

## **Policy: Malachowsky Hall Shared Conference Rooms**

As the university steward of Malachowsky Hall, the Office of the Vice President for Research is providing the following policy regarding shared conference rooms in the building:

This policy applies to the following shared conference rooms in Malachowsky Hall:

<b>Room</b>	<b>Maintained by</b>
3003	Herbert Wertheim College of Engineering
3104	Herbert Wertheim College of Engineering
3109	Herbert Wertheim College of Engineering
3114	Herbert Wertheim College of Engineering
4104	Herbert Wertheim College of Engineering
4010	Herbert Wertheim College of Engineering
4138	Herbert Wertheim College of Engineering
5104	Herbert Wertheim College of Engineering
5057	College of Medicine
6103	Herbert Wertheim College of Engineering
6119	College of Pharmacy
7028	College of Medicine

## **Maintaining Shared Conference Rooms**

Shared conference rooms are to be maintained by units as assigned by the Vice President for Research and have been assigned as listed above. Maintaining the shared conference rooms includes scheduling, ensuring cleanliness, repairs and cleaning of furniture, repairs and replacement of AV equipment, and all costs associated with keeping the shared room in working order.

## **Use of Shared Conference Rooms**

Shared conference rooms may be reserved by University of Florida departments, faculty, and staff with a primary work location assigned to Malachowsky Hall. The shared conference rooms in Malachowsky Hall may not be reserved by students, teaching assistants, post-docs, student organizations and/or student groups (\*with two exceptions noted below). Students, teaching assistants, and post-docs may attend faculty and/or staff meetings taking place in the shared conference rooms, but there should be at least one University of Florida faculty and/or staff member present in the room for the duration of the meeting except the occasional absence by the faculty member for regularly scheduled reoccurring meetings.

Individuals that reserve and make use of shared conference rooms, are responsible for:

1. **Cleaning up:** Users are expected to clean up shared conference rooms at the end of their meetings/reservations. This could include clearing away any materials, disposing of trash, and ensuring the room is left in an organized and presentable state.
2. **Ensuring proper working order:** Users should ensure sure that all equipment and facilities are left in proper working order. If they notice any issues, they should address them promptly or promptly report them to the managing unit.

**Consequences for misuse or poor upkeep:** Users may face restrictions on their ability to reserve shared conference rooms in the future if repeatedly failing to meet the responsibilities listed above.

\*Conference Room 3109 may be reserved by teaching assistants with a primary work location assigned to Malachowsky Hall if other spaces in the building are unavailable or unsuitable. The Room 3109 Outlook calendar scheduling rights are to be assigned Request in Policy rights for teaching assistants. When sending a meeting request to the space, requestors will receive a preconfigured response stating their request is pending approval.

\*If a shared conference room is available up to 1 hour before the requested time, student groups may request to make use of a shared conference room from the scheduling contact. It is up to the discretion of the unit managing the shared conference room if these requests will or will not be granted.

### **Scheduling Shared Conference Rooms**

Designated approvers, assigned by the maintaining unit, shall oversee the scheduling of the shared conference room(s). UFIT has created Outlook room calendars for the shared conference rooms to ensure a consistent reservation experience throughout Malachowsky Hall.

The Outlook room calendars for all shared conference rooms in the building have been set with the following configurations:

- All faculty and staff with a primary work location assigned to Malachowsky Hall should have Book in Policy scheduling rights for the shared conference rooms in the Outlook address book.
  - Requestors have access to see room availability, but no information about any existing reservations.
  - Outlook calendar will automatically approve room requests sent by faculty and staff with a primary work location assigned to Malachowsky Hall, if the room is available at the time selected in the calendar invite.
- The designated approvers will be able to see full details of meeting requests, as well as modify or remove reservations if necessary.

## **Outlook Calendar Booking Settings**

- Double-booking: Outlook calendar for these shared rooms will not allow double-booking.
- Booking window: Shared rooms can be reserved up to a year in advance.
- Recurring meetings: Recurring meetings are allowed up to 1 year.
- Allowed meeting length: 8 hours (Delegate approvers can over-ride on a per meeting basis.)

## **Food and Beverage**

Each maintaining unit may set policy regarding food and beverage for their assigned shared conference room(s).

A UF Approved Caterer must be used for any food and beverage served on UF property. The list of current UF Approved Caterers can be found at: [www.bsd.ufl.edu/catering/caterers](http://www.bsd.ufl.edu/catering/caterers).

## **Custodial Service**

UF Facilities Services will clean surfaces and empty trash containers in the shared conference rooms once per day. The shared conference rooms will be vacuumed weekly and/or as needed. If the maintaining unit determines supplemental cleaning is needed, arrangements can be made at [www.facilityservices.ufl.edu/departments/operations/work-management-center/](http://www.facilityservices.ufl.edu/departments/operations/work-management-center/). The maintaining unit is responsible for any associated costs of supplemental cleaning requested in shared conference rooms.

## **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. Please read the [Malachowsky Hall Visual Standards Policy](#) for more information.