Malachowsky Hall Room 7200 Reservation Policies:

* Please read all policies and procedures before submitting a reservation.

Eligibility and Use

Room 7200 is reserved for University of Florida faculty and staff conducting University business related to data science and information technology. Reservations must be organized, hosted, attended, and managed by a UF department or administrative unit.

Student organization meetings, programs, speaker events, recruitment events, and general membership meetings are not eligible for use of Room 7200, regardless of faculty sponsorship or departmental affiliation.

Room Details

- The classroom style furniture provided in the room seats 40 people (2 chairs per table). There are 60 additional chairs in the storage closest available for use. If additional chairs are used, they should be returned to the storage closest immediately following your event.
- The building is closed on weekends and holidays and no reservations will be accepted.
- Event setup for this reservation is strictly prohibited in the immediate space or hallways outside of Room 7200.

Reservation Contact

The primary contact on the reservation request form shall act as event manager, 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.

Cancellations

All cancellations must be made in writing via e-mail to the Office of the Vice President for Research at vpr-scheduler@research.ufl.edu.

Food and Beverage

All food served at functions is the sole responsibility of the user-group. There is no kitchen or catering staging area 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.

Organizers will need to contact UF Facilities Services to ensure the availability of sufficient trash cans.

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.

Permitting

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

IMPORTANT: User-groups are responsible for cleaning up after themselves and leaving Room 7200 in the condition they found it. Failure to comply could lead to automatic cancellation of any current reservations and limited reservations in the future.

This includes ensuring:

- All furniture is returned to the classroom setup and additional chairs used are returned to the storage closet.
- All trash and recyclables have been disposed of in appropriate receptacles. Organizers will need to contact UF Facilities Services to ensure the availability of sufficient trash cans.
- 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. If preferred, users/renters may arrange clean-up directly following the event and/or custodial coverage during the event through UF Facilities Services Housekeeping.

Note: Custodial staff have a 3hr. minimum.

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 equipment available for use in Room 7200 includes:

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

For immediate AV issues during an event please contact 352-392-6683. For non-immediate issues or requests please submit request https://it.ufl.edu/classrooms/request/

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.

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.

Malachowsky Hall Facility Contacts:

Room 7200 Contact

Office of the Vice President for Research
Phone: 352-392-9271
Email: vpr-scheduler@research.ufl.edu

Building Contact

Jason Haugh
Facility Operations Specialist
Malachowsky Hall
Mobile: 352-317-3703
Email: jhaugh@ufl.edu