

**Florida Gulf Coast University**  
**Memorandum of Understanding**

This Memorandum of Understanding (Agreement) is made for the upcoming event \_\_\_\_\_ on  
behalf of \_\_\_\_\_, as the Organizer for the event date(s) \_\_\_\_\_, 20\_\_.  
(Event Name)  
(FGCU Department/college/student organization name)

This event has been classified as a non-requisite event. Non-requisite events are defined as events that are managed and coordinated by both an FGCU department/college/student organization in conjunction with an outside group. Non-requisite events also must be related to the daily operation and/or mission of the Organizer that is responsible for the event's coordination.

**Requirements:**

- A University contact from the Organizer must coordinate the event with Campus Reservations.
- University contact must be in attendance at the event and serve as liaison to Campus Reservations.
- Organizer must provide an FGCU account number for charge back for all fees associated with the event. This FGCU account number should be provided on the signed Fee Estimate Form no less than fourteen (14) days prior to the day of the event. (Payment will not be accepted from an outside group.)
- Organizer must sign this Memorandum of Understanding no less than fourteen (14) days prior to the day of the event.

**Fees:**

- Non-requisite events are given an 80% discount on all space rental fees.
- Fees will be charged for direct costs and for extra services that are requested and provided. Examples of these fees are: additional I.T. requirements, additional custodial requirements, additional staffing requirements, additional equipment rental, etc.

This Memorandum of Understanding, along with the Reservation Confirmation and Fee Estimate Form, will constitute the full and final expression of intent by each party and no paragraph, clause, or condition may be modified or altered except such modification or alteration is in writing and acknowledged by both parties.

The Organizer, its agents, workers and invitees are responsible for the proper use and care of any FGCU property. Any damages or losses incurred that are associated with the event will be borne by the Organizer. Charges associated with such damage or loss will be invoiced to the Organizer within ten (10) business days of the completion of the event.

Organizer will be responsible for obtaining permission from Campus Reservations prior to bringing any prohibited items inside the Facility.

Organizer shall not deny access to, or the benefits of, the Facility on the basis of race, color, sex, religion, national origin, marital status, handicap or disability, unless otherwise allowed by law.

I certify that I am an authorized representative of \_\_\_\_\_. I further state that I  
(FGCU Department/college/student organization name)  
have read this Memorandum of Understanding and agree to abide by the terms and conditions stated herein.

<p>_____</p> <p style="text-align: center;">(Signature of Organizer)</p> <p>Printed Name: _____</p> <p>Event Organizer's Title: _____</p> <p>Event Organizer's Department _____</p>	<p>Florida Gulf Coast University Board of Trustees</p> <p>By: _____</p> <p>Eric Balmer, Director Campus Reservations &amp; Records Management</p>
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**Date of Signature:**