



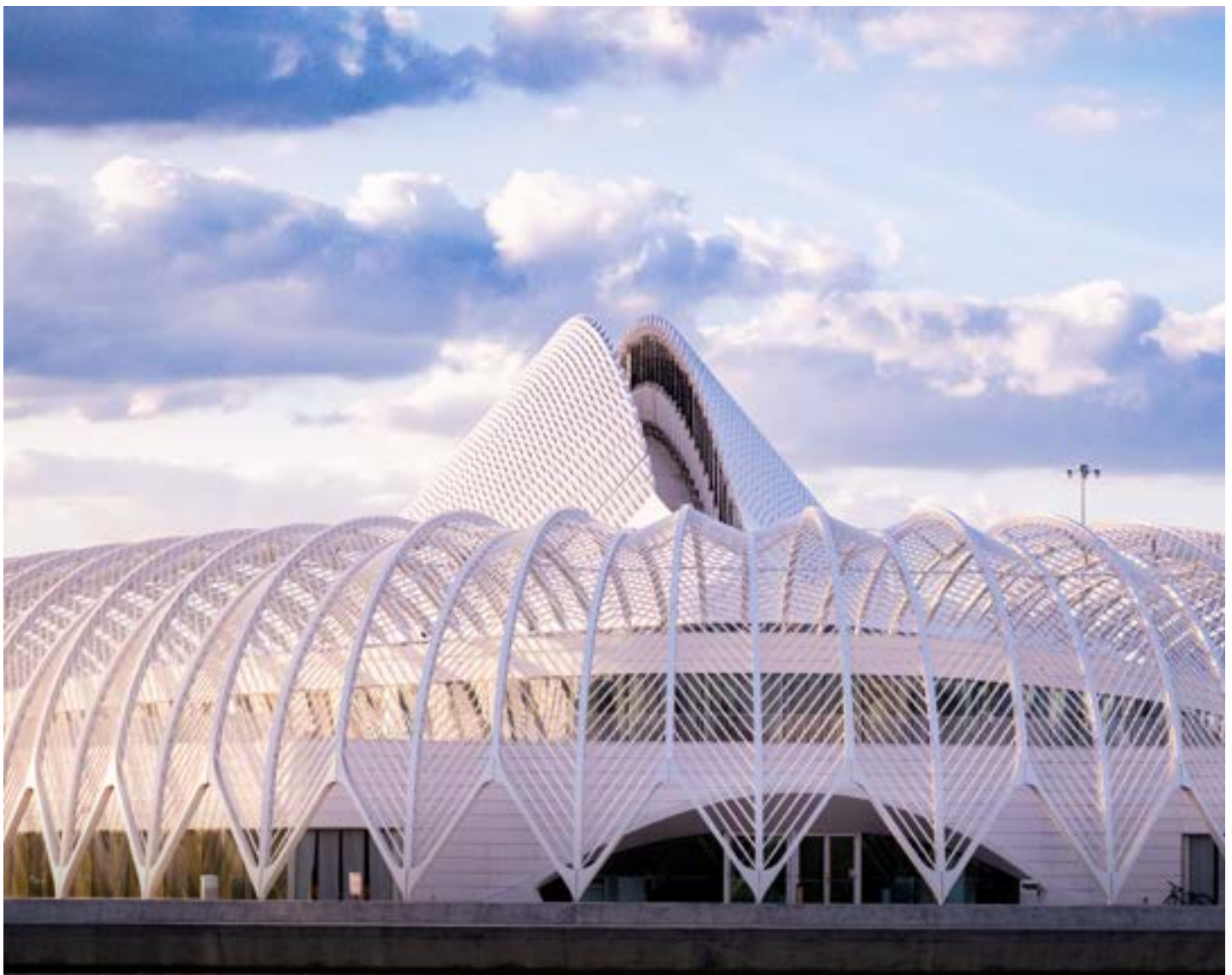
AUXILIARY ENTERPRISES

FLORIDA POLYTECHNIC  
UNIVERSITY

UNIVERSITY EVENT SERVICES

# Guidebook





The Office of University Event Services supports the mission of Florida Polytechnic University by providing comprehensive planning, coordination, and logistical support for events and meetings. Through collaboration, efficient processes, and exceptional service, we help create engaging experiences for students, faculty, staff, and community partners while maximizing the use of campus spaces.

Florida Polytechnic University offers a wide variety of event spaces, including classrooms, conference rooms, and outdoor venues, to meet the needs of both campus and non-affiliated guests. Our team is here to assist with planning, coordinating, and executing your event or meeting so you can focus on your content and guests.



**AUXILIARY ENTERPRISES**

**FLORIDA POLYTECHNIC  
UNIVERSITY**

[events@floridapoly.edu](mailto:events@floridapoly.edu) 863-874-8759

4700 Research Way Lakeland, FL 33805



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# Event Types & Fee Structure

Florida Polytechnic University classifies events into the following categories to determine planning responsibility, access, and fee structure

## Internal University Meeting

Meetings held on campus by a recognized university department, division, office, or organization. The university entity serves as the host and holds full responsibility for the meeting.

### Fee structure:

- No charge for room or space rental.
- 50% charge for University Event Services labor/support.
- Full charge for all other event-related services.

## Internal University Event

Events hosted by a recognized university department, division, office, or organization. The university entity serves as the host and holds full responsibility for the event. These events may include external guests or be open to the public.

### Fee structure:

- No charge for room or space rental.
- 50% charge for University Event Services labor/support.
- Full charge for all other event-related services.

## University Partner Event

Events jointly hosted by a university department/unit and an external organization. Both parties share hosting responsibility. If the external organization promotes the event, Florida Polytechnic University must be identified as a sponsor in all promotional materials.

### Fee structure:

- 50% charge for room or space rental.
- 50% charge for University Event Services labor/support.
- Full charge for all other event-related services.
- No tax charged for tax-exempt organizations on room or space rental
- Costs may be paid by the university, the external organization, or split between both.

## University Business Partner Event

Events hosted on campus by an external organization with a recognized business partnership with the university. The external organization serves as the primary host.

### Fee structure:

- 50% charge for room or space rental.
- 50% charge for University Event Services labor/support.
- Full charge for all other event-related services.
- No tax charged for tax-exempt organizations on room or space rental

## External Event or Meeting

Events or meetings held on university property by an external organization. The external organization holds all responsibility for hosting the event or meeting.

### Fee structure:

- Full charge for room or space rental.
- 15% discount for nonprofit organizations.
- Full charge for University Event Services labor/support.
- Full charge for all other event-related services.
- No tax charged for tax-exempt organizations on room or space rental

# Planning an Event or Meeting

To ensure a successful event or meeting, please follow the guidelines below.

## Planning an Internal University Meeting

If you are affiliated with the University and would like to reserve space for an internal meeting, please submit a request through the [Event Management System \(EMS\)](#) using the internal meeting space reservation process.

If you do not have access to the appropriate meeting template in EMS, contact University Event Services for assistance.

- Meeting spaces may be reserved on the same day, provided no additional services (e.g., audiovisual, catering, equipment) are required.
- Meetings requiring services must follow the Internal University Event process (see Planning an Internal University Event or University Partner Event).

## Planning an Internal University Event or University Partner Event

If you are affiliated with the University and plan to host an event on campus, you must complete the [University Event Request Form](#).

### Submission timelines:

- Events with **fewer than 100 attendees** must be submitted at least 30 calendar days in advance. Review and confirmation may take up to two weeks.
- Events with **more than 100 attendees** must be submitted at least 60 calendar days in advance. Review and confirmation may take up to three weeks.
- All **tabling events** must be submitted at least two weeks in advance. Review and confirmation may take up to one week.

Faculty-hosted events must first be submitted through the [Academic Affairs Event Request](#) process. Once approved by Academic Affairs, submit the University Event Request Form and follow the process outlined above.

## Planning a University Business Partner Event or External Event or Meeting

Non-affiliated organizations wishing to host an event or meeting on campus must contact University Event Services directly.

### Submission timelines:

- Events or meetings with **fewer than 100 attendees** must be requested at least 60 calendar days in advance.
- Events or meetings with **more than 100 attendees** must be requested at least 90 calendar days in advance.

Review and confirmation timelines vary based on complexity and size. Once approved, a University Event Services staff member will contact the requester to finalize event or meeting details and logistics.

# Services for Events and Meetings

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## Audiovisual Support

- Information Technology Services (ITS) provides audiovisual, computing, and technical support for university events and meetings. Services are assigned based on event needs, technical complexity, and availability. ITS determines appropriate staffing levels and supports requirements for each event.
- All audiovisual support requests must be reviewed and approved by University Event Services during the event review process.

## Catering Your Event or Meeting

- University catering services are provided by Chartwells Higher Education Dining Services through its catering program, Carved & Crafted.
- Carved & Crafted offers catering options for events and meetings of all sizes and formats. Menu options and service styles can be customized based on event needs, themes, and dietary requirements. To view available options and place a catering request, refer to the [Carved & Crafted Catering Guide](#).
- If you are interested in catering for your event or meeting, please contact [Chartwells Higher Education Dining Services](#) directly to discuss available options and submit a request.
- All non-Chartwells catering requests must be reviewed and approved by University Event Services during the event review process.

## Event Safety

- Event safety is a shared responsibility that ensures all university events and meetings are conducted in a secure, compliant, and well-managed manner. All event planners are responsible for planning activities in accordance with applicable university policies, safety guidelines, and regulatory requirements.
- Depending on the nature of the event, additional review or approval may be required from University Event Services, the Office of Safety Services, or other campus partners. This may include events involving temporary structures, specialized equipment, external vendors, or activities with elevated safety considerations.
- Event planners are encouraged to include safety planning early in the event development process to ensure timely review, approval, and coordination of any required resources.

## General Event Support

- University Event Services provides comprehensive logistical support to ensure successful planning, setup, execution, and teardown of campus events and meetings. Our team works closely with event planners to coordinate physical space needs and ensure that all event elements are implemented safely and efficiently.
- Support may include assistance with event setup and teardown, including room layouts, furniture arrangements, and space configurations tailored to the specific needs of the event. University Event Services also provides access to a variety of event equipment rentals, which may include tables, chairs, staging, pipe and drape, and other standard event infrastructure.
- In addition to physical setup, University Event Services can assist with event décor coordination and layout planning to support event design and functionality. Our team also works in collaboration with external vendors when applicable to ensure proper access, delivery timing, and adherence to campus policies.
- All setup requests, equipment needs, and vendor coordination must be submitted in advance and are subject to review based on availability, staffing, and space limitations. University Event Services will confirm final arrangements during the event planning and approval process.

## Marketing Your Event

- Strategic Communications can assist with promoting events and meetings both on campus and within the surrounding community. Event planners who wish to increase visibility and attendance are encouraged to coordinate with them during the planning process.
- Strategic Communications support may include placement of event information in university communications channels such as the Weekly Phoenix, the university website, mobile app, and other digital or print platforms, as appropriate. In some cases, event information may also be shared with local media outlets to expand outreach.
- In addition, Strategic Communications can assist with coordinating professional photography and videography services to support event documentation and promotional needs. [Marketing support requests](#) should be submitted in advance to allow sufficient time for review, scheduling, and production.



## Parking & Signage

- Parking for events and meetings is coordinated through University Event Services in partnership with Parking Services. All parking needs must be included in the event request and are subject to availability and approval.
- Signage for events and meetings may be used to support wayfinding, provide directional information, and communicate key event details to attendees. All temporary signage must be approved in advance and coordinated through University Event Services to ensure consistency with campus standards, appropriate placement, and minimal disruption to campus operations. Any unapproved signage may be removed at the University's discretion.

## Print & Copy Services

- Print and Copy Services are available to support event-related printing needs, including flyers, signage, programs, handouts, and other collateral materials. All print requests must comply with university branding guidelines and should be submitted with adequate lead time to ensure timely production.
- Requests may be subject to review for quality, formatting, and brand compliance prior to printing. Coordination with Strategic Communications is recommended for materials intended for public distribution or promotional use.

## Police Services & Event Security

- University Police play an important role in supporting the safety and security of campus events and meetings. Depending on the size, nature, and location of an event, police presence or coordination may be required as part of the event planning and approval process.
- Event planners should consult University Event Services early in the planning process to determine whether University Police support is needed. This may include assistance with crowd management, traffic control, emergency response planning, or other safety-related coordination.
- When required, University Police will work with event organizers to determine appropriate staffing levels and operational needs. Requests for police services should be made in advance to ensure adequate coverage and coordination with other campus partners.
- All events must comply with University Police guidance and campus safety regulations.



## Risk Management & Event Compliance

- The Department of Risk Management supports university events and meetings both on and off campus by helping ensure that appropriate safety measures, documentation, and procedures are in place.
- Event planners planning activities involving external vendors, contracted services, or potentially hazardous elements must coordinate with the Department of Risk Management and University Event Services as part of the event planning process. This coordination helps ensure that all required documentation is collected and that applicable university policies and safety procedures are followed.
- Risk Management may review event details and provide guidance on insurance requirements, liability coverage, and risk mitigation strategies to support a safe and compliant event experience.



# Tips for a Successful Event or Meeting

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## Events with Alcohol

- All events involving alcohol on University property must comply with Florida Polytechnic University Alcohol Policy ([FPU-1.0003P](#)) as well as all applicable local, state, and federal laws. Alcohol may only be served and consumed in approved locations and in accordance with university guidelines and authorized event approvals.
- Events with alcohol require advance review and approval through University Event Services. Additional coordination with the appropriate campus departments may be required depending on the nature, size, and location of the event. Alcohol service may also require use of approved vendors and adherence to established service procedures.
- Alcohol may not be served or provided to individuals under the age of 21 under any circumstances. Event planners are responsible for ensuring proper oversight, responsible service, and compliance with all applicable regulations throughout the duration of the event.
- Failure to comply with university policy or approved event conditions may result in cancellation of alcohol service or the event itself, as well as additional university action as appropriate.





## Events with Animals

- Events involving animals on University property must comply with Florida Polytechnic University Animals on University Property Policy ([FPU-1.014](#)) and all applicable federal, state, and local regulations. The University is committed to maintaining a safe and healthy environment for all members of the campus community while appropriately accommodating approved animal-related activities and assistance animals.
- Events featuring animals require advance review and approval by the University. Additional coordination with University departments may be required based on the nature of the event and the type of animal involved.
- Event planners are responsible for the care, control, and cleanup of animals and for ensuring compliance with all University requirements. The University may deny or discontinue approval if an animal presents a safety risk or disruption to campus operations.



## Inclement Weather

- In the event of inclement weather, the safety of attendees is the University's highest priority. Outdoor events may be delayed, relocated, or canceled depending on weather conditions and campus safety considerations.
- University Event Services, in coordination with campus partners, will monitor weather conditions and communicate any required changes to event organizers as early as possible. Event planners are responsible for ensuring they have a contingency plan, which may include an alternate indoor location or adjusted event schedule.
- All decisions regarding event modifications due to weather are made with safety as the primary concern. Updates or instructions will be communicated directly to the event planner, who is responsible for sharing information with attendees.

## Insurance & Liability

- Non-affiliated individuals, organizations, or groups hosting events or meetings at Florida Polytechnic University are required to provide proof of insurance. Required insurance coverage and policy types will be determined based on the nature of the event, activities involved, and overall risk level.
- Additional insurance requirements or adjustments to coverage limits may be required depending on the type of event being hosted. Event planners are responsible for ensuring that all required insurance documentation is submitted prior to the event.
- Questions regarding Certificates of Insurance (COI) or insurance requirements should be directed to the Department of Risk Management.





## Programs with Minors

- Events, programs, camps, or activities involving individuals under the age of 18 must comply with Florida Polytechnic University Policy [FPU-1.0385P: Minors on Campus](#). The University is committed to providing a safe and secure environment for all minors participating in programs or activities on University property.
- All events involving minors must be reviewed and approved through the University event approval process prior to the event date. Event planners are responsible for providing all required program information, supervision details, and applicable documentation during the planning process.
- Event planners hosting programs involving minors are also required to complete the [Programs with Minors Form](#) and submit all required information to the Department of Risk Management for review.
- Additional requirements may apply depending on the nature of the event, including supervision standards, background screening requirements, participant forms, and safety procedures. University Event Services will coordinate with the appropriate campus departments to ensure compliance with University policy and applicable regulations.

## ADA Accommodations

- Florida Polytechnic University is committed to providing equal access to programs, services, and events for individuals with disabilities. Event organizers are responsible for considering accessibility needs during the planning process and ensuring reasonable accommodations are available for participants, speakers, performers, and guests.
- Event organizers are to include an accessibility statement in event communications and registration materials informing attendees how to request accommodations prior to the event. Early planning helps ensure that all participants have an inclusive and accessible event experience. The ADA Coordinator is always available for assistance and to answer questions regarding accessibility during the planning phase of an event.
- An example of an accessibility statement, you are welcome to use yourself/office as the organizer to receive these requests instead of ADA Coordinator:
- If you wish to request an ADA accommodation, two weeks prior to the event, please telephone 863-874-8484 or send an email to [ada@floridapoly.edu](mailto:ada@floridapoly.edu).
- Depending on the nature of the request, the university ADA Coordinator may coordinate with the appropriate campus departments or external vendors to arrange accommodations such as accessible seating, mobility access, assistive listening devices, communication services, or other reasonable accommodations.

## Outdoor Tents & Temporary Structures

- All outdoor tents used for events on University property must comply with University safety requirements and applicable permitting procedures.
- Small pop-up tents are permitted without a permit. Tents larger than 120 square feet require a Temporary Use Permit. Refer to the [Temporary Structures on Campus \(Including Tents\)](#) guidelines for additional requirements and compliance information.
- The [Tent Guidelines/Application Form](#) must be submitted to University Event Services at least two weeks prior to the scheduled setup date. University Event Services will coordinate submission of the form to the Office of Safety Services for review and approval.
- University Event Services is also responsible for coordinating all vendor communication and logistics related to tent installations, including scheduling, access, and campus coordination. When using a third-party vendor, the following information must be provided:
  - Tent setup and takedown dates and locations.
  - Tent specifications, including material, size, and ballasting method.
  - Certificate of Insurance (COI) with a minimum \$1 million liability coverage, naming the Florida Polytechnic University Board of Trustees as Additionally Insured.
- All tents must be approved prior to installation. Unauthorized structures may be required to be removed at the event organizer's expense.



## Potentially Hazardous Events

- Certain events may be classified as “potentially hazardous” under Florida Polytechnic University Policy [FPU-1.0038P: Events on University Property](#). These events require advance review and approval prior to being held on campus.
- All events that may be considered potentially hazardous must first be reviewed by University Event Services. University Event Services will coordinate and communicate the appropriate details with the Office of Safety Services for final review and approval.
- Events may be considered potentially hazardous based on size, activity type, equipment use, or overall risk level. Examples of potentially hazardous events include:
  - Events with more than 200 attendees
  - Outdoor events requiring electrical power
  - Bonfires or fireworks
  - Drone or aircraft operations
  - Unregistered campus athletic events
  - Marches, runs, or parades
  - Events involving alcohol
  - Motor vehicle displays or races
- Event planners are responsible for identifying potential risk factors early in the planning process and ensuring all required approvals are obtained prior to event execution.

## Vendor Coordination

- University Event Services manages all vendor coordination for events held on campus to ensure compliance with university policies, safety requirements, and operational standards. This includes coordination for third-party services such as catering, rentals, production, staging, décor, and other event-related support.
- All vendors must be approved prior to providing services on campus. Event planners must submit vendor information as part of the event planning process so that University Event Services can review requirements, confirm access needs, and coordinate scheduling, delivery, and setup times.
- Depending on the scope of services provided, vendors may be required to submit additional documentation, including certificates of insurance, equipment specifications, licenses, or operational details.
- Interested in becoming a university vendor? Please follow the guidelines established by Procurement regarding [vendor registration requirements](#) and procedures.



# Summer Camps & The Phoenix STEM Academy

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University Event Services supports the planning and coordination of summer camps and youth programs hosted on campus, including oversight of the [Phoenix STEM Academy](#).

All summer camps and youth programs hosted on campus must follow the University's established event planning and approval procedures coordinated through University Event Services. Camp organizers are responsible for complying with all applicable event processes, timelines, safety requirements, and university policies related to minors on campus.

If you are interested in hosting a summer camp or youth program at Florida Poly, please contact University Event Services.



# University Space Catalog

The University Space Catalog provides event planners with up-to-date rentable and reservable spaces at Florida Polytechnic University for events and meetings.

This catalog includes all venue locations, pricing, technology, limitations, and alteration types.



## Innovation, Science, and Technology Building (IST)

At the heart of Florida Polytechnic University stands the globally celebrated Innovation, Science, & Technology (IST) Building, an architectural and academic icon designed by world-renowned architect Dr. Santiago Calatrava. This stunning 162,000-square-foot facility is more than a building, it is a living symbol of the university’s mission to power the future of STEM innovation.

The venue features an expansive 11,000-square-foot Commons area, an auditorium, and versatile classroom spaces available for meetings, conferences, receptions, and special events.

### IST Outdoor North Entrance

**Default Room Setup:** None – Outdoor Space  
**Space Alterations:** Not Available  
**Space Limitations:** None  
**Maximum Capacity:** 100  
**Technology Included:** None  
**Cost:** \$100.00 per hour

### IST Outdoor South Entrance (Facing Ponds)

**Default Room Setup:** None – Outdoor Space  
**Space Alterations:** Not Available  
**Space Limitations:** None  
**Maximum Capacity:** 100  
**Technology Included:** None  
**Cost:** \$100.00 per hour

## IST Allen North Atrium (Interior Lobby)

**Default Room Setup:** None – Lobby Space

**Space Alterations:** Not Available

**Space Limitations:** Space is only to be used for tabling events or event registration/check-in.

**Maximum Capacity:** 100

**Technology Included:** None

**Cost:** \$25.00 per hour

## IST Allen South Atrium (Interior Lobby)

**Default Room Setup:** None – Lobby Space

**Space Alterations:** Not Available

**Space Limitations:** Space is only to be used for tabling events or event registration/check-in.

**Maximum Capacity:** 100

**Technology Included:** None

**Cost:** \$25.00 per hour

## IST 1000/1001 Aula Magna

**Default Room Setup:** None – Auditorium Space

**Space Alterations:** Not Available

**Space Limitations:** None

**Maximum Capacity:** 250

- IST 1000: 125
- IST 1001: 125

**Technology Included:** Desktop computer with HDMI connectivity, projectors, and lapel microphone.

**Cost:** \$200.00 per hour

- IST 1000: \$100.00 per hour
- IST 1001: \$100.00 per hour

## IST Saddle Creek Logistics Commons

**Default Room Setup:** Multipurpose

**Space Alterations:** Available. However, use of the full space may require the removal of existing furniture. Furniture removal and off-campus storage are available at an additional cost.

**Space Limitations:**

- The space is reserved primarily for events with more than 300 guests unless an exception is approved by University Event Services.
- Depending on the scope of the event, the venue may need to be reserved 1–2 days before and/or after the event date to accommodate setup and breakdown requirements.

**Maximum Capacity:** 500

**Technology Included:** None

**Cost:**

- \$2,000.00 per hour
- \$8,000.00 full-day rate (does not include setup or breakdown days)

## IST 1002/1003

**Default Room Setup:** Classroom

**Space Alterations:** Available; however, all furniture must remain within the space during the event.

**Space Limitations:** None

**Maximum Capacity:** 104

- IST 1002: 52
- IST 1003: 48

**eTechnology Included:** Desktop computer with HDMI connectivity, projector, smart whiteboard, and lapel microphone.

**Cost:** \$180.00 per hour

- IST 1002: \$90.00 per hour
- IST 1003: \$90.00 per hour

## IST 1012

**Default Room Setup:** Classroom

**Space Alterations:** Available; however, all furniture must remain within the space during the event.

**Space Limitations:** None

**Maximum Capacity:** 48

**Technology Included:** Desktop computer with HDMI connectivity, projector, smart whiteboard, and lapel microphone.

**Cost:** \$90.00 per hour

## IST 1014

**Default Room Setup:** Classroom

**Space Alterations:** Available; however, all furniture must remain within the space during the event.

**Space Limitations:** None

**Maximum Capacity:** 48

**Technology Included:** Desktop computer with HDMI connectivity, projector, smart whiteboard, and lapel microphone.

**Cost:** \$90.00 per hour

## IST 1015

**Default Room Setup:** Classroom

**Space Alterations:** Available; however, all furniture must remain within the space during the event.

**Space Limitations:** None

**Maximum Capacity:** 48

**Technology Included:** Desktop computer with HDMI connectivity, projector, smart whiteboard, and lapel microphone.

**Cost:** \$90.00 per hour

## IST 1017

**Default Room Setup:** Classroom

**Space Alterations:** Available; however, all furniture must remain within the space during the event.

**Space Limitations:** None

**Maximum Capacity:** 48

**Technology Included:** Desktop computer with HDMI connectivity, projector, smart whiteboard, and lapel microphone.

**Cost:** \$90.00 per hour

## IST 1026

**Default Room Setup:** Computer Lab

**Space Alterations:** Not Available

**Space Limitations:** This space is available for internal university events only and may not be reserved by external organizations.

**Maximum Capacity:** 48

**Technology Included:** Full computer lab access (Florida Polytechnic University credentials required for login)

**Cost:** N/A

## IST 1028

**Default Room Setup:** Computer Lab

**Space Alterations:** Not Available

**Space Limitations:** This space is available for internal university events only and may not be reserved by external organizations.

**Maximum Capacity:** 48

**Technology Included:** Full computer lab access (Florida Polytechnic University credentials required for login)

**Cost:** N/A



## IST 1030

**Default Room Setup:** Computer Lab

**Space Alterations:** Not Available

**Space Limitations:** This space is available for internal university events only and may not be reserved by external organizations.

**Maximum Capacity:** 48

**Technology Included:** Full computer lab access (Florida Polytechnic University credentials required for login)

**Cost:** N/A

## IST 1032

**Default Room Setup:** Computer Lab

**Space Alterations:** Not Available

**Space Limitations:** This space is available for internal university events only and may not be reserved by external organizations.

**Maximum Capacity:** 48

**Technology Included:** Full computer lab access (Florida Polytechnic University credentials required for login)

**Cost:** N/A

## IST 1044

**Default Room Setup:** Classroom

**Space Alterations:** Available; however, all furniture must remain within the space during the event.

**Space Limitations:** None

**Maximum Capacity:** 48

**Technology Included:** Desktop computer with HDMI connectivity, projector, smart whiteboard, and lapel microphone.

**Cost:** \$90.00 per hour

## IST 1045

**Default Room Setup:** Classroom

**Space Alterations:** Available; however, all furniture must remain within the space during the event.

**Space Limitations:** None

**Maximum Capacity:** 52

**Technology Included:** Desktop computer with HDMI connectivity, projector, smart whiteboard, and lapel microphone.

**Cost:** \$90.00 per hour

## IST 1048

**Default Room Setup:** Classroom

**Space Alterations:** Available; however, all furniture must remain within the space during the event.

**Space Limitations:** None

**Maximum Capacity:** 52

**Technology Included:** Desktop computer with HDMI connectivity, projector, smart whiteboard, and lapel microphone.

**Cost:** \$90.00 per hour

## IST 1049

**Default Room Setup:** Classroom

**Space Alterations:** Available; however, all furniture must remain within the space during the event.

**Space Limitations:** None

**Maximum Capacity:** 48

**Technology Included:** Desktop computer with HDMI connectivity, projector, smart whiteboard, and lapel microphone.

**Cost:** \$90.00 per hour

## IST 1060

**Default Room Setup:** Classroom

**Space Alterations:** Not Available; space is furnished with node chairs.

**Space Limitations:** None

**Maximum Capacity:** 43

**Technology Included:** Desktop computer with HDMI connectivity, projector, smart whiteboard, and lapel microphone.

**Cost:** \$50.00 per hour

## IST 1062

**Default Room Setup:** Classroom

**Space Alterations:** Not Available; space is furnished with node chairs.

**Space Limitations:** None

**Maximum Capacity:** 43

**Technology Included:** Desktop computer with HDMI connectivity, projector, smart whiteboard, and lapel microphone.

**Cost:** \$50.00 per hour

## IST 1064

**Default Room Setup:** Classroom

**Space Alterations:** Available; however, all furniture must remain within the space during the event.

**Space Limitations:** None

**Maximum Capacity:** 48

**Technology Included:** Desktop computer with HDMI connectivity, projector, smart whiteboard, and lapel microphone.

**Cost:** \$90.00 per hour

## IST 1065

**Default Room Setup:** Classroom

**Space Alterations:** Available; however, all furniture must remain within the space during the event.

**Space Limitations:** None

**Maximum Capacity:** 48

**Technology Included:** Desktop computer with HDMI connectivity, projector, smart whiteboard, and lapel microphone.

**Cost:** \$90.00 per hour

## IST 1067/1068

**Default Room Setup:** Classroom

**Space Alterations:** Available; however, all furniture must remain within the space during the event.

**Space Limitations:** None

**Maximum Capacity:** 104

- IST 1002: 52
- IST 1003: 48

**Technology Included:** Desktop computer with HDMI connectivity, projector, smart whiteboard, and lapel microphone.

**Cost:** \$180.00 per hour

- IST 1002: \$90.00 per hour
- IST 1003: \$90.00 per hour

## IST East Terrace

**Default Room Setup:** None – Outdoor Space

**Space Alterations:** Not Available

**Space Limitations:** None

**Maximum Capacity:** 200

**Technology Included:** None

**Cost:**

- \$200.00 per hour
- \$800.00 for a full-day rate (does not include setup or breakdown days)

## IST West Terrace

**Default Room Setup:** None – Outdoor Space

**Space Alterations:** Not Available

**Space Limitations:** None

**Maximum Capacity:** 200

**Technology Included:** None

**Cost:**

- \$200.00 per hour
- \$800.00 for a full-day rate (does not include setup or breakdown days)





## Barnett Applied Research Center (BARC)

The Barnett Applied Research Center (BARC) is a cutting-edge hub for innovation, collaboration, and technological advancement at Florida Polytechnic University. Featuring more than 90,000 square feet of modern laboratories, design spaces, and commercial innovation zones, the BARC serves as a launch point for groundbreaking research and emerging technologies. Its award-winning design embodies the bold and forward-thinking spirit of the university's STEM-focused mission.

The venue includes an expansive Commons area, a large multipurpose room, classrooms, and conference rooms available for meetings, conferences, receptions, and special events.

### BARC Outdoor Front Entry

**Default Room Setup:** None – Outdoor Space

**Space Alterations:** Not Available

**Space Limitations:** None

**Maximum Capacity:** 500

**Technology Included:** None

**Cost:** \$100.00 per hour

### BARC Lobby Entrance

**Default Room Setup:** None – Lobby Space

**Space Limitations:** Space is only to be used for tabling events or event registration/check-in.

**Space Limitations:** None

**Maximum Capacity:** 50

**Technology Included:** None

**Cost:** \$25.00 per hour



## BARC Commons

**Default Room Setup:** Multipurpose

**Space Alterations:** Available; however, furniture must remain in the space during events. Furniture removal is available at an additional cost and must be stored off campus.

**Space Limitations:**

- This space is primarily reserved for events with more than 200 guests unless an exception is approved by University Event Services.

**Maximum Capacity:** 322

**Technology Included:** None

**Cost:**

- \$1,000.00 per hour
- \$4,000.00 full-day rate (does not include setup or breakdown days)

## BARC 1141 - Boring Business Systems Conference Room

**Default Room Setup:** Conference Room

**Space Alterations:** Not Available

**Space Limitations:** May only be reserved for meetings that do not exceed the room's maximum capacity.

**Maximum Capacity:** 7

**Technology Included:** Built-in conference room technology with HDMI connectivity and TV display.

**Cost:** \$60.00 per hour

## BARC 1122 - The Polumbo Group LLC Conference Room

**Default Room Setup:** Conference Room

**Space Alterations:** Not Available

**Space Limitations:** May only be reserved for meetings that do not exceed the room's maximum capacity.

**Maximum Capacity:** 14

**Technology Included:** Built-in conference room technology with HDMI connectivity and TV display.

**Cost:** \$75.00 per hour

## BARC 1123 - Dr. Fatema Rashid Classroom

**Default Room Setup:** Classroom

**Space Alterations:** Available; however, all furniture must remain within the space during the event.

**Space Limitations:** None

**Maximum Capacity:** 32

**Technology Included:** Desktop computer with HDMI connectivity, projector, smart whiteboard, and lapel microphone.

**Cost:** \$90.00 per hour

## BARC 1149

**Default Room Setup:** Conference Room

**Space Alterations:** Not Available

**Space Limitations:** May only be reserved for meetings that do not exceed the room's maximum capacity.

**Maximum Capacity:** 6

**Technology Included:** Built-in conference room technology with HDMI connectivity and TV display.

**Cost:** \$60.00 per hour

## BARC 1142 - Eva Kazmier Memorial Classroom

**Default Room Setup:** Classroom

**Space Alterations:** Available; however, all furniture must remain within the space during the event.

**Space Limitations:** None

**Maximum Capacity:** 30

**Technology Included:** Desktop computer with HDMI connectivity, projector, smart whiteboard, and lapel microphone.

**Cost:** \$90.00 per hour

## BARC 1150

**Default Room Setup:** Conference Room

**Space Alterations:** Not Available

**Space Limitations:** May only be reserved for meetings that do not exceed the room's maximum capacity.

**Maximum Capacity:** 6

**Technology Included:** Built-in conference room technology with HDMI connectivity and TV display.

**Cost:** \$60.00 per hour

## BARC 1158

**Default Room Setup:** Classroom

**Space Alterations:** Available; however, all furniture must remain within the space during the event.

**Space Limitations:** None

**Maximum Capacity:** 30

**Technology Included:** Desktop computer with HDMI connectivity, projector, smart whiteboard, and lapel microphone.

**Cost:** \$90.00 per hour

## BARC 1159

**Default Room Setup:** Classroom

**Space Alterations:** Available; however, all furniture must remain within the space during the event.

**Space Limitations:** None

**Maximum Capacity:** 30

**Technology Included:** Desktop computer with HDMI connectivity, projector, smart whiteboard, and lapel microphone.

**Cost:** \$90.00 per hour

## BARC 2216

**Default Room Setup:** Conference Room

**Space Alterations:** Not Available

**Space Limitations:** May only be reserved for meetings that do not exceed the room's maximum capacity.

**Maximum Capacity:** 5

**Technology Included:** Built-in conference room technology with HDMI connectivity and TV display.

**Cost:** \$60.00 per hour

## BARC 2221

**Default Room Setup:** Conference Room

**Space Alterations:** Not Available

**Space Limitations:** May only be reserved for meetings that do not exceed the room's maximum capacity.

**Maximum Capacity:** 14

**Technology Included:** Built-in conference room technology with HDMI connectivity and TV display.

**Cost:** \$75.00 per hour



## BARC 2200

**Default Room Setup:** Multipurpose

**Space Alterations:** Available; fully customizable setup

**Space Limitations:**

- This space is primarily reserved for events with 52–200 guests unless an exception is approved by University Event Services.

**Maximum Capacity:** 200

**Technology Included:** Desktop computer with HDMI connectivity, projectors, projector screens, and gooseneck/podium microphone.

**Cost:**

- \$250.00 per hour
- \$1,000.00 full-day rate (does not include setup or breakdown days)

## BARC 2223

**Default Room Setup:** Conference Room

**Space Alterations:** Not Available

**Space Limitations:** May only be reserved for meetings that do not exceed the room's maximum capacity.

**Maximum Capacity:** 7

**Technology Included:** Built-in conference room technology with HDMI connectivity and TV display.

**Cost:** \$60.00 per hour

## BARC 2226

**Default Room Setup:** Conference Room

**Space Alterations:** Not Available

**Space Limitations:** May only be reserved for meetings that do not exceed the room's maximum capacity.

**Maximum Capacity:** 7

**Technology Included:** Built-in conference room technology with HDMI connectivity and TV display.

**Cost:** \$60.00 per hour



## Gary C. Wendt Engineering Building

The Gary C. Wendt Engineering Building is a 40,000-square-foot, state-of-the-art academic facility at Florida Polytechnic University. Designed to advance the university's engineering programs, the building features advanced laboratories and collaborative workspaces that foster hands-on learning, research, and innovation. It is named in honor of former trustee Gary C. Wendt, whose generous support continues to help shape the next generation of STEM leaders.

The venue includes a large conference room available for meetings, events, and academic gatherings.

### GCW Outdoor Front Entry

**Default Room Setup:** None – Outdoor Space

**Space Alterations:** Not Available

**Space Limitations:** None

**Maximum Capacity:** 200

**Technology Included:** None

**Cost:** \$50.00 per hour

### GCW Lobby Entrance

**Default Room Setup:** None – Lobby Space

**Space Limitations:** Space is only to be used for tabling events or event registration/check-in.

**Space Limitations:** None

**Maximum Capacity:** 50

**Technology Included:** None

**Cost:** \$25.00 per hour



## GCW 1016

**Default Room Setup:** Conference Room

**Space Alterations:** Not Available

**Space Limitations:** May only be reserved for meetings that do not exceed the room's maximum capacity.

**Maximum Capacity:** 16

**Technology Included:** Built-in conference room technology with HDMI connectivity and TV display.

**Cost:** \$75.00 per hour





## The Perch

The Perch is the central hub of campus life at Florida Polytechnic University, bringing together dining, student services, and community spaces in one convenient location. It is designed to support both daily student needs and campus engagement in a welcoming, accessible environment

### The Perch Patio

**Default Room Setup:** None – Outdoor Space

**Space Alterations:** Not Available

**Space Limitations:** None

**Maximum Capacity:** 50

**Technology Included:** None

**Cost:** \$50.00 per hour

### The Perch Rotunda

**Default Room Setup:** None – Lobby Space

**Space Alterations:** Not Available

**Space Limitations:** None

**Maximum Capacity:** 50

**Technology Included:** None

**Cost:** \$25.00 per hour

## The Perch Lawn

**Default Room Setup:** None – Outdoor Space

**Space Alterations:** Not Available

**Space Limitations:** None

**Maximum Capacity:** 100

**Technology Included:** None

**Cost:** \$30.00 per hour

## The Perch Path (between Residence Hall Phase 2 and The Perch)

**Default Room Setup:** None – Outdoor Space

**Space Alterations:** Not Available

**Space Limitations:** None

**Maximum Capacity:** 100

**Technology Included:** None

**Cost:** \$30.00 per hour







## The Phoenix

The Phoenix offers dynamic venues for recreational programs, wellness events, athletic activities, and community gatherings. Designed to support both fitness and innovation, the facility features versatile outdoor spaces that can accommodate a wide variety of events and experiences. Amenities include an outdoor 8-lane heated pool, a multi-use recreation field, multi-use courts, and a sand volleyball court. Whether hosting a wellness-focused event, athletic game, tournament, or campus gathering, The Phoenix provides an energetic and engaging setting for participants of all kinds.

### Outdoor Recreation Court

**Default Room Setup:** None – Outdoor Space

**Space Alterations:** Not Available

**Space Limitations:** None

**Maximum Capacity:** 200

- Half Court: 100 per side

**Technology Included:** None

**Cost:** \$50.00 full-day rate

- Half Court: \$25.00 full-day rate

### Recreation Field

**Default Room Setup:** None – Outdoor Space

**Space Alterations:** Not Available

**Space Limitations:** None

**Maximum Capacity:** 500

- Half Field: 250
- Third Field: 166

**Technology Included:** None

**Cost:** \$100.00 full-day rate (does not include field painting/stripping fee)

- Half Field: \$50.00 full-day rate
- Third Field: \$33.00 full-day rate



## Phoenix Pool

**Default Room Setup:** None – Outdoor Space

**Space Alterations:** Not Available

**Space Limitations:** None

**Maximum Capacity:** 100

- Per Lane: 1

**Technology Included:** None

**Cost:** \$100.00 full-day rate (includes full access to the Phoenix Pool and pool deck; does not include required lifeguard fee)

- Per Lane (eight lanes total): \$10.00 per hour

## Sand Volleyball Court

**Default Room Setup:** None – Outdoor Space

**Space Alterations:** Not Available

**Space Limitations:** None

**Maximum Capacity:** 50

- Half Court: 25 per side

**Technology Included:** None

**Cost:** \$50.00 full-day rate

- Half Court: \$25.00 full-day rate





## Outdoor Space

Outdoor spaces at Florida Polytechnic University provide flexible, open-air venues designed for receptions, gatherings, activations, ceremonies, and campus-wide events. Set within the university's modern architectural landscape, these areas offer a unique blend of natural surroundings and innovative design, creating an inviting atmosphere for both formal and informal programming.

Ideal for events of varying sizes, outdoor spaces allow guests to engage in a dynamic setting that showcases the campus environment while supporting a wide range of event experiences.

### Field 1

**Default Room Setup:** None – Outdoor Space

**Space Alterations:** Not Available

**Space Limitations:** None

**Maximum Capacity:** 500

**Technology Included:** None

**Cost:** \$30.00 per hour

### Field 3

**Default Room Setup:** None – Outdoor Space

**Space Alterations:** Not Available

**Space Limitations:** None

**Maximum Capacity:** 800

- Field 3A: 400
- Field 3B: 400

**Technology Included:** None

**Cost:** \$60.00 per hour

- Field 3A: \$30.00 per hour
- Field 3B: \$30.00 per hour

## Field 4

**Default Room Setup:** None – Outdoor Space

**Space Alterations:** Not Available

**Space Limitations:** None

**Maximum Capacity:** 500

**Technology Included:** None

**Cost:** \$30.00 per hour

## Field 5

**Default Room Setup:** None – Outdoor Space

**Space Alterations:** Not Available

**Space Limitations:** None

**Maximum Capacity:** 500

**Technology Included:** None

**Cost:** \$30.00 per hour

## Parking Lot 1

**Default Room Setup:** None – Parking Lot

**Space Alterations:** Not Available

**Space Limitations:** None

**Maximum Capacity:** 64

**Technology Included:** None

**Cost:** \$100 flat-rate + \$5.00 per parking space

## Parking Lot 2

**Default Room Setup:** None – Parking Lot

**Space Alterations:** Not Available

**Space Limitations:** None

**Maximum Capacity:** 64

**Technology Included:** None

**Cost:** \$100 flat-rate + \$5.00 per parking space

## Parking Lot 3

**Default Room Setup:** None – Parking Lot

**Space Alterations:** Not Available

**Space Limitations:** None

**Maximum Capacity:** 240

**Technology Included:** None

**Cost:** \$100 flat-rate + \$5.00 per parking space

## Parking Lot 4

**Default Room Setup:** None – Parking Lot

**Space Alterations:** Not Available

**Space Limitations:** None

**Maximum Capacity:** 240

**Technology Included:** None

**Cost:** \$100 flat-rate + \$5.00 per parking space



## Parking Lot 5

**Default Room Setup:** None – Parking Lot

**Space Alterations:** Not Available

**Space Limitations:** None

**Maximum Capacity:** 200

**Technology Included:** None

**Cost:** \$100 flat-rate + \$5.00 per parking space

## Parking Lot 6

**Default Room Setup:** None – Parking Lot

**Space Alterations:** Not Available

**Space Limitations:** None

**Maximum Capacity:** 225

**Technology Included:** None

**Cost:** \$100 flat-rate + \$5.00 per parking space

## Parking Lot 6B

**Default Room Setup:** None – Parking Lot

**Space Alterations:** Not Available

**Space Limitations:** None

**Maximum Capacity:** 200

**Technology Included:** None

**Cost:** \$100 flat-rate + \$5.00 per parking space

## Parking Lot 8

**Default Room Setup:** None – Parking Lot

**Space Alterations:** Not Available

**Space Limitations:** None

**Maximum Capacity:** 123

**Technology Included:** None

**Cost:** \$100 flat-rate + \$5.00 per parking space

