

Estimated charges, as outlined, are to be paid no later than five (5) days prior to the event.

Payments for the use of facilities/property are to be made by check, payable to Florida Atlantic University and mailed directly to Michelle Kominarek at 5353 Parkside Drive, with a copy of the approved Facilities Reservation Confirmation form. The check for payment, according to state procedures, will be deposited in the appropriate University account.

All Schedule C and Schedule D users (see attached schedules), must furnish to the University, at least 10 days prior to the activity, proof of liability insurance coverage in the amount of \$1,000,000 each claim (Property Damage & Bodily Injury) and \$2,000,000 each occurrence (Property Damage & Bodily Injury) or \$2,000,000 combined single limit (Property Damage & Bodily Injury), naming the University, the Board of Trustees, Florida Board of Education, the State of Florida and their officers, agents and employees as added insurers issued in form and by a company

FAU Police Department

- a. Final determination of police staffing will be the responsibility of the FAU Police commanding officer, and/or his/her designee. The police detail supervisor attending the event will coordinate with the Executive Director of Academic Operations to determine location and assignments of security and police officers prior to the start of the event.
- b. All safety and security matters observed at the event will be referred immediately to FAU Police Officers on site, and will be handled in an expeditious manner.

Security Costs

- a. The Sponsoring Organization is responsible for all security costs for their event. The Sponsoring Organization will be required to pay all security costs (including civilian security personnel), as

pay all security fees prior to the conclusion of the event. Sponsoring Organizations with outstanding fees

will be prohibited from hosting future events and reserving space until their past due balance is satisfied.
- b. The number of police officers and other security personnel is determined by the capacity of the room where the event takes place, the length of the event, and whether parking detail is needed. Officers will be assigned for a minimum four (4) hour shift. The length of time in which the officers will be assigned to the event is the length of the event, plus 30 minutes before and 30 minutes after the event (i.e. one additional hour over the length of the event). The rate is

