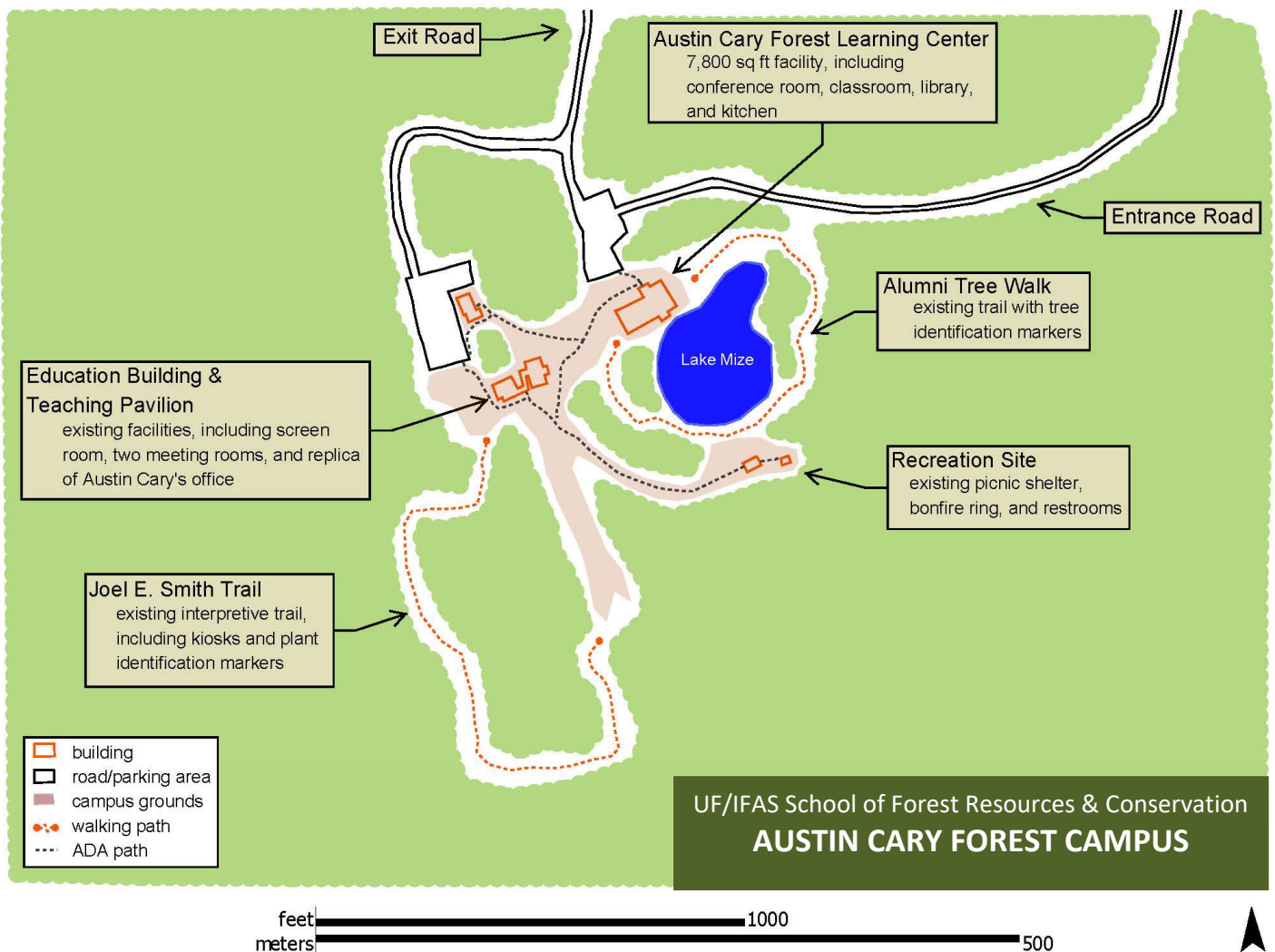


# Mission and Rental Policies for the UF/IFAS School of Forest Resources & Conservation Austin Cary Forest Campus

## Scope and Mission

The School of Forest Resources and Conservation's Learning Center and associated facilities, hereafter referred to as the Austin Cary Forest Campus or Forest Campus, support the mission of the [Austin Cary Forest](#) in which they are located. These publicly available facilities provide enriching space for successful conferences, courses, meetings, and events, through which the SFRC strives to create an atmosphere conducive to learning, growth and collaboration and at the same time to provide visitors with a serene experience in the forest, emphasizing the importance of natural resources to our lives. Specifically, we aim to:

- Provide an attractive and functional space for educational, professional, and community meetings, workshops, social events, youth activities, and seminars.
- Facilitate learning about natural resources via University courses, extension, and outreach efforts.
- Inspire and inform visitors of all ages about the importance of forests and natural resources, and to promote appreciation of the critical role they play in our lives.



## Policies

*These policies and procedures shall apply to rentals of the School of Forest Resources and Conservation's Forest Campus. The SFRC Director and forest campus coordinating staff (hereafter referred to as Management) may alter or amend these policies without notice.*

Notice: The Forest Campus covered in these policies is located within a "working forest" and thus groups renting facilities should understand that operations such as prescribed fire, tree thinning/removal, and other activities may be occurring.

### **1. Facility Reservations**

- a. The Forest Campus includes the Learning Center, Education Building, Teaching Pavilion, and Recreation Area, as well as the Tree Walks and parking areas.
- b. All reservations must be made through the online system to ensure acceptance of rental policies.
- c. Forest Campus facilities may be reserved up to one year in advance. For non-University rentals, a non-refundable deposit of 25% must be made at time of reservation approval to hold a date. A maximum of 2 proposed dates for such events can be held on the calendar for up to 30 days. Requested but unconfirmed reservations will be released after 30 days.
- d. The Event Representative is the primary point of contact for all communication about the event, shall be present during the event, and shall ensure all aspects of the event comply with the terms and conditions of the Rental Agreement. If the Event Representative will not be present during the entire event, alternate contacts may be designated on a case by case basis subject to approval of Management.
- e. University of Florida groups are not required to carry liability insurance.
- f. All non-University rentals are required to provide proof of insurance showing at least one million dollars in general liability, or shall purchase Special Event/Activity Liability Insurance through the University of Florida's insurance carrier. Proof of insurance must be received no less than 30 days prior to reservation date. Insurance can be purchased online at: <https://tulip.ajgrms.com/QuickQuote>
- g. Student organizations wishing to reserve Forest Campus facilities for an event must have a faculty advisor present during the event and must obtain an [Event Permit from DSA](#) and an additional [Alcohol Event approval from DSO](#) if alcohol is to be served.
- h. No event is confirmed until officially approved, via email, by Management.
- i. Approval is contingent upon the following:
  - i. Number of events and programs already scheduled,
  - ii. Appropriateness of the proposed event for the space, as determined by Management,
  - iii. Acceptance of Rental Agreement, and
  - iv. Proof of liability insurance, as required, given no less than 30 days prior to scheduled event.
- j. Misuse of the facilities, as determined solely by Management, may result in prohibition from future use as well as financial liability for damages.

### **2. Rates and Availability**

- a. Reservation of the Learning Center without Classroom, or the Classroom only, does not grant exclusive right to the facility or the Forest Campus in general. SFRC reserves the right to allow multiple concurrent events in other available spaces.
- b. Reservation of the Classroom does not guarantee access to the kitchen or any other space in the Learning Center other than restrooms; Learning Center rentals will be granted exclusive rights to

all areas in the building, other than Classroom and restrooms, in the event that both areas are reserved concurrently.

- c. Reservations for weddings taking place on weekdays must include the Classroom.
- d. Rental rates are in the table below. UF Rates apply to those events scheduled by University of Florida departments, offices, and/or organizations only. All other events are classified as “non-UF.”

Forest Campus Daily Rental Rates	Weekday UF	Weekday non-UF	Weekend Day UF	Weekend Day non-UF*
	M-F 8am-11:30pm	M-F 8am-11:30pm	Sat 10am-11:30pm Sun 10am-8pm	Sat 10am-11:30pm Sun 10am-8pm
Learning Center w/ Classroom	\$400	\$700	\$700	\$1300
Learning Center w/o Classroom	\$350	\$650	n/a	n/a
Classroom, 4 hours 8am-12pm 1pm-5pm	\$50 per 4 hour block	\$100 per 4 hour block	n/a	n/a
Education Building & Teaching Pavilion	\$200	\$300	\$200	\$400
Deposit	\$0	25% fees	\$0	25% fees
Insurance	Not required	Required	Not required	Required

\*Weddings may reserve the preceding evening, from 6:00pm-11:30pm for rehearsals, at a 1/3 the standard rate. *Only applicable in conjunction with a Saturday or Sunday event.*

### 3. Facility Access

- a. Approximately one week in advance of your event, Management will provide you with necessary keypad and alarm codes, along with instructions, on how to access the facilities.
- b. Groups are allowed access to the reserved Forest Campus facility only during the times confirmed by Management for the scheduled event. Additional charges may be incurred if the event requires early access or extends beyond the reservation time, or utilizes unreserved spaces.
- c. Rental of Forest Campus does not provide unrestricted access to the larger Austin Cary Forest. Please stay within the boundaries of the Forest Campus as normal “working forest” activities can be a safety hazard to visitors.
- d. Roads on the Austin Cary Forest are not paved and the campus-wide speed limit of 20mph is enforced. The main road (Loop Rd) is one-way only.

### 4. Setup & Cleanup

- a. The Conference Room includes the use of tables and chairs. These are available in the two storage rooms located at each end of the room, and must be neatly returned to those rooms when your event is complete.
- b. Event Representative shall make any requests for equipment use, including location, in writing 30 days prior to the event.
- c. Event Representative must confirm A/V needs with the Management at the time of reservation confirmation. Standard conference equipment such as podium, computer, etc, are included as requested. Management does not provide on-going A/V support during events.
- d. All other setup arrangements including point of delivery of setup equipment and personnel, arrival of caterers, decor, etc. must be confirmed with Management at least 30 days prior to the event.
- e. Reservations of the Learning Center include access to storage, as well as additional tables and chairs if needed, in the Storage Closet (Room 110A). Groups shall not, without permission from Management, rearrange furniture other than conference or classroom tables and chairs.

- f. Any damages that result from groups attempting to move furniture or other items on their own will be the responsibility of Event Representative.
- g. Helium tanks must be secured to a cart and must have a cap on at all times while not in use. For more information, see [EH&S Regulations](#).
- h. Plants and small trees must be self-contained with a tray to keep water and soil off the floor.
- i. Any use of tents for an event requires prior approval by the Management.
- j. All foods and beverages, including related cleanup requirements, are the sole responsibility of the Event Representative.
- k. Event Representative shall leave Forest Campus, including parking and outdoor areas, in the same condition as they were prior to the event. All clean-up and removal of equipment not belonging to Facility is the responsibility of Event Representative and must be completed promptly at the conclusion of the event. Clean-up includes:
  - i. All furniture is returned to classroom style arrangement, if used.
  - ii. All trash and recyclables is disposed of in appropriate receptacles located in the building.
  - iii. All trash is taken to the dumpster.
  - iv. All surfaces that have come in contact with food or drink are wiped down with cleaning supplies located in the janitorial closet (Room 103).
  - v. Carpets are vacuumed.
- l. In order to meet its obligation under this agreement, Event Representative's cleaning must be deemed satisfactory by Management. If supplementary custodial services are deemed necessary after the event, Event Representative will be held responsible for the cost of such services.
- m. Management can refer a cleaning service if desired.

#### **5. Charges and Payments**

- a. Full payment of rental fees must be made 30 days prior to the scheduled event. Any deposit previously paid will be applied to the total rental fees. Charges for additional cleaning and/or damages, as determined by Management, are due in full 30 days after invoicing.
- b. Payment for rental by UF departments, colleges, centers, and units can be done by P-Card or E2R. A valid Chartfield must be provided by the Event Representative. An E2R journal entry will be processed and the journal ID number will be provided to the Event Representative.
- c. Payment for this rental by non-University groups may be completed via credit card using the electronic payment system, or via check made out to the University of Florida.
- d. Non-University groups are required to pay applicable sales tax on rental expenses or provide proof of tax exemption.

#### **6. Vendor Information**

- a. Caterers must be selected from the Approved Caterers list here: <https://www.bsd.ufl.edu/catering/Caterers> if your caterer is not on the list, you can request that they be approved by contacting [catering@bsd.ufl.edu](mailto:catering@bsd.ufl.edu) directly.
- b. DJs, and other vendors providing services at Facility events must be licensed and provide proof of insurance no less than 30 days prior to the event, showing the University of Florida as a named insured. Copies of insurance certificates will be kept on file.
- c. Management reserves the right to decline the use of particular vendors for any reason.

#### **7. Damages**

- a. Event Representative shall report any damage to Management as soon as said damage is discovered.
- b. Management has the right to inspect and determine damages up to seventy-two (72) hours after each event and to determine whether an outside vendor will be needed for repairs.
- c. Event Representative is responsible if any portion of facilities and/or equipment is damaged by any act, omission, or negligence of Event Representative, its agents, employees, patrons, guests,

or any person admitted to the facilities by Event Representative. Event Representative shall pay, upon demand, a sum equal to the cost of repairing the damages and restoring the Facility to the condition existing prior to the start of the event.

#### **8. Alcohol Policy**

- a. Alcoholic beverages **may not** be served anywhere on the Forest Campus during regular business hours (Monday-Friday, 8:00am to 5:00pm). After hours, alcohol consumption may take place only indoors or within the boundaries of a facility, such as the deck at the Learning Center, and may not extend into parking lots or other shared grounds.
- b. All persons participating in approved events must adhere to [Florida Statute 562.11](#) regarding alcoholic beverages: *It is unlawful for any person to sell, give, serve or permit to be served alcoholic beverages to a person less than 21 years of age or to permit any Person less than 21 years of age to consume such beverages on the premises.*
- c. Non-UF groups wishing to serve alcohol must obtain and show proof of supplemental insurance as addressed in policy 1.f above.
- d. Events for which an entry or registration fee is charged may not serve complimentary alcohol.
- e. Events serving alcohol must include food which does not consist solely of salty snacks.
- f. All service of alcohol at the Forest Campus must be approved by the SFRC Director two weeks in advance in addition to meeting all state and University requirements.

#### **9. Prohibited Activities & Items**

- a. Open flame, fireworks, candles, or any kind of fire.
- b. Hunting and fishing.
- c. Horses, pets, or exotic animals (including butterflies), with the exception of service animals.
- d. Invasive plant species.
- e. Firearms.
- f. Learning Center kitchen is permitted to be used for warming of pre-cooked foods only; cooking, baking, and/or other "hot" preparation is prohibited.
- g. The use of cigarettes or other tobacco products on the University of Florida campus, including in parking lots and vehicles, is prohibited and in violation of UF policy.
- h. Décor: strobe lights, glitter, confetti, fog, mist or bubble machines (indoors). No items, such as banners, posters, etc, may be attached to walls in any facility.
- i. Any person violating the prohibited activities & items policies will be immediately banned from future access to the Austin Cary Forest and associated facilities and may be held liable for damages.

#### **10. Safety**

- a. The Learning Center is located in a working forest and as such there may be safety concerns that are not present in other locations throughout the University of Florida. These include prescribed fire, use of heavy machinery, etc.
- b. Groups renting the Forest Campus facilities must stay within the bounds of approved facilities in order to limit exposure to safety hazards.
- c. Roads on the Austin Cary Forest are unpaved and may become hazardous under heavy rainfall. Adherence to the 20mph speed limit is imperative.
- d. Wild animals can be present and should never be approached or handled by facility users. If any animal is present in or around the building please contact facility staff to remove or handle. If any person is bitten by any animal it is imperative to call 911.
- e. Use of repellent to prevent insect-borne disease is recommended.
- f. Poisonous plants may be present in the natural areas surrounding the Forest Campus facilities.
- g. An AED (automated external defibrillator) is located at the bathroom entrance in case of [cardiac arrest](#).
- h. In any emergency situation, call 911 immediately.

- i. In non-emergency safety-related situations, notify Management at (352) 317-0207. There is a first aid kit located in the kitchen in case of minor injury.

#### **11. Cancellations**

- a. Event Representative may cancel this Agreement in writing no less than 30 days prior to the event start date without penalty. Late cancellations may be subject to cancellation fees up to or equal to reservation costs. No-shows will be assessed in full for reservation costs at the discretion of Management.
- b. All no-shows and late cancellations will be recorded and may result in the suspension of reservation privileges for the Forest Campus facilities.
- c. If the event contemplated by this Agreement cannot take place due to an event beyond control of the parties, including but not limited to, war, riot, terrorism, explosions, floods, fires, tornados, hurricanes, and any other acts of God, then neither party shall be liable for any damages due to the cancellation of the event. However, Management will make a reasonable effort to give Event Representative advance notice of cancellation when possible.

#### **12. Liability and Disputes**

- a. To the maximum extent permitted by law, Event Representative agrees to indemnify, defend, and hold the Center, the University of Florida and its trustees, officers and employees harmless for, from, and against all liabilities, damages, losses and costs, including but not limited to reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the Event Representative and other persons employed or utilized by the Event Representative, including its consultants, in the performance of this Agreement.
- b. 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.
- c. University of Florida contracts are governed by and interpreted under the laws of the State of Florida, without reference to its conflicts of laws principles, and the jurisdiction/venue for any litigation, special proceeding or other proceeding as between the parties that may be brought, or arise, in connection with, or by reason of the Agreement shall be in Alachua County, Florida.

#### **13. University Rules & Regulations**

- a. Events, and all participants, shall comply with all relevant University of Florida rules and regulations and federal, state and local laws. The University of Florida's regulations can be viewed at [www.regulations.ufl.edu](http://www.regulations.ufl.edu). Persons involved with the event include, but are not limited to, the speakers, performers/entertainers, delivery personnel, and caterers.
- b. If event security is required at the facility, this service will be provided by the [University Police Department](#). All personnel costs will be the responsibility of the Event Representative.

### **Reservation Process & Timeline**

#### Initial reservation request

- Online request form and Rental Agreement are submitted. Email confirmation of receipt is auto-generated immediately.
- Management approves event and Rental Agreement in 3-5 business days.
- A link is sent with instructions to complete deposit, if required.
- Date is held upon receipt of deposit. (Up to two dates may be requested with a single deposit for 30 days. If no single date is confirmed after 30 days, both dates will be released and deposit is forfeit.)

#### 30 days prior to event (unmet requirements may result in cancellation)

- Event cancellations must be received.

- Full payment of event fees must be made (less any deposit), or Chartfield information provided.
- Event Representative must provide proof of all required insurance, including vendors.

7 days prior to event

- Décor plans must be confirmed with Management.

24 hours prior to event

- Management provides Gate, Alarm, and Entry codes and instructions to Event Representative.

72 hours following event

- Management deadline to inspect for damage liability.