



## Reservation Request-Attachment A

[straughn.ifas.ufl.edu](http://straughn.ifas.ufl.edu)

You can save the data entered in this form once completed. If you received this form by way of an IF-SVC-EBS email, please return it to the same email. If not, forward the form to [straughn@ifas.ufl.edu](mailto:straughn@ifas.ufl.edu).

|   |                                 |
|---|---------------------------------|
| Name of Event   | Hosting Organization/Department |
| Primary Contact Name  | Email                           |
| Phone/Fax   | Address                         |
| <u>Payment Information</u>  |                                 |
| Chartfield String Information*:   |                                 |
| Fiscal Department Contact:  |                                 |
| Cash ____ Check ____  |                                 |
| <i>*SC is not permitted to accept funding from any DEPTID associated with UFarm or sponsored projects using fund codes 201, 209, 221, 222 or 223.      *If supporting documents are needed, (UFFPA, etc.) please attach</i> |                                 |

1. Please indicate the date and times you would like to reserve space.

|                       | Dates Requested | Times Requested<br>(Please include set up and clean-up time) |
|-----------------------|-----------------|--|
| A or B                |                 |  |
| C                     |                 |  |
| A and B               |                 |  |
| B and C               |                 |  |
| Ballroom (A, B and C) |                 |  |
| Outdoor Pavilion      |                 |  |

2. Will the primary contact on this form be present at the day of the event?    Yes    No  
 If not, who will be event manager the day of the event? \_\_\_\_\_

3. Is your event co-sponsored?  Yes  No If yes, with whom? \_\_\_\_\_

4. Briefly describe the purpose of event.

5. What is the total number of expected participants? If unknown, when do you expect to have an accurate estimate? \_\_\_\_\_

Please describe your intended room layout.

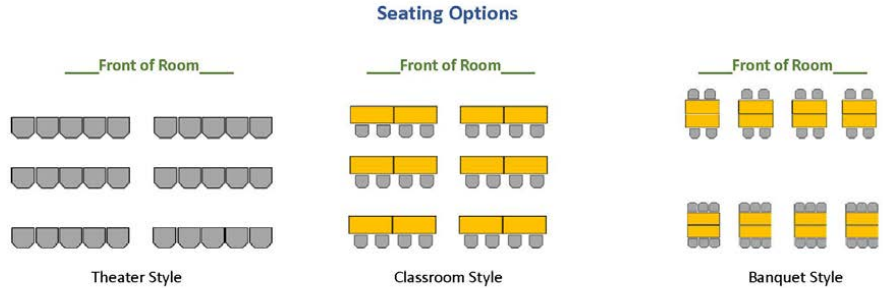
Theater  Classroom  Banquet  U-Shape  Square  other  Food Tables

Interior Equipment:

- 37- 2'x6' tables and 250 chairs are provided in the center for your use
- 8 -5' Round tables
- High Top tables - \$5 ea  
*includes table cover*

Pavilion Equipment:

- 18- 6' Round tables
- 144 chairs



6. Parking- How many cars are you expecting? \_\_\_\_\_

a. Please select which parking strategy you would like to pursue:

No arrangements are necessary. Attendees have appropriate decals and will obtain parking on their own.

I, the Event Sponsor, plan to work with Transportation and Parking Services (TAPS) to secure Temporary Decals to be used in the 67 space lot surrounding the center. I understand that purchasing temporary decals does not guarantee my attendees a parking space but rather the privilege to park in an open space.

I, the Event Sponsor, would like to work with TAPS to reserve parking with an attendant.

More information regarding parking options can be found on TAPS [website](#).

8. Food and Beverage- Please list any meals or breaks you are planning to serve.

| Description of meal/break | What caterer do you plan to use?* | Will alcohol be served?*** |
|---------------------------|-----------------------------------|----------------------------|
|                           |                                   |                            |
|                           |                                   |                            |

\* An updated list of approved caterers can be found at <https://www.bsd.ufl.edu/catering/Caterers/>.

\*\* To serve alcohol, you MUST complete the Alcohol Approval Form at <http://www.dso.ufl.edu/publications/alcholevent.pdf>.

9. Do you plan to work with any other outside vendors (e.g. A/V, plants, decorations) or services from outside groups not considered vendors? If yes, please describe. \_\_\_\_\_

10. Audio Visual Services

a. Please indicate your audio visual needs:

Lectern Microphone

Lapel Microphone

ZOOM

Projector

2 Wireless Handheld Microphones (Only in Room C)

- b. Please indicate who from your group will be responsible for A/V equipment use during your event.
- 

11. Please attach a copy of your agenda. We understand things will change but this will help us ensure your meeting space needs are met.

## Guidelines and Policies- *please read*

### Reservation Guidelines

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

### 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. *Non-profit groups, please attach appropriate certificate.*

### Daily Use Fees

| Rental Space   | Group Type     |               |
|----------------|----------------|---------------|
|                | IFAS/UF Groups | Non-UF Groups |
| Room A         | \$100          | \$330         |
| Room B         | \$100          | \$330         |
| Room C         | \$110          | \$360         |
| Ballroom (A-C) | \$310          | \$1,000       |
| Pavilion       | \$250          | \$400         |

### 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 canceled 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.

Contingent upon local public health conditions, the Straughn Center has the right to cancel scheduled events.

### **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 cans within the room(s) used 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 and under the podiums in Rooms A&B.
  - 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. A minimal cleaning fee of \$50 may be extended if the center is not cleaned as outlined in section 5a. 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 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.
- c. Room capacities can be found on our website. <https://straughn.ifas.ufl.edu/meeting-spaces/>

## 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, Monday- Friday.
- 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) with HDMI and VGA laptop hookups, ZOOM, 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. Service Animals

The University of Florida allows the use of trained service animals by individuals in all public areas at the University. Additional information can be found here: <https://ada.ufl.edu/information/service-animal-use/>. Attendees should notify the center manager in advance if they will be accompanied by a trained service animal, and that information should be conveyed to the facility manger before the event when possible.

## 12. 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.

I understand this is only a request form. No reservation is confirmed on the calendar until a Reservation Agreement is signed and returned to the facility coordinator.

I acknowledge that I have read, understood, and agree to the Straughn Extension Professional Development Center reservation guidelines and policies.

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Sponsor Signature