

Procedures for Holding Events and Posting Promotional Materials in the Carl DeSantis Building

To maintain the beauty and cleanliness of the Carl DeSantis Building, below are procedures that NSU employees and outside groups are required to follow:

- **SPACE AVAILABILITY**

If you are:

A user outside the University: Please request event and meeting space from the Facilities Management Office at (954) 262-8845. The contact person is Carol Lawson.

An NSU employee who is not a Huizenga School employee: Please use the Astra Web Client request form. The link to the Astra Web Client is at <https://www.nova.edu/astra/>. If you have questions about the Astra Web Client, please contact Astra Central at (954) 262-7449.

A Huizenga School employee: Please contact Delisha Ali at (954) 262-5088 or Dali@nova.edu

- **USE OF MICROPHONES**

Microphones are not allowed in the Courtyard Pavilion when classes are in session.

- **SIGNAGE AND POSTINGS**

All signage and postings in the Carl DeSantis Building must be pre-approved by the Huizenga School's Office of Finance and Operations at 954-262-5088 (DeSantis Bldg., 5th Floor, Room 5058).

Arrow Signs:

The Huizenga School's Office of Finance and Operations has arrow signs that may be used for signage. These can be reserved through Delisha Ali at (954) 262-5088.

Tape (of any kind) is not to be used on the walls, doors, or elevators of the Carl DeSantis Building.

Bulletin Board Posting:

There are five designated bulletin boards located on the 1st, 2nd and 3rd floors of the DeSantis Building to post promotional materials and flyers. Promotional materials and flyers are posted for one week or until the day after the event date.

If you are:

A user outside the University, an NSU employee who is not a Huizenga School employee, or a Huizenga School employee: Please give your promotional materials to Delisha Ali in office 5058 for display on the designated bulletin boards.

A Huizenga School Student Group or Organization: Please give your promotional materials to Delisha Ali in office 5058 for display on the designated bulletin boards.

Posters on the 1st Floor:

Posters will be placed in one of the following locations: (1) on the east side of the DeSantis Building 1st Floor Front Desk, (2) in the hallway leading to Einstein's Café or (3) in the entrance of the building (Hall of Fame Atrium). Posters will be displayed for up to seven days or until the day after the event. *Exceptions may be made on a case-by-case basis.* A maximum of two posters, at one time, will be placed next to the DeSantis Building 1st Floor Front Desk to ensure visibility for the Public Safety Officer and receptionists.

If you are:

A user outside the University or an NSU employee who is not a Huizenga School employee: Please present your poster to Delisha Ali in office 5058 and specify which location you would like to have it displayed. Additionally, please ensure that your poster has an easel, as the Huizenga School has a limited number of easels.

A Huizenga School employee: Please present your poster to Delisha Ali in office 5058 and specify which location you would like to have it displayed.

A Huizenga School Student Group or Organization: Posters for Huizenga School Student groups and organizations must be authorized first by Delisha Ali (Dali@nova.edu). Posters need to be on easels and will be displayed on the 2nd floor in the area next to the elevator foyer.

- **FOOD AND DRINK**

Food and drinks are not allowed in the Knight Auditorium (room 1124).

For the Amaturto Board of Governors Conference Room (RM. 5026), all food and drinks must be set up on the inside left side as you enter into the room.

- **ROOM SET-UP AND SERVICE ARRANGEMENT**

For groups outside the University:

The following contact information should assist in your event planning.

Room Set-ups: Please contact the University's Facilities Management Office (not Huizenga Business School personnel) at (954) 262-8845. If you find it necessary to move the tables and chairs in the classrooms, you must return them to classroom style before you leave.

The Layout Template for the Dr. William S. Spears Courtyard Atrium:
http://www.huizenga.nova.edu/documents/DeSantis_Bldg_floorplan.doc

Media Services: Please call (954) 262-4921

Audiovisual Services: Please call the Office of Information Technology Help Desk at (954) 262-5199.

Catering Services: Please contact Chartwells at 954-262-5345, or email NSUCatering@compass-usa.com. The link to the NSU Catering website is <http://www.nsucatering.catertrax.com/Index.asp>.

For NSU employees who are not Huizenga employees, please refer to the above contact information or your Center or Administrative Unit's own events coordinator as room set-ups, catering, etc., are handled differently depending upon the procedures of the Center or Administrative Unit.

For Huizenga School employees, please contact Delisha Ali for room set-ups, media services and audiovisual services, and contact Catering directly (**not Delisha**) for your catering requests.

- **PARKING**

For parking and parking decals, please contact Public Safety at (954) 262-5516 or (954) 262-8999.

- **POLICY VIOLATIONS**

Report any violations of the above procedures to Delisha Ali (954) 262-5088 or Michelle Mertens-Hollman (954) 262-5010.

Revised on 2/25/22