

SGA Room Rentals MOU
FY 2026-2027
July 1, 2026 – June 30, 2027

The Student Government Association (SGA) of Florida International University agrees to subsidize room rental reservation fees for spaces reserved at the Student Centers (Graham Center, Wolfe Center) and Central Reservation Office, on a first-come, first-served basis, for recognized student organizations registered in Panther Connect with an “active” status and departmental events which are specified herein. Events need to be ***open to all students*** and must be ***comprised mostly of FIU students*** for the SGA Room Rental Agreement to cover. SGA subsidies for room rental reservations shall not exceed the amount earmarked for such purposes in the SGA University-wide Room Rental Fund.

The room rental subsidy will cover the room and fees associated with a basic room rental package for indoor spaces, which includes the room charge, projectors, laptop, adapters, power strips/extension cords (up to 10), podium with microphone, house lighting, and one panel of navy pipe and drape behind the stage in the GC Middle Ballroom or WUC Ballroom.

Zoom capabilities are built-in and are available in the following GC rooms: GC Middle Ballroom, GC 140, GC 150, GC 243, GC 355, GC 305, and GC 316; and in the following WUC rooms: Wolfe 100 (Theater), WUC 221, WUC 223 and WUC Ballrooms. For Ballrooms, additional charges for cameras apply, but are not covered by this agreement. Zoom webinar services and Zoom Meeting services are both covered by this agreement. This agreement will not cover personnel fees. Personnel fees are dependent on scope and venue, as determined by the Event Coordinator and the Audio Visual (AV) Administrators. This agreement will not cover Media Technology Services (MTS) fees.

The room rental subsidy will cover the rental fee for tables and chairs in outdoor spaces managed by GC, which include the GC Lawns, Betty Chapman Plaza, and Library Breezeway. Tables and chairs for outdoor spaces managed by GC will be provided by GC staff unless the quantity needed is beyond GC inventory. The room rental subsidy will also cover the rental fee for WUC outdoor spaces, which include the Panther Plaza and WUC Loggia. Tables and chairs for outdoor spaces managed by WUC will be provided by WUC staff unless the quantity needed is beyond WUC's inventory. A university-wide service provider will provide tables and chairs beyond the GC and WUC inventory.

The room rental subsidy will cover the rental fee for tables and chairs in outdoor spaces managed by the Central Reservation Office (CRO), which include MARC and Frost Lawn, PC Steps, PC Fountain, SASC Plaza, SASC Terrace, SASC Courtyard, and DM Amphitheatre, BBC East Lawn. Tables and chairs for outdoor spaces managed by CRO will be provided by a university-wide service provider.

Cancellation fees, no-show fees, excessive clean-up fees, Facilities Management fees associated with plants, garbage cans, grounds workers, etc., or any associated fees for damages assessed based on terms and conditions may apply and will not be covered by this agreement. These charges will need to be covered by the organization, agency, bureau, council, club, or department funds accordingly.

Student Organizations:

All individual student organizations registered in Panther Connect with an “active” status are entitled to twenty (20) room rentals utilizing the rental subsidy to be used across the Student Centers (Graham Center and Wolfe Center). No student organization may utilize a rental subsidy for individual chapter events and/or for events in which a fee is required to participate or attend. Student events need to be ***open to all students*** and must be ***comprised mostly of FIU students*** for the SGA Room Rental Agreement to cover.

Agencies & Bureaus:

Agencies and bureaus hosting events will be covered by the room rental subsidy for an unlimited number of events.

Agencies

- Homecoming
- Medical Student Council
- Nursing & Health Science Council
- Registered Student Organization Council
 - (All tables for RSOC Fall & Spring Club Fair will be covered.)
- Roar Core
- Student Programing Council

Bureaus

- Black Student Union
- Disabled Student Union
- International Union
- Pride Student Union

Student Government Association:

Room rental fees for any reservation made by SGA, its agencies, councils, committees, departments, Senate, Cabinet, Executive Branch, and any other approved meetings, events, and programs shall be covered utilizing the room rental subsidy for an unlimited number of occurrences.

SGA Senate Meetings and SGA Cabinet Meetings will be 100% discounted and will be reserved as follows:

- MMC – GC 150 is to be reserved for SGA Senate Meetings year-round on Mondays from 3:30 p.m. to 8:00 p.m. and for SGA Cabinet Meetings year-round on Wednesdays from 3:30 p.m. to 7:30 p.m.

- BBC – WUC 155 is to be reserved for SGA year-round on Mondays and Wednesdays from 3:30 p.m. to 7:30 p.m.

Student Affairs Departments and Events covered by Room Rental:

The following departments may utilize the room rental subsidy without limitations in amount of occurrences, events and reservations:

Student Life and Development:

- Center for Leadership and Service
- Center for Fraternity and Sorority Enrichment
- Creative + Media
- E-Sports
- Office of the Ombudsperson
- Orientation – Freshman and Transfer sessions and all events under Panther Camp
- Student Experiences

Centers for Student Engagement:

- Pride Center
- Women's Center

The following departmental events may utilize the room rental subsidy, for events that are ***open to all students*** and must be ***comprised of mostly FIU students*** as part of the program/audience:

- Career & Talent Development (career and internship fairs & federal government conferences)
- College Life Coaching Programs
- Financial Wellness Programs
- Fostering Panther Pride (all events)
- National First-Generation Week
- One FIU, Infinite Possibilities
- Outstanding Student Life Awards
- SCAI's Student Conduct Committee Training
- FIU in DC – student programming
- Global Learning Tuesday Times Series
- McNair Conference

This agreement and the allocation shall apply to the following rooms:

Graham Center (GC)

Faculty Club

Game Room

GC 140**

GC 150**

GC 243

GC 355
GC Ballrooms
Piano Lounge (approval required)

Wolfe University Center (WUC)

Game Room
Panther Square
WUC 155
WUC 147 – Culture Corner
WUC 159
WUC 221
WUC223
Panther Plaza
WUC 244 A&B (Ballrooms)
WUC 100 (Theatre)
WUC 245 C
WUC Loggia

****The Graham Center staff will determine use of GC 140 and GC 150 based on the size of the organization, availability of room, and purpose of the reservation. Reservations made in GC 140 and GC 150 will not count against the allocated number of events for each organization.**

Final approval of the budget allocation will be conducted at the SGA budget deliberations.