

# PLANT SCIENCE RESEARCH AND EDUCATION UNIT

## Frank Stronach Conference Center UF and UF/IFAS Groups Reservation Guidelines

### General Use Policy

All users must agree to comply with the University of Florida (UF) rules, regulations and policies ([www.regulations.ufl.edu](http://www.regulations.ufl.edu)). Users must also comply with appropriate state and federal laws and fire and police department rules and regulations.

### Group Priority Levels

Fees/charges for use of the facility are determined in part by the type of group or organization requesting space and the type of event being held. Please read the following definitions carefully to determine the priority level for your group. Examples given are not all-inclusive. Final determination of group and event type will be made by the facility coordinator and/or the Director. Misrepresentations may result in an adjustment of fees and/or the loss of reservation privileges for space. No reservation is confirmed on the calendar until an Agreement is signed and returned by the host to the facility coordinator. One week's notice is required for groups larger than 20.

#### Priority Level 1

Events hosted by and for IFAS faculty and staff for professional development purposes may be booked for a maximum of one-year before event is to be held.

#### Priority Level 2

Events hosted by IFAS that require substantial advanced planning may be booked a maximum of one year before the event is to be held.

#### Priority Level 3

Meetings coordinated by IFAS affiliated groups or external users not affiliated with IFAS may be booked a maximum of 3 months before the event is to be held.

### Building Hours

Monday – Friday 8:00 am – 5:00 pm

Building hours are subject to change during holidays and break periods.

Groups are allowed access to the facility during the time that is requested on the reservation. If you need additional time to set up for your event, please request that additional time when you make the reservation. Additional charges may apply to groups that do not adhere to their reservation times or if after hours are needed.

### Cancellations and No-Shows

It is important to cancel any reserved room(s) that will not be used so that space may become available to other groups. Cancellations must be made in writing (or via email) to the facility coordinator at [psreu-conf@ifas.ufl.edu](mailto:psreu-conf@ifas.ufl.edu). All no-shows will be recorded. Repeated no-shows and/or late cancellations may result in the suspension of reservation privileges for the facility. Events must be cancelled at least 10 business days prior to event start and are subject to cancellation fees equal to room rental rates if cancelled late.

### Payment/Billing

All fees must be paid within 60 days of invoice date.

## **Food and Beverage**

All food served at functions is the sole responsibility of the group using the facility. Groups may have access to the warming kitchen if requested. All requests are subject to availability.

The sale and/or service of alcohol on UF property is subject to the approval of the University President. To receive permission, complete the Alcohol Approval Form at <http://www.dso.ufl.edu/publications/alcoholevent.pdf>.

## **Clean Up**

Groups are responsible for leaving the facility in the condition they found it.

- All trash and recyclables should be disposed of in appropriate receptacles located in the building.
- You will find supplies in the warming kitchen to wipe down all services including: microwaves, ovens, countertops, serving carts and serving bar.
- Additional fees may be charged if the facility and/or furnishings are damaged or require additional cleaning.

## **Smoking and Tobacco Policy**

University of Florida policy prohibits the use of all tobacco products on the entire University of Florida campus. <http://www.hr.ufl.edu/policies/tobaccopolicy.pdf>

## **Room configurations**

Groups shall **not** rearrange moveable walls, furniture podiums or audio visual equipment in any of the facility rooms. Any damages that result from groups attempting to move these items on their own will be the responsibility of the group hosting the event.

Any changes to your setup should be made no later than **two business days** prior to the event. Our ability to accommodate last minute changes is based on time, staff availability and resources. Requests for such changes will be evaluated on a case by case basis. Complicated room setups and last minute changes may result in additional charges.

## **Audio/Visual Services**

A/V equipment available for use includes: LCD projector, wireless internet, Smart Board and a Polycom unit. UF faculty, staff and students will be required to use their Gatorlink username and password to access the wireless internet. Large groups with guests requiring internet should make additional arrangements through their respective department.

## **Outdoor events**

The facility has a large outdoor pavilion to be used for outdoor class demonstrations, meetings and events. Policies remain the same for this space as well as for the indoor space.

## **Decorations**

### **Prohibited Items:**

- Taping, stapling, gluing or otherwise attaching items to any walls, doors, windows, posts, columns, floors or ceilings
- Glitter and confetti
- Fog, mist or bubble machines
- Strobe lights

### **Items with Restrictions:**

- Banners to be hung must be provided to the facility manager a minimum of one business day prior to the event.
- Candles and open flame devices are not permitted in the areas of assembly.
- Helium tanks must be secured to a cart and must have a cap on at all times while not in use.

**Damages to the Facility or Equipment**

The user is responsible for the cost of repairs to the facility or repair or replacement of equipment in the event of any damage caused during the event. The user may incur additional charges if future events are affected by the damage.

**Rental Equipment from Outside Vendors**

Notify the facility coordinator **two weeks prior to the event** of any rental equipment, such as staging, plants, flowers, linens, balloons, audio-visual equipment, etc., obtained for your event. The area you have reserved may be in use prior to and/or immediately following your event, and it may be necessary to schedule these deliveries for a particular day and time. Plants and small trees must be self-contained with a tray to keep water and soil off the floor. Any use of tents for an event requires prior approval.

**Parking**

The parking lot in front of the Conference Center is available for parking. Reserved parking can be arranged for conferences and larger groups. Be sure to request this on the Event Proposal Form and discuss your parking needs with the facility coordinator.

**Security**

The University of Florida is not responsible for any lost, stolen or damaged property belonging to users of the facility. All items found will be kept by the facility coordinator for a reasonable period and then forwarded to the University Police Department.

If event security is required at the facility, this service will be provided by the Marion County Sheriff Department. All personnel costs will be the responsibility of the group hosting the event.