



Alachua County Agricultural Extension Auditorium Guidelines

1. **Availability**
 - a. The priority of the Auditorium is for UF/IFAS Extension programs, Alachua County programs and affiliated groups holding educational events that align with the University of Florida, the Institute of Food and Agriculture Sciences and the Auditorium's mission.
 - b. No event is confirmed until an Alachua County Facilities Use Agreement is signed and returned by Renter and approved by the Auditorium Coordinator.
 - c. The City of Newberry will receive five (5) events per year at no expense.
2. **Access**
 - a. Typical building hours are Monday — Friday, from 8:00am — 4:30pm, and are subject to change during holidays and break periods. Events held outside of the typical building hours are subject to availability and arrangements for access made with the Auditorium Coordinator.
 - b. Renters may only access the facility during the times confirmed in the Facilities Use Agreement. Additional charges may be incurred if the event extends beyond the reservation time.
 - c. Temporary keys may be signed out by the Auditorium Coordinator for the room(s) that are reserved. A key will be signed-out to the primary contact listed in the Facilities Use Agreement. **ALL DOORS MUST BE LOCKED & THE KEY MUST BE RETURNED IN THE KEY BOX LOCATED OUTSIDE OF THE AUDITORIUM, AFTER THE COMPLETION OF THE EVENT.**
3. **Set-up**
 - a. Renter will be responsible for room set up & take down.
 - b. All other set-up arrangements including point of delivery of set-up equipment and personnel, arrival of caterers, décor, etc. must be confirmed with the Auditorium Coordinator at least one week prior to the event.
 - c. **Renters shall not rearrange moveable walls, podiums, or audio-visual equipment in any of the facility rooms without permission from the Auditorium Coordinator.** Any damages that result from groups attempting to move these items on their own will be the responsibility of Renter.
4. **Additional Equipment and Decorations**
 - a. Décor must be approved in advance by the Auditorium Coordinator.
 - b. **Nothing may not be hung or attached to the wall in any event space.**
 - c. **Prohibited items and activities include candles, strobe lights, glitter, confetti, fog, mist, or bubble machines. Throwing anything on facility grounds including rice, flowers, and birdseed are prohibited.**

- d. **Restricted items include open flame devices which are not permitted in areas of assembly. Helium tanks must be secured to a cart and always have a cap on while not in use.**
- e. **Plants and small trees must be self-contained with a tray to keep water and soil off the floor.**
- f. Any use of tents for an event requires approval by the Auditorium Coordinator.
- 5. **Catering (food & beverages) and other vendors:**
 - a. All food served at functions in the Auditorium is the sole responsibility of Renter for Room B only. **Access to the warming kitchen C is subject to availability and must be requested in advance. The refrigerator located by kitchen C is also available upon request. THE USE OF THE GAS RANGE, COFFEE MACHINE, OR EXPRESSO MACHINE IS PROHIBITED.**
 - b. Renter is responsible for all clean-up related to food and beverages. **ALL TABLES AND COUNTERTOPS MUST BE WIPED AND CLEANED. ALL SINKS MUST BE CLEANED – NO DIRTY DISHES LEFT.**

Food/Beverages Being Served	Who is providing service?	Approved?

- 6. **Clean-Up & Damage**
 - a. Renter shall leave Auditorium, including but not limited to the lobby and warming kitchen, in the same condition (or better) as it was prior to the event. All clean-up and removal of equipment not belonging to Auditorium is the responsibility of Renter and must be completed promptly at the conclusion of the event. Clean-up includes:
 - i. All trash and recyclables have been disposed of in appropriate receptacles located in the Auditorium.
 - ii. **All trash must be taken out to the dumpster behind the kitchen. All surfaces that had contact with food or drinks must be wiped down.**
 - iii. **The room and kitchen must be swept.** Brooms and dustpan are available and located in the Chair and Table storage room.
 - b. To meet its obligations under this agreement, Renter’s clean-up must be deemed satisfactory by the Auditorium Coordinator. Renter is responsible for the cost of supplementary custodial services deemed necessary by the Auditorium Coordinator following the event. Repeated misuse of the facility may result in prohibition from future use.
 - c. Renter shall report any damage to the Auditorium Coordinator as soon as said damage is discovered. The Auditorium Coordinator 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.
 - d. Renter is responsible if any portion of the Auditorium, its facilities and/or equipment is damaged by any act, omission or negligence of Renter, its agents, employees, patrons, guests, or any person admitted to the Auditorium by Renter. Renter shall pay the Auditorium, upon demand, a sum equal to the cost of repairing the damages and restoring the Auditorium to the condition existing prior to the start of the event.

7. **Audio/Visual Services**

- a. The Auditorium Coordinator does not provide on-going A/V support throughout your event. Renter must confirm A/V needs with the Auditorium Coordinator at least one week in advance.
- b. The Auditorium Coordinator will provide a brief “how-to” session using the A/V equipment prior to the start of the event. It is the responsibility of Renter to schedule this time with the Auditorium Coordinator in advance.
- c. **Please see A/V instructions on each podium.**