



PINE JOG ENVIRONMENTAL EDUCATION
 CENTER
 College of Education
 6301 Summit Blvd.
 West Palm Beach, FL 33415-0991
 tel: 561.686.6600
 fax: 561.687.4968

For STAFF use only <input type="checkbox"/> Reservation request completed <input type="checkbox"/> Reservation/Facilities Use Agree. <input type="checkbox"/> Confirmation sent/signed <input type="checkbox"/> Certificate of Insurance provided <input type="checkbox"/> Payment _____

FAU Pine Jog Facility Reservation Request Form

(please type or print clearly)

Applicant Information

Full Name: _____ Contact Name (If different): _____

Name of Group/Organization: _____

Type of Organization:

- Partner or Donor (\$2500 or more annual donation)
- Non-Profit, Tax-exempt (evidence of status must be provided)
- For Profit Organization

Email Address: _____ Website: _____

Phone: _____ Fax: _____

Event Information

Name of event: _____

Event date: _____ Estimated total attendance: _____

Event start time: _____ AM/PM Event end time: _____ AM/PM

Event setup time: _____ AM/PM Event clean up time: _____ AM/PM

Is event open to public? Yes No

Do you intend to put up a tent? Yes No

Will food & drinks (non-alcoholic) be served? Yes No

Will you post banners or advertisements? Yes No

Will donations or fees be collected? Yes No

Will you sell merchandise? Yes N

If you answered yes to any above, please describe in further detail here.

Please describe the purpose of your event and need for using FAU Pine Jog Environmental Education Center.

Please list any additional equipment you may require:

Tables x _____	Chairs x _____
Podium (Microphone w/speaker)	LCD Projector/ Screen

This application must be completed and returned to the office manager at Pine Jog Environmental Education Center at least 30 days prior to the requested rental date. Please note that the completion of this application does NOT guarantee approval. If the rental is approved, an on-site meeting will be held 10 days before the scheduled event. During this meeting, rental and program fees (if applicable) will be collected, a walk-through of the facility will be given, and the rental agreement will be reviewed.

Facility Rates: (Please check all locations and services you wish to reserve)			
Location	Partners/Donors*	Non-Profit	For Profit
<input type="checkbox"/> Classroom Capacity: 80 people	<input type="checkbox"/> *One free rental per month (Classroom OR Gallery) <input type="checkbox"/> \$40/hour x _____ hours	<input type="checkbox"/> \$40/hour x ____ hours	<input type="checkbox"/> \$50/hour x ____ hours
<input type="checkbox"/> Gallery Capacity: 80 people		<input type="checkbox"/> \$40/hour x ____ hours	<input type="checkbox"/> \$50/hour x ____ hours
<input type="checkbox"/> Catering Kitchen	<input type="checkbox"/> \$50 flat fee	<input type="checkbox"/> \$50 flat fee	<input type="checkbox"/> \$100 flat fee
*\$2500 or more annual donation. One free rental per month either classroom or gallery. After free rental, rental charge is \$40/hour.			
Availability: Monday-Friday 9AM-4:30PM. Additional per hour fee is \$60/hr.			

Presentation Services:			
5 min. intro to Pine Jog on Who we are/What we do	<input type="checkbox"/> No Charge	<input type="checkbox"/> No Charge	<input type="checkbox"/> No Charge
30 min. tour of facility and LEED components (up to 25 people)	<input type="checkbox"/> \$50 each group Quantity:_____	<input type="checkbox"/> \$50 each group Quantity:_____	<input type="checkbox"/> \$50 each group Quantity:_____
30 min. guided walk on trail (up to 25 people)	<input type="checkbox"/> \$50 each group Quantity:_____	<input type="checkbox"/> \$50 each group Quantity:_____	<input type="checkbox"/> \$50 each group Quantity:_____
30 min special topic presentation Topic desired:	<input type="checkbox"/> \$100 each	<input type="checkbox"/> \$100 each	<input type="checkbox"/> \$100 each

Total Payment: \$ _____ (Cash or Check)
(Please make all checks payable to FAU)

FAU Pine Jog Facility Use Guidelines

Reservation Set Up: Each user group is responsible for set up and clean up during the allotted time. All tables and chairs need to be carried, not dragged across the floor.

Reservation Clean Up: Tables and chairs should be returned to their original locations. All doors and windows should be closed. All lights should be turned off. Doors should be locked. Room key must be returned to the security lock box.

Access to AV Equipment: The classroom and gallery come equipped with a projector and screen, along with a VGA computer connection cable. *No computer is provided, please bring your own.* In case of any AV issues, the supply of back up AV equipment is the responsibility of the user group. *No IT support is provided by FAU Pine Jog.*

Wi-Fi & Cell Phone Service: Wi-Fi log-in instructions will be provided during the site orientation, and are also posted in each rental space. Cell phone service in each building is extremely poor. Calls should be made outside of the FAU buildings where service is stronger.

Smoking/Alcohol: FAU Pine Jog Environmental Education Center is a smoke free facility. Alcohol use is prohibited.

Garbage & Recycling: Each group should use the correct bins for paper, plastic, and non-recyclable trash. Paper bins are for regular paper and corrugated cardboard (not napkins or paper towels). Plastic, glass and aluminum go together in designated bins. All other non-recyclable trash goes in trash bins. Larger recycling and trash bins are located immediately outside of the classroom.

Picnic Tables: Outdoor picnic tables may be used for small group discussions or lunch, if scheduled in advance. All trash and recyclables must be brought inside and disposed of in the correct bins after use.

Trails: Please inquire at the front desk for information on our extensive trail system that is open to the general public during business hours.

Facility Reservation Requirements

Please initial next to each statement to indicate your informed consent:

I agree to submit a signed **FAU Reservation and Facilities Use Agreement**. If the agreement is not signed within 7 days of approval, the room request will be cancelled. **Initials:** _____

I agree to provide acceptable insurance documentation as required by the University and as described in the **FAU Reservation and Facilities Use Agreement**. **Initials:** _____

I understand a **Facility Use Agreement and Confirmation Contract** will be created using this information. An estimate of costs and event confirmation will be provided at that time. **Initials:** _____

I agree to pay all charges for the facility rental within thirty (30) days of rental date. **Initials:** _____

I understand I will be charged an additional \$100/hour for each hour over the original contracted time. **Initials:** _____

I understand that additional fees at a rate of \$60/hr. may be applied to events that require professional staff intervention. This includes evening on-call service. **Initials:** _____

I understand that Pine Jog has the right to modify or cancel all scheduled events. **Initials:** _____

I understand that all decorations and facility modifications must be approved by and coordinated with consent from FAU Pine Jog. Individuals and groups are responsible for pre-event set up and post-event clean-up. **Initials:** _____

I understand that requests of intentions to post banners/advertisements, intentions to sell food/drink or intentions to put up tents **MUST** be noted on this form. **Initials:** _____

I understand that any banner, publication, road sign, advertisement or website that has FAU Pine Jog's name or logo on it needs to be approved by Pine Jog before published. **Initials:** _____

I understand that my group is responsible for set up and clean up during our allotted time and that all tables and chairs need to be carried, not dragged across the floor. **Initials:** _____

I understand if event cancellation becomes necessary, it is the responsibility of the individual/group to notify FAU Pine Jog no less than 24 hours before the event. Failure to do so will result in forfeiture of all paid event charges. **Initials:** _____

I understand that I, and my guests, must adhere to all Pine Jog policies and procedures. **Initials:** _____

I acknowledge reading the preceding information and agree to observe all stated requirements. I am familiar with all fees, policies, rules and regulations regarding the use of FAU/Pine Jog facilities.

Signature of Applicant: Printed Name: _____	Date:
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(Rental request will be confirmed by FAU Pine Jog upon review of submission).