

Malachowsky Hall Room 7200 Rental Policies:

Room Details

- Room capacity (code) is 264 people with no furniture. The classroom style furniture provided in the room seats 40 people comfortably. There are 100 chairs available for use in the room if not using any tables.
- Reservation start and end times must include setup and breakdown time for catering, furniture layout, etc.
- Room 7200 may be rented by University of Florida departments on weekdays only. Events can be held Monday – Friday after building hours but are subject to availability and arrangements for access. Groups are allowed access to Room 7200 during the times confirmed in this reservation agreement.
- Approval of this reservation request is contingent upon the availability and the appropriateness of the proposed event.

Cancellations

All cancellations must be made in writing (or via e-mail) to Jennifer Whitney at (jenniferwhitney@ufl.edu) at least 10 business days prior to the event start.

Food and Beverage

All food served at functions is the sole responsibility of the user-group. There is no kitchen available for use with Room 7200. User-groups are responsible for all clean-up related to food and beverage and no food/debris will be left in the room. 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. A UF Approved Caterer must be used for any food and beverage served at events on UF property. The list of current UF Approved Caterers can be found at:

www.bsd.ufl.edu/catering/caterers.

Alcohol

The sale and/or service of alcohol on UF property is subject to the approval of the Vice President for Business Affairs. For alcoholic beverage requests for events on UF property, the General Events form should be completed and has the alcohol form built into it. It is the responsibility of the user group to submit the Alcohol Approval Form and obtain approval. For questions about alcohol use, please contact Business Affairs at ufba-events@ufl.edu.

Permits

The room user is responsible for following all UF policies and rules. Events with alcohol, events where cash is exchanged, events including well known individuals, etc. all require permitting. Please review section 4.1 and 4.1A at [Use of University Space – Regulation and Policy Hub \(ufl.edu\)](#) for more information.

Clean-Up and Damages

User-groups are responsible for cleaning up after themselves and leaving Room 7200 in the condition they found it.

This includes ensuring:

- All trash and recyclables have been disposed of in appropriate receptacles.
- At the completion of your event, all trash has been taken to the dumpster outside of Malachowsky Hall at the SW corner of the building near the loading dock. Please tie all bags shut and remember to close the dumpster lid.
- All surfaces used for food or drink have been wiped down.

The user is responsible for the cost of repairs to the room and repair or replacement of equipment in the event of any damage caused during the event.

The user is responsible for the cost of supplementary custodial services deemed necessary by the coordinator following the event.

Custodial Service

The user-groups are responsible for all clean-up related to food and beverage at the conclusion of the event. No food/debris shall be left in the room.

If preferred, users/renters may arrange clean-up directly following the event and/or custodial coverage during the event through UF Facilities Services Housekeeping. Arrangements can be made at www.facilitieservices.ufl.edu/departments/operations/work-management-center/. **Custodial staff have a 3hr. minimum.**

Room Configurations

It is the user's responsibility to coordinate any movement of furniture in Room 7200. Any furniture movement in the room must occur during the reservation time frame requested on the reservation form for the event. Furniture moved for an event but must not affect normal daily business or other events taking place in the room. Any change to the furniture must be discussed in advance with and approved by Jennifer Whitney (jenniferwhitney@ufl.edu). The existing furniture in the room can be

nested and stored in storage closet 7200A located inside Room 7200. All furniture must be moved back to its original location by 7:30 am the following morning. Furniture must not be dragged during movement, furniture must be rolled on dollies or carried.

If preferred, users/renters may arrange furniture movement before and after the event through UF Facilities Services Events Services. Round tables, different chairs and/or foliage can also be rented through Events Services, if desired for your event. Arrangements can be made at www.facilitiesservices.ufl.edu/departments/operations/work-management-center/. Note: The classroom style furniture provided in Room 7200 must be moved back to its original location by 7:30 am the following morning.

Groups shall not rearrange the podium or the audio-visual equipment in the room 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.

Restricted Items

Banners, newsprint/easel paper, posters, or anything affixed to the walls are not allowed. Taping, stapling, gluing or otherwise attaching items to any walls, doors, windows, posts, columns, floors, or ceilings is prohibited.

Candles and open flame devices are not permitted in the building. Balloons, plants, and small trees must be self-contained with a tray to keep water and soil off the floor.

University of Florida policy prohibits the use of all tobacco products on the entire University of Florida campus. <https://policy.ufl.edu/regulation/2-022/>

Parking

Parking is subject to UF Transportation and Parking Services Policies. Parking fees apply Monday through Friday, 7:30 am. to 4:30 pm. It is possible that reserved parking can be arranged for conferences and special events by contacting the Transportation and Parking Services administrative office at 352-392-8048. Any approval will be subject to UF Transportation and Parking Service's discretion.

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. Purchasing temporary decals is the responsibility of the event sponsor.

Audio/Visual Services

A/V equipment available for use in Room 7200 includes:

- Two 10' wide projection screens
- Two 13,000 lumens laser projectors for presentation
- One handheld wireless microphone and one lapel microphone
- Four speakers (one on each side of each screen)
- Touch panel for control of A/V equipment in the room
- Zoom capable

Groups must provide their own IT support, if needed. Groups must communicate their A/V needs in advance and may schedule time with their own IT support in Room 7200 during weekday business hours to gain familiarity for the event.

All users must agree to comply with the University of Florida (UF) rules, regulations, and policies. The General Counsel's Office and the Office of Compliance and Ethics has launched a UF Policy Hub: (<https://policy.ufl.edu/>). This hub combines all University regulations and policies. Users must also comply with appropriate state and federal laws, and fire and police department rules and regulations.

If event security is desired or required, this service will be provided by the University Police Department. All personnel costs will be the responsibility of the group hosting the event.

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 will be present throughout the event. If the primary contact will not be present at the event, please designate an alternate University of Florida staff/faculty member to be POC and act as manager on the day of the event.

Malachowsky Hall Facility Contacts:

Room 7200 Contact

Jennifer Whitney
Executive Assistant
Vice President for Research
Phone: 352-392-9271
Email: jenniferwhitney@ufl.edu

Building Contact

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Malachowsky Hall
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