

## Auditorium Use for 4-H Clubs

- Get on the calendar early! As soon as you have a date for a meeting or event, email me so that I can get your program scheduled. The calendar is going to fill up fast with reservations from the public.
- When sending me a meeting request, please include the start and end time of your program. I will add one hour to the front and one hour to the end for setup and cleanup time unless you request something different. We cannot hold rooms for extended periods of time for setup/cleanup (such as overnight), but we DO need to include setup and cleanup time in our reservations.
- The new requirement is that all tables and chairs should be put away after each program/meeting. Between 10-15 tables should be left out (not all tables fit in storage), but all other tables and all chairs must be put back into the appropriate storage closet after your program. This also means that you will have to set up your tables and chairs for each meeting/program, so be sure to allow yourself time to do so.
- Please wipe down tables so there are no crumbs, cup rings, etc. If you are serving a meal, it is best to cover the tables to keep them as clean as possible.
- When making your reservation, please reserve the number of rooms you will be using. If you reserve Room A, you can only use Room A. If you need two or three rooms, just include that in your request. Moving forward, we can't assume that another room will be empty because it will be more and more likely that up to three programs may be happening at the same time in the Auditorium. Additionally, the walls between the rooms may be up, and the key that you check out will only open the room it is assigned to. If you reserve two rooms, you should pick up two keys.
- Please do not arrive earlier than your reservation time or stay past your reservation time because it is increasingly likely that another group could be using the space directly before or after your program. If you know you need to start setting up at a certain time, just let me know that so I can reserve the right amount of time for you. This doesn't mean that your time is limited, just that we need to be sure to plan our times correctly when reserving.
- Keys can be picked up as early as one day prior to your program as long as there is not another Extension group that needs that particular key between your pickup time and your program. Most times, this shouldn't be an issue. You can always email me or call Jane at the front desk to confirm your key pickup time if you'd like.
- There *should* be brooms in the corner of each room for you to sweep at the end of your meeting.
- There *should* be trash bags in the bottom of each large trash can. The dumpster is located at the far corner of the building behind the kitchen. You can access the dumpster from outside the building by walking past all of the garage doors.
- Room keys unlock the following doors:
  - Room A key unlocks the front door, Room A door, and the storage closet (double doors) in the hallway just past the bathrooms.
  - Room B key unlocks the front door, Room B door, the kitchen access door in Room B, and the storage closet (double doors) in the hallway just past the bathrooms.
  - Room C key unlocks the front door, Room C door, and the storage closet located in Room C.
- If you need kitchen access for your program, you must reserve Room B.
- If you need access to the 4-H cabinets in the kitchen, you must request the key from Jane when picking up keys. Please be sure to lock all cabinets after use. Note that the 4-H cabinets are the

upper cabinets of kitchen C, and they are not stocked with much. However, clubs that meet in the Auditorium can use the available space to store meeting items if you would like. If you are storing any non-perishable food items for meeting snacks, they must be kept in an air-tight container in the 4-H cabinets.

- Please do not use glitter or attach décor to the walls.
- In the near future, the A/V equipment will be up and running (I will update when it's ready). There will be projectors and screens in each room. You will need to provide your own computer. We will have a training on how to use the A/V equipment when it is ready. The Extension office cannot sign out any portable laptops/projectors/other technology equipment.
- There are new thermostats in the Auditorium. After 5pm and on weekends, they are automatically set to 78 degrees, so you will need to manually override this for evening/weekend programs. To do this, there is a small button on the side of the thermostat that you press, and a green light will turn on to indicate that the building is occupied. This override lasts for 2 hours, so if your program is longer than 2 hours, you will need to override again. The override will expire every 2 hours, so there is no action needed when your program is done. There is also a temperature adjustment slider. It is recommended to start with the slider in the middle. Move the slider left to make the room cooler and right to make the room warmer.

When the public rents out Auditorium space, they will be working with the Parks Department, not our office. 4-H clubs and UF/IFAS Extension programs will continue to work through our office for Auditorium use. Please note that other organizations must go through the Parks Department, even if they invite your clubs to participate. The only programs that can use the Auditorium for free are official UF/IFAS programs, so club meetings, club-led programs/events, etc. This means that an event must be hosted by your club in order to use the space for free, not just attended/assisted by your club.

If you have additional questions or would like any clarification, please let me know!