



FLORIDA STATE
UNIVERSITY
COLLEGE OF BUSINESS

College of Business Room Reservation Usage Agreement

I understand that I am signing on behalf of myself and any students who will be present in the requested collaboration space during the reserved time. I further understand that I will be considered the responsible party when agreeing to the College of Business Room Reservation Usage Agreement. **(Please Note: A different form should be completed for student organization reservations. This form should only be used for small study and/or work groups).**

As a student using the meeting spaces via the Room Reservation Request system at the College of Business, I agree to the following:

- I will not use the rooms without first making a reservation request and confirming that it's been approved.
- I will not bring food or beverages into the rooms unless it has been pre-approved. **Pre-approval** is necessary for RBB 219, Starry or Weichelt. **FOOD IN ALL OTHER ROOMS IS PROHIBITED.**
- I understand that the College isn't responsible for any lost or stolen property.
- I will immediately report any damage I find when I enter the room by sending an e-mail message with pictures and a description of the damage to cobuba@lists.fsu.edu.
- I will not allow unauthorized users into the room, I will not allow more than the room capacity limit in the space at one time, and I will ensure that all users have exited and the door is securely closed before I leave.
- I understand that if I don't report damage I find, it may be assumed that it was caused by me and I could be held financially responsible for the damage caused to the room.
- The room will be in the same condition/setup as it was found (ex: tables and chairs back to the original configuration, trash and personal items removed)
- I understand there is a two hour limit for all reservations unless otherwise pre-approved by the Dean's Office.
- I understand that any COB event/meeting will supersede an existing student reservation should the space be needed. In this instance, you will be notified as soon as possible but will have to find another space to meet.
- Should you, or any user present in the space with you, be in violation of any of the statements above, we will revoke the right for you and each of the other students to meet for the remainder of the year in all COB spaces.

Student's Name

Student's Signature

Student's **FSU** E-mail Address

Date

Bring this signed form and your FSUCard to Jolene Hazelwood in RBA 314 and allow one week for processing. This agreement is valid until June 30, 2022, after which a new one will need to be completed in order to use the rooms in Rovetta.

Date Received in Dean's Office: _____