

NSU Facility Leasing - Outside Group Procedures

- All outside groups must fill out an online [Facilities Request Form](#)
- 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 groups must use Chartwell's Catering unless the food conflicts with any religious/cultural norm, then the group **must be approved** prior to the event by Chartwell's
- 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 than the facility can accommodate
 - Cooking in the Facility
 - Use of candles

Approved by:

Signed: _____
(Director, Quality Assurance, Events and Leasing, NSU)

Date: _____

Signed: _____
(Executive Director for Facilities Management, NSU)

Date: _____