



THE FLORIDA STATE UNIVERSITY INTERNATIONAL CENTER

International Center Facility Use Policies and Guidelines

General Use

- All persons using the International Center (IC) are expected to obey the laws and regulations of the State of Florida, Florida State University and the International Center. They should at all times, respect the freedom and rights of others to use the facilities and services in the manner in which they are intended to be used.
- International Center space and facilities will be used for the official and regular purposes and functions of the university. The university may extend the use of space to other members of the university and general public subject to the provisions outlined in this policy.
- Equipment and furnishings assigned to the International Center are not to be removed from the premises for any reason except by approval by the IC Director. Individuals or groups using IC facilities are responsible for any damage to the building or its contents. The cost incurred to repair any damage or to replace the damaged property will be charged to the individual or group responsible for the damage.
- The IC does not assume responsibility for any personal belongings of persons using the facilities. The university disclaims responsibility for injuries occurring in the use of or preparation for the use of reserved space in the IC. Injuries to persons or the theft of personal belongings occurring in connection with events shall in no way be the responsibility of the university, the IC or its officials. All persons using the IC facilities are expected to keep the building secure and follow all guidelines regarding access.



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Space Reservation

- A request for space use within the International Center must be made by filling out and submitting the online form which can be found at <http://ic.fsu.edu>. Please note that this is a request and not a confirmation. Reservation confirmations will be made during regular business hours Monday-Friday 8am-5pm, contingent on space available. We suggest that you DO NOT advertise your event until your reservation request has been CONFIRMED. Requests must be made at least three business days before the event. If you are requesting for a Saturday or Sunday event, the deadline to request space is the Wednesday prior to the event.
- No Student Organization will be confirmed without a signed Facility Use Agreement on file. A new Agreement must be signed every academic year by a designated Organization Officer.
- For reservations made after hours, The International Center will arrange for a staff member to meet the representative and open the building. In the event no one is present at the scheduled start time, the staff member will wait ten minutes and lock the building. The group is then in violation of IC facility use agreement and will receive a warning email. Upon a second violation, the group will not be allowed to schedule space for the remainder of the semester.

Space Use

- Set-up and arrangement of tables and chairs and other preparations are the responsibility of the event sponsor. Unless previously arranged, set up in each room is limited to furniture in reserved room. In the event that you need extra chairs, please make sure that you return the extra chairs to their proper rooms.
- Temporary decorations for events are permitted if they do not create fire hazards or other danger to people or property (no candles or incense are permitted). Any damage to walls or windows resulting from affixing decorations will be the responsibility of the event sponsor.



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Cancellation policy

- Event sponsors should notify the IC Office Manager at least 24 hours in advance if the space is no longer needed. Failure to notify the IC Office Manager of a cancellation at least 24 hours in advance will be considered a violation of IC facility use agreement and the group will receive a warning email. Upon a second violation, the group will not be allowed to schedule space for the remainder of the semester.

Clean-Up

- The group making the reservation is responsible for ensuring that the IC facilities used are left clean and orderly after the event. Clean-up must be done according to list given at time of check-in. The event sponsor must assure that clean-up is accomplished by the scheduled ending time. If additional time (20 minutes or more) is needed, the incident will be recorded as a violation of IC Facility Use Agreement and the group will receive a warning email. Upon a second violation, the group will not be allowed to schedule space for the remainder of the semester.



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Acknowledgement of Receipt

On behalf of _____, I _____
acknowledge that a copy of the International Center Facility Use Policies has been made available to me and
my organization.

By signing below, I agree to follow IC regulations and understand that failure to do so will result in loss of
privileges.

IC Staff (Printed): _____

Printed Student Name: _____

IC Staff Signature: _____

Student Signature: _____

Date: _____

Date: _____