

## **NVIDIA Auditorium – 1000 Malachowsky Hall Reservation Policies:**

**\* Please read all policies and procedures before submitting a reservation. Failure to comply with NVIDIA Auditorium room policies and procedures could lead to automatic cancellation of any current reservations and limited reservations in the future.**

All reservations must be organized and managed by a UF department and/or administration for research related meetings, seminars, or events.

The primary contact on the reservation request form shall act as the event manager, ensuring all aspects of the event comply with these terms and conditions. **This person will be present throughout the event.**

### **Room Details**

- **No food or beverages** are permitted inside NVIDIA Auditorium.
- There are 240 seats total in NVIDIA Auditorium.
- NVIDIA Auditorium may be reserved by University of Florida faculty and staff only.
- Each semester classes will take place in NVIDIA Auditorium and therefore is only available for reservation after 11:45 am.
- The building is closed on weekends and holidays and no reservations will be accepted.
- No events or event setup associated with this reservation may take place in the lobby space outside of NVIDIA Auditorium, except for a welcome table which can be placed immediately outside the room and placed between the two room entry doors. If a welcome table is planned for this event, organizers will need to contact [UF Facilities Services](#) to arrange for rental and delivery of a table for this use.
- 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 via e-mail to Christy Watford at [clwatford@ufl.edu](mailto:clwatford@ufl.edu).

### **Food and Beverage**

No food or beverages are permitted inside NVIDIA Auditorium.

## **Permitting**

The room user is responsible for following all UF policies and rules. Events with 250 people or more, 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 \(ufl.edu\)](https://ufl.edu) for more information.

## **Clean-Up and Damages**

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

This includes ensuring:

- All trash has been disposed of in appropriate receptacles.
- All surfaces 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**

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 [Facilities Services](https://ufl.edu). Note: Custodial staff have a 3hr. minimum.

## **Room Configurations**

The tables in NVIDIA Auditorium are fixed and cannot be rearranged.

No events or event setup associated with this reservation may take place in the lobby space outside of NVIDIA Auditorium, except for a welcome table which can be placed immediately outside the room and placed between the two room entry doors. If a welcome table is planned for this event, organizers will need to contact [UF Facilities Services](https://ufl.edu) to arrange for rental and delivery of a table for this use.

**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 NVIDIA Auditorium includes:

- Two projectors
- Two confidence monitors
- Podium with installed PC, laptop connection, and dual monitors
- Front and rear cameras
- Two Handheld and two lapel wireless mics
- Assisted listening system via user phones
- Mediasite Lecture capture capabilities
- Speakers for sound and voice reinforcement
- Zoom capable

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:**

**NVIDIA Auditorium Contact**

Christy Watford  
Logistics Assistant  
Office of the Vice President for Research  
Phone: 352-392-9271  
Email: [clwatford@ufl.edu](mailto:clwatford@ufl.edu)

**Building Contact**

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Facility Operations Specialist  
Malachowsky Hall  
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