

Who can request a shopFIU Venue?

- **Student Groups (Internal Users):** Student Group reservations must be made by the event chair or by a member of the organization's executive board (recognized by the office of Student Affairs). Individual Students with valid student ID and/or properly signed documentation by Student Affairs Administration.
- **Campus Groups (Internal Users):** Campus Groups such as full-time/permanent FIU employees are authorized to make reservations.
 - On Campus business partners providing services for any FIU Department, School, Unit, Etc. such as Retail establishments and Food Service entities, must reserve shopFIU Venues via the associated FIU area and/or provide the appropriate Office of Business Services Administrator and/or Asst. Vice President written and signatory approvals in addition to written detail of the event's relation to the tax exempt mission of Florida International University. See [Procedures for Identifying and Reporting Unrelated Business Income Tax \(UBIT\)](#).
- **External Groups (External Users):** External Groups such as general public reservations, must be made by the person in charge of the event and responsible for payment.

How can I request a Venue reservation through the shopFIU Reservation Center?

A Venue reservation request may be initiated by phone, via email, or in person at the Office of Business Services (DC-120) with the shopFIU Reservation Center Manager or appropriate designee. However, an online [Reservation Request Form](#) must be submitted by the Venue User before the event request is considered and before the event confirmation will be finalized.

What information do I need to reserve a shopFIU Venue?

- Reservations are filled on a "first come - first served" basis.
- ShopFIU recommends that events be scheduled at least thirty (30) days in advance for Venue Users to provide verification of required document(s), signature approvals, payments, and or deposits to shopFIU Reservation Center. Venue User should consider event planning time in addition to thirty (30) days for a proposed event that requires other FIU services such as set up, catering, custodial, audio-visual, etc. These services also require request limit dates, documents, approvals, and/or payments.
- Venue reservations begin by supplying basic information. Please refer to the [How to Request a Venue and Checklist](#) for reservation information and listing of proper document/approvals that may be required. You should NEVER advertise, promote or contract services for your event until you have received official Venue confirmation for the date and location from shopFIU Facility Reservation Center.

Will there be fees associated with holding my event in a shopFIU Facility Reservation Center Venue?

Fees do apply! A cost structure has been established for each Venue User whether you are from a Student Group, Campus Group (Faculty/Staff, Dept., etc.), or External Group. It is always good to check your facility rental fees in advance to confirm the cost in comparison with your event budget. Refer to the [shopFIU Reservation Center's cost structure](#) for more information.

Will my event require insurance?

Please contact Alexander Fals, Associate Director of Insurance & Loss Control, at 305-348-6970 or, via email, at Alexander.Fals@fiu.edu for all risk management and insurance related questions.

Other potential FIU space reservation options:

FIU Stadium Club - (305) 348-4327	College of Business - (305) 348-7197
Athletics Reservations - (305) 348-6228	MARC Building http://foundation.fiu.edu/forms/reservation.asp
Wertheim Conservatory - (305) 348-2201	KOVENS Center - (305) 919-5000 or (305) 919-5647 or kovens.fiu.edu or orkovens@fiu.edu
Wertheim Performing Arts Center - (305) 348-2636	Wolfe University Center - (305) 919-5912
GC Reservations - (305) 348-2297	Broward - (954) 438-8604