COM Facilities Use form

Jeff Clark - 2025-03-17 - COM Facilities

FACILITIES USE FORM & ALCOHOL FORM

1. Submit form(s) to COMFacilities@health.fau.edu as soon as you decide to hold an event especially if it includes alcohol.

1. COM Facilities will sign and send alcohol form to Krista Kolbe in Business Services as she is responsible for getting Stacy's signature. (This will save a little time for Corina as she can't process the FUA

without the alcohol form. Forms are only signed once per week.)

1. Once you have a fully signed alcohol form, you can enter the requisition to Chartwell's. You don't need to wait for the FUA.

1. COM Facilities will send the signed alcohol form and FUA to Corina. You will copy the event coordinator on these emails so you can see that it is in process.

1. Non-Chartwell food? You need to submit the Food Waiver form

FAU now requires that the VP for Finance (Stacy Volnick) signs the alcohol forms that we do for events where alcohol will be served.

FAU Purchasing won't process a PO to Chartwells which includes alcohol without a copy of the signed form. So we need to be sure to allow time for the processing of the forms before an

event.

Attachments

- Food Waiver - 060618.pdf (776.90 KB)
- dept-alcohol registration form.pdf (111.07 KB)
- FacilitiesUseApp 2022.pdf (911.45 KB)