

**Reservation Guidelines**

- a. 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.
- b. The Straughn IFAS Extension Professional Development Center is available for rent to approved University of Florida departments and organizations and approved non-university groups. Approval is contingent upon availability and the appropriateness of the proposed event for the space at the center.

**Daily Use Fees**

Room charges apply for any part of a calendar day. All groups will be responsible for direct charges that pertain to their event.

Rooms	Daily Rate		
	IFAS Groups	UF and Affiliated Groups/State Agencies	Non-UF Groups
Straughn Ballroom (A-C)	\$175	\$200	\$500
Straughn A and B	\$100	\$125	\$300
Straughn B and C	\$125	\$150	\$350
Straughn A or B	\$50	\$75	\$200
Straughn C	\$100	\$125	\$250
Outdoor Pavilion	\$100	\$125	\$250
Outdoor Pavilion (with rental of interior space)	\$50	\$75	\$200

**Rental Policies**

**1. Payments and Charges**

- a. User-groups will be invoiced following the event. All fees must be paid within 30 days of invoice date. UF groups will be required to pay by E2R by making a chart field available. Non-UF groups will pay by check.
- b. User-groups may incur additional costs if supplementary repair, replacement or cleaning of the facility and equipment is needed following an event, if use of the facility extends beyond reserved time, and/or if additional or complicated room arrangements are necessary. User-groups may also incur additional cost if additional rooms not previously reserved are used during the event.

**2. Cancellations**

Cancellations must be made in writing (or via e-mail) to the facility coordinator at [straughn@ifas.ufl.edu](mailto:straughn@ifas.ufl.edu) at least 10 business days prior to the event start and are subject to cancellation

fees equal to room rental rates if cancelled late. All no-shows will be recorded. Repeated no-shows and/or late cancellations may result in the suspension of reservation privileges for the facility.

### **3. Hours and Access Hours**

- a. Groups are allowed access to the facility during the times confirmed in their reservation agreement. Additional charges may be incurred if the event extends beyond the reservation time.
- b. Straughn Extension Center Business Hours are Monday – Friday from 8:00am – 5:00pm, with the exception of UF Holidays. A temporary key may be issued to a UF employee who plans to remain on site for the duration of an event. Per the University of Florida Key and Lock Policy, the holder of a key to any University facility assumes responsibility for the safe keeping of the key and its use. If a key cannot be issued and the facility coordinator is required to staff the facility outside of business hours, the charges outlined below will apply.
  - i. IFAS Groups, UF Groups and Affiliated Agencies: A \$50.00 per day fee will be added to the rental for weekend/holiday access. If the event begins during business hours but runs outside of standard hours, a \$25.00 fee will be added to the cost of the rental.
  - ii. Non-UF Groups: A \$100.00 per day fee will be added to the rental for weekend/holiday access. If the event begins during business hours but runs outside of standard hours, a \$50.00 per day fee will be added to the cost of the rental.

### **4. Food and Beverage**

- a. All food served at functions is the sole responsibility of the user-group. Access to the warming kitchen is subject to availability and must be requested in advance. User-groups are responsible for all clean-up requirements related to food and beverage. User-groups may make arrangements with caterers to complete clean-up. However, if done unsatisfactorily, the user-group and not the caterer will be held responsible.
- b. All vendors conducting business on University of Florida property must provide evidence of an up-to-date Certificate of Liability Insurance. This includes any business serving or delivering food to the Straughn Extension Center.
- c. 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/alchoholevent.pdf>.

### **5. Clean-Up and Damages**

- a. User-groups are responsible for cleaning up after themselves and leaving the facility in the condition they found it. This includes ensuring:
  - All trash and recyclables have been disposed of in appropriate receptacles located in the building.
  - All trash has been taken to the dumpster at the southeast corner of the parking lot. This includes 2 cans in the lobby and the 4 gray cans from the kitchen. Please tie all bags shut and remember to close the dumpster lid. Extra trash bags are supplied in the kitchen.
  - All surfaces that have come in contact with food or drink have been wiped down. This includes: all appliances, countertops and the serving bar, serving carts, and tables. You will find spray cleaner, paper towels and trash bags next to the sink.

- b. The user is responsible for the cost of repairs to the facility and 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.
- c. The user is responsible for the cost of supplementary custodial services deemed necessary by the coordinator following the event. Repeated misuse of the facility can result in prohibition from future use.

## **6. Room Configurations**

- a. Facility Rental Fees include the cost of one set-up and clean-up using the equipment available at the Straughn Extension Center. 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.
- b. Groups shall not rearrange moveable walls, furniture podiums or audio visual equipment in any of the facility rooms without permission. Any damages that result from groups attempting to move these items on their own will be the responsibility of the group hosting the event.

## **7. Additional Equipment and Decorations**

- a. The facility coordinator must be notified two weeks prior to the event of any rental equipment, such as staging, plants, flowers, linens, balloons, audio-visual equipment, etc., will be obtained for your event. It may be necessary to schedule these deliveries for a particular day and time.
- b. Prohibited Items: Strobe lights, glitter, confetti, fog, mist or bubble machines
- c. Restricted Items:
  - Banners, newsprint/easel paper, posters or anything you want to hang from or affix to the wall. Taping, stapling, gluing or otherwise attaching items to any walls, doors, windows, posts, columns, floors or ceilings is prohibited without advanced permission. Banners of specific sizes can be hung in advance. Please ask the facility coordinator for more information.
  - Candles and open flame devices are not permitted in areas of assembly.
  - Helium tanks must be secured to a cart and must have a cap on at all times while not in use.
  - 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

## **8. Parking**

- a. The parking lot immediately surrounding the building is UF restricted Orange and Blue parking and patrolled and maintained by UF Transportation and Parking Services between 7:30am and 4:30 pm M-F.
- b. IFAS Extension administration does not have the authority to waive parking fees or fines assessed by UF. Per UF restrictions, unless the lot has been reserved with a parking attendant from the University Police Department, cars parked for an event must have a valid staff/employee decal, a temporary visitor decal, or a county or state vehicle tag.
- c. Based on your needs, the center coordinator will put you in touch with the appropriate Transportation and Parking Services contact. Finalizing parking arrangements with UF Transportation and Parking Services is the responsibility of the event sponsor and not the facility coordinator.

## **9. Audio/Visual Services**

- a. A/V equipment available for use in each room includes: LCD projector and drop-down screen, podium with a desktop computer (requires Gatorlink username and password) and HDMI and VGA laptop hookups, speakers, touch screen system to manage A/V equipment, one lectern and One lapel microphone. Individual ADA listening devices are also available upon request.
- b. Room C is equipped with Polycomm and available for use with advance request.
- c. Wireless internet may be accessed with a valid Gatorlink username and password. Large groups with guests requiring internet use should make additional arrangements through their respective department.
- d. The facility coordinator does not provide on-going A/V support throughout your event. Groups must communicate their A/V needs with the facility coordinator at least one week in advance. The coordinator will attempt to assist you utilizing IFAS and UF resources to meet you're A/V support needs.
- e. The facility coordinator will provide a brief how-to session using the A/V equipment prior to the start of event. It is the responsibility of the user-group to schedule this time with the facility coordinator in advance. Please designate a person and arrange a time for this session.

## 10. General Use Policies

- a. All users must agree to comply with 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.
- b. 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>.
- c. 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.
- d. If event security is required at the facility, this service will be provided by the University Police Department. All personnel costs will be the responsibility of the group hosting the event.

## 11. User-Group Contacts

The primary contact on the Reservation Request form shall act as manager of the event, ensuring all aspects of the event comply with these terms and conditions. This person must be a University of Florida employee unless approval has been given otherwise. This person will be present throughout the event and the point of contact for the facility coordinator. If the primary contact will not be present at the event, please designate an alternate UF employee to act as manager on the day of the event. Please indicate any other contacts the facility coordinator can consider a decision making contact on the day of the event.