Law School'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 College of Law. Information regarding your scheduled event must be submitted to the Building Operations Manager, through the Room/Space & Calendar Reservation Request Form found on the College of Law's 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, 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 served in the **Faculty Study, Faculty Terrace, 7th Seminar 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 banned 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 via the equipment request form.
- All guests and visitors are required to park in the Parking Garage (west of the Shepard Broad & 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 College of Law community and listed on the Shepard College of Law Calendar.
- All Persons or Organizations not affiliated with NSU requesting space will be required to submit their request via the University's Office of Facilities Management, provide liability insurance, and may incur a facility usage fee.
- 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 for tabling usage/advertisement per day in the Atrium. 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 School: Preparing and Setting Up

After your Shepard Broad College of Law 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, such as high top tables, linens, etc.

Ms. Rodriguez can also 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 Broad College of Law can also provide, based upon availability, generic 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 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 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, you **MUST** submit your date request via the Room/Space & Calendar Reservation Request Form on the Law Intranet (indicating Master Calendar only).
 - You will receive a confirmation that your date is approved and off campus event has been posted to the Master Calendar.

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 School's 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-1:00pm 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://nscatering.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 cabinet space in the small student organization room, room 177, and SBA who is assigned to room 164. No other organization's items should be stored in these assigned rooms/cabinets. Additionally, you are strictly prohibited from storing items outside of your assigned cabinet space (i.e. on top of cabinets or on the floor); this is a fire safety violation and your organization will be responsible for covering the violation costs incurred in the building's fire safety inspection.

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 placed on your student account and a \$25 fee.