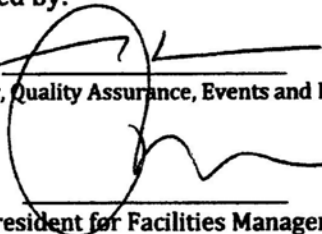
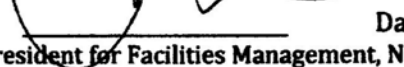


## **OUTSIDE GROUP PROCEDURES**

- All outside groups must fill out an online Facilities Request Form at [www.nova.edu/facilities/leasing](http://www.nova.edu/facilities/leasing).
- Outside Groups must submit requests 2 weeks prior to date of event
- After the Facilities Request Form is completed it arrives by e-mail and is then reviewed for approval.
- Outside facility must use our catering Group unless the food conflicts with any religious/cultural norm.
- There will be a \$100 fee if an individual/group fails to inform Facilities within 5 business days that they will not be able to attend after the contract has been faxed/e-mailed to them.
- Below is a list of items prohibited but not limited to when leasing the facility to Outside Groups:
  - Personal parties / Get together
    - Birthday
    - Bar Mitzvah
  - Weddings / Reception
  - Religious Events
  - Politically Related Events
  - Ongoing events
  - Fundraisers
  - Gambling
  - Alcoholic Beverages
  - Outside Catering
  - Classes already offered by NSU (Conflict of Interest)
  - Filming (Unless Approved)
  - Groups larger then the facility can accommodate
  - Cooking in the Facility
  - Use of candles

Approved by:

Signed:  Date: 5-27-2014  
(Director, Quality Assurance, Events and Leasing, NSU)

Signed:  Date: 5-28-2014  
(Vice President for Facilities Management, NSU)