

Harrell Medical Education (HMEB) Rental Policies

Event Reservation Guidelines

No reservation is confirmed on the calendar until this Agreement is signed and returned by the host to the facility. Reservations will be confirmed based on availability on a first come / first serve basis. Reservation start and end times must include setup and breakdown time for catering, furniture layout, etc.

Rooms of the Harrell Medical Education Building (HMEB) may be rented by University of Florida departments and organizations. Approval is contingent upon availability and the appropriateness of the proposed event given the space requested.

To request rooms for meetings, events, etc. within the Harrell Medical Education Building please use the EMS room scheduler: <https://ahc.rooms.ufl.edu/EmsWebApp/Default.aspx>

If you are concerned about other events which may run concurrent to yours in the opposite learning studio we recommend requesting the use of both Learning Studios for your event. To check availability for the Learning Studios, Scott Commons, Dean's Conference Room or Tower Conference Room please contact Desiree Simmons (kdsimmons@ufl.edu) or Chad Roth (chad.roth@ufl.edu).

Groups defined

Student Groups— Registered or sponsored groups recognized by UF Division of Student Affairs

UF COM Groups— College of Medicine (e.g. Centers, Offices, etc.) Sponsored Event

UF Groups*— Departments or other groups that are organized by UF outside of COM

***UF Groups* are defined as officially recognized colleges, schools, divisions, departments, agencies, and other corporate organizational units, which are part of, or operate on behalf of, the University but are not specifically within the College of Medicine (UF COM Groups).*

HMEB Rental Cost	Student Groups	UF COM Groups	UF Groups
Scott Commons	\$300	\$500	\$900
North Learning Studio (HMEB 125)	\$240	\$420	\$660
South Learning Studio (HMEB 135)	\$240	\$420	\$660
Dean's Conference Room (HMEB 128)	\$60	\$180	\$300
Tower Conference Room (HMEB 460)	\$60	\$180	\$300
HMEB 240/250	\$120	\$300	\$540

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Room Capacity Details

- Scott Commons – 1,681 Sq. Ft / 241 Capacity
- North Learning Studio -- 4,581 Sq. Ft / 160 Capacity
- South Learning Studio – 4,600 Sq. Ft / 160 Capacity
- Dean's Conference Room – 320 Sq. Ft / 32 Capacity
- Tower Conference Room – 992 Sq. Ft / 40 Capacity
- HMEB 240/250 – 2,280 Sq. Ft / 64 Capacity

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Payments and Charges

User-groups will be invoiced following the event. All fees must be paid within 30 days of invoice date. ALL payments must be made between UF business units. Payments can be made via check or E2R transfer within the University of Florida. Outside (non-UF) payment methods will not be accepted. 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.

Tents

In order to ensure compliance with the requirements of temporary structures greater than 120 s.f. a building permit is required to be obtained prior to the installation of the structure. A permit may be [obtained by applying for a permit through the University of Florida Environmental Health & Safety \(EH&S\) Building Code Enforcement Program. The temporary structure permit application may be obtained at \(<https://www.ehs.ufl.edu/programs/buildcode/codes/application/>\)](#)

Cancellations

All cancellations must be made in writing (or via e-mail) to the Facility Administrator at (chadroth@ufl.edu) at least 10 business days prior to the event start and are subject to cancellation fees equal to room rental rates if cancelled late.

Hours and Access Hours

Typical building hours are Monday – Friday: 8:00am – 5:00pm and are subject to change during holidays and break periods. Events can be held outside of building hours but are subject to availability and arrangements for access. Groups are allowed access to the facility during the times confirmed in this reservation agreement. Additional charges may be incurred if the event extends beyond the reservation time. For afterhours access for your event please send your UFID to Chad.

Food and Beverage

All food served at functions is the sole responsibility of the user-group. The HMEB catering kitchen is available for use during your event and must be requested in advance. The kitchen includes: refrigerator, freezer, warming cabinet, microwave, dishwasher, coffee maker and sink. User-groups are responsible for all clean-up related to food and beverage and no food/debris will be left in the

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sink. 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.

All vendors conducting business on University of Florida property must possess an up-to-date Certificate of Liability Insurance. This includes any business serving or delivering food to HMEB.

Alcohol

The sale and/or service of alcohol on UF property is subject to the approval of the Business Affairs, Events and Permitting office. To receive permission, complete the "General" Form and be sure to mark "yes" to the question [about alcohol use. GatorConnect can be accessed using your Gatorlink: \(GatorConnect alcohol use portal\). It is the responsibility of the reserver to submit the Alcohol Approval Form and obtain approval. For question about alcohol use, please contact Tara Hollow at \[tmh1005@ufl.edu\]\(mailto:tmh1005@ufl.edu\) or 352.395.1336.](#)

Clean-Up and Damages

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.
- At the completion of your event, all trash has been taken to the dumpster at the Northwest exterior corner of the building. Please tie all bags shut and remember to close the dumpster lid.
- All surfaces that have come in contact with food or drink have been wiped down.

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.

The user is responsible for the cost of supplementary custodial services deemed necessary by the coordinator following the event. See next page for "Request for Equipment and Services" form to request custodial coverage 2 weeks in advance of your event.

Custodial Service

Any event serving a meal or any event held over the weekend will require you as the user/renter to arrange custodial coverage through Facilities Services (formerly PPD) Housekeeping. Coverage for your event should typically be for the last half of your event as well as a reasonable amount of time after your event for thorough cleanup post event. Custodial staff have a 3hr. minimum. The form is online: [EventServices.pdf \(ufl.edu\)](#) and a copy is provided here for reference.

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Request for Equipment and Services

****PLEASE READ BEFORE COMPLETING** THE DEADLINE TO SUBMIT THIS FORM IS TWO WEEKS IN ADVANCE OF THE EVENT.**

Prior to completing this form, the event must be approved by the appropriate UF office. The Office of Student Activities and Involvement only permits and approves registered student organizations while the Office of the Vice President for Business Affairs permits and approves all other persons/groups for campus events. Please contact the appropriate office for event policies and procedures before continuing with Facilities. (352) 392-1336 ufba-events@ufl.edu

All outdoor field reservations must be completed through RECSPORTS <https://recsports.ufl.edu/about/forms-and-requests/reservations/> 352.846.1081

Please fill out this form and send it to workorder@admin.ufl.edu. If applicable, you will receive estimate(s) for all requested items. The estimates must be accepted and funded before the Work Order is scheduled. It is the customer's responsibility to contact Work Management and accept the estimate and provide funding information. Work will be scheduled on a first come, first serve basis once the estimate is approved and funding is established.

Please contact us as early as possible prior to the event to ensure that we can assist you. We will attempt to process forms if received after the deadline, but are unable to guarantee that we can provide the requested equipment/support. For more info visit <https://www.facilitieservices.ufl.edu/get-help/event-services/> or <https://eventservices.ufsa.ufl.edu/>

Event Information	
Event name	Date of event
	Time of event
Event description	Expected # of participants
Will food/beverages be served? <input type="radio"/> No <input type="radio"/> Yes	Name of food/beverage vendor(s):
Will there be vendors other than food? <input type="radio"/> No <input type="radio"/> Yes	Names of other vendors:
Will participants be able to bring food/beverages from outside the event? <input type="radio"/> No <input type="radio"/> Yes	
Is this a first time event? <input type="radio"/> No <input type="radio"/> Yes	Month/year of last event:
Are you seeking "Green event certification" from the Office of Sustainability? <input type="radio"/> No <input type="radio"/> Yes http://sustainable.ufl.edu/news-events/sustainable-event-certification-guide/	

Please check all event equipment and services that you are requesting:		
Equipment Rental	Estimated #	Contracted Services
<input type="checkbox"/> Tables	_____	<input type="checkbox"/> Delivery and pick up of equipment
<input type="checkbox"/> Chairs	_____	<input type="checkbox"/> Indoor site clean-up (<i>Custodial Only</i>)
<input type="checkbox"/> Recycling containers	_____	<input type="checkbox"/> Outdoor site clean-up (<i>Grounds Only</i>)
<input type="checkbox"/> Food waste/compostable containers	_____	<input type="checkbox"/> Electricity to site (Plaza of America)
<input type="checkbox"/> Trash containers	_____	<input type="checkbox"/> Restrooms Unlocked/Stocked/Cleaned (Outside Venues)
<input type="checkbox"/> Barricades	_____	<input type="checkbox"/> Water meter install (Required for Dunk tanks and/or other water filling event support services.)
<input type="checkbox"/> Decorative palm plants	_____	
<input type="checkbox"/> Poster Boards*	_____	
*Must reserve posters prior to submittal via Bill Peel at wpeel@ufl.edu or 352-273-5066		*Utility line tracing (required for staked tents, sign posts or any other ground disturbance) must complete:

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Event Site Information

Location of Event:

Inside

Outside

Building and Room Number:

Please add any additional information about the event here (e.g., what time equipment should be delivered and picked up, special instructions)

Method of Payment

All requests for event services require a means of paying for services, or for borrowed equipment that is damaged or lost.

Department PO number (e.g. 17PPD12345)

External Customer UFL number (e.g. UFL123-001)

Contact Information

Requester Information

Requester: _____ Title: _____

Department: _____

Department ID: _____

Phone: _____ Cell: _____

Email: _____

Check here if the requester is the campus sponsor contact. You will not have to fill out the Sponsor Information.

Sponsor Information

Campus Sponsor: _____ Sponsor's Title: _____

Sponsor's Department: _____

Department ID: _____

Sponsor's Phone: _____ Sponsor's Cell: _____

Sponsor's Email: _____

Day of Event Coordinator/Contact Information (Required)

Name: _____

Cell Phone: _____

Email: _____

Please email this completed form to:

workorder@admin.ufl.edu

Any questions, please call Work Management at 352-392-1121

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Room Configurations

It is the user's responsibility to coordinate any movement of furniture with Facilities Services, 352.392.1121. All movement of furniture must be coordinated and paid for by the user/renter. Furniture may be moved for an event but must not affect normal daily business/ education, must not

impact on ingress/egress of the building either. Any change to the furniture during normal business hours (8am-5pm) must be discussed in advanced with and approved by Chad Roth (chadroth@ufl.edu). Moving furniture in the Scott Commons for the evening event can typically begin at 2pm the evening of your event. We do not have storage for furniture but the furniture may be absorbed to other areas of the first floor. 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 upon dollies, carried or placed on hand trucks.

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.

Restricted Items

Banners, newsprint/easel paper, posters or anything from or affixed to the walls. Taping, stapling, gluing or otherwise attaching items to any walls, doors, windows, posts, columns, floors or ceilings is prohibited without advanced permission.

Candles and open flame devices are not permitted in areas of assembly. Balloons, confetti, 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. <http://www.hr.ufl.edu/policies/tobaccopolicy.pdf>.

Parking

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

HMEB 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.

Purchasing temporary decals is the responsibility of the Event Sponsor.

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Audio/Visual Services

A/V equipment available for use in Scott Common and Learning Studios include: LCD projector and drop-down screen(s), HDMI and VGA laptop hookups, and touch screen system to manage A/V equipment.

HMEB does not provide on-going A/V support throughout your event. Groups must communicate their A/V needs in advance and schedule time with HMEB A/V Technicians during weekday business hours to gain familiarity for the event.

HMEB A/V Technicians- Winston (Charles) Poulton (wcp@ufl.edu) and Robert Jewell (rjewell@ufl.edu). They are located in the Learning Studio Control Room #157, 352.294.5560.

All users must agree to comply with University of Florida (UF) rules, regulations and policies (www.regulations.ufl.edu). Users must also comply with appropriate state and federal laws, and fire and police department rules and regulations.

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.

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 POC to act as manager on the day of the event.

Building Manager

Chad Roth
Facility Administrator HMEB
1104 Newell Dr. Bldg. 214
Gainesville, FL 32611
chadroth@ufl.edu
352.273.9165 (w)
352.317.5483 (c)