

## Memorandum of Understanding

This Memorandum of Understanding (MOU) sets forth the terms and understanding between FSU Sustainable Campus and departments requesting to utilize the Sustainability Hub pavilion for an event.

### Purpose

This MOU will serve as guidelines for acceptable use of the Sustainability Hub pavilion and surrounding garden area including; how to reserve, activities, requirements for use, non-acceptable activities, reporting damage, damage compensation, and contact information.

### Reserving the Sustainability Hub

Use of the Sustainability Hub is limited to special events approved *only* by Sustainable Campus.

All requests must be made *at least three weeks* in advance. Sustainable Campus will review the Event Request submission and update your organization on the status of your request. After confirmation of the reservation, your organization is responsible for set up, requesting tables and chairs, recycle and landfill containers, permitting, and breakdown/clean up.

For your planning purposes, please note, there are NOT bathrooms available for public use in the area immediately surrounding the garden.

Please review the [Guest Services Event Planning](#) resources for all other policies and procedures. If your event is approved to use the Sustainability Hub, your organization is responsible for submitting the required FSU permits.

### Activities

The Sustainability Hub pavilion is an educational space providing experiential learning opportunities to FSU students, staff, and faculty. It can also be utilized as an outdoor space for *approved FSU special events*. As the pavilion was developed with resource conservation, waste reduction, and the environment as a priority, events are required to follow the sustainable event guidelines below. If you have further questions regarding the sustainability justification behind these requirements for use or non-acceptable activities, please contact FSU Sustainable Campus.

### Requirements for Use

- Recycling and landfill containers with proper signage outlining the appropriate use of each bin. Recycling and landfill containers must be placed side by side throughout the garden area to be used. To request recycling and landfill bins contact Facilities Grounds at 850-644-2424
- Request needed tables and chairs through FSU Building Services as the pavilion will not supply any materials: <https://www.facilities.fsu.edu/requests/specialRequest/>
- Pre-approval of loud music and only during FSU approved hours. Notify Sustainable Campus on the Event Request Form if you plan to have music when using the Sustainability Hub. Review FSU guidelines for music: <https://union.fsu.edu/guestservices/terms-and-conditions/>

- Pre-approval of use of electricity. Notify Sustainable Campus on the Event Request Form if you would like to use electricity. Include the type of equipment and their energy consumption. If approved, a SC staff member will meet you before the event to unlock the power box. **MAX power load is only 16 amps (no higher than 2000 watts).**
- All events with food require a food permit:  
<https://safety.fsu.edu/sections/foodeventapproval.php>
- Minimize waste created. In attempt to prioritize sustainability when planning your event, please review and implement suggestions from the Green Events Guide:  
<http://sustainablecampus.fsu.edu/greeneventguide>
- Removal of all materials from pavilion and surrounding garden area after event including, but not limited to; tables, chairs, recycle and landfill bins, food, and marketing materials. Sustainable Campus staff will review the area to verify all items have been removed and the Sustainability Hub pavilion is clean.
- Tents CANNOT be staked into the ground; sandbags are the only tethering system allowed. The user is responsible for any damage to the landscape and/or irrigation.

### **Non-Acceptable Activities & Items**

In following the guiding principles and philosophy of sustainability, the following are *not acceptable* when using the Sustainability Hub pavilion and garden area:

- Sitting on garden beds
- Picking or removing plants
- Climbing on any structure
- Tacking or nailing of signs onto the pavilion
- Stakes or long implements in the ground
- Balloons
- Styrofoam
- Confetti
- Single-use/disposable plastic water bottles

Any organization using the above unsustainable items or participating in not-acceptable use of the Sustainability Pavilion hub will no longer have access to the space for future events.

### **Misuse and Guest Conduct**

Sustainable Campus will inspect the Sustainability Hub post event. If the area is found to be damaged upon inspection, the host organization will be responsible for said damages. If any guest attending the event does not follow the outlined approved activities or damages the Sustainability Hub pavilion or Seminole Organic Garden, the partner organization is required to document the damage. Please email Jamie Valentine with details about the incident and include pictures. Sustainable Campus will review and assess the damage, providing your organization with an estimate for repair. This includes, but is not limited to; solar panels, shed, garden beds, growing plants, grass beyond normal wear and tear, benches, and walkway.

### **Contact Information**

Sustainable Campus

Jamie Valentine, Program Coordinator

[jvalentine@fsu.edu](mailto:jvalentine@fsu.edu) / 850-645-7818

## Event Request Form

FSU Organization:

Budget # (to be held only in case of damages):

Event Description:

Event Date:

Event activities:

Number of guests (maximum 200):

Number of volunteers:

Will there be food? If so, what will be offered?

Will you require electricity? If so, what will you be powering and what are its energy requirements?

Will there be sound?

Organization representative:

Position:

Telephone:

FSU E-mail:

FSU Advisor or Staff overseeing event:

Telephone:

Email:

I have read and agree to the terms set forth in the Memorandum of Understanding.

Name (print): \_\_\_\_\_  
FSU staff only

Signature: \_\_\_\_\_

Date: \_\_\_\_\_