



GCREC Meeting Planner/Room Request Form

Event Details

Meeting/Event Name:

Contact Faculty Member(s) or Sponsoring Organization:

Date(s):

Meeting Time – Meeting time should start at 8:30 a.m. or later to allow GCREC staff to make any morning preparations:

Space Requested:

Main Conference Room, seats up to 25

East Conference Room, seats 12

West Conference Room, seats 12

½ Auditorium, kitchen/south side, seats up to 125

½ Auditorium, north side, seats up to 125

Auditorium, seats up to 250

Expected Attendance:

Catering and Room Set-up

Coffee Service (coffee, condiments, ice water, and cups): Yes No

Breakfast: Yes No Details:

Lunch: Yes No Details:

IT Requirements – laptop, projector or flat screen TV are available in each meeting room except the Annex and West conference room and can be requested in Other Details Section below.

Will your group be making PPT presentations? Yes No

Will you require a telephone for conference calls? Yes No

Will you require video conferencing options? Yes No

Would you like to video tape your meeting? Yes No

Will you have a discussion panel or other Q & A session that would require microphones? Yes No

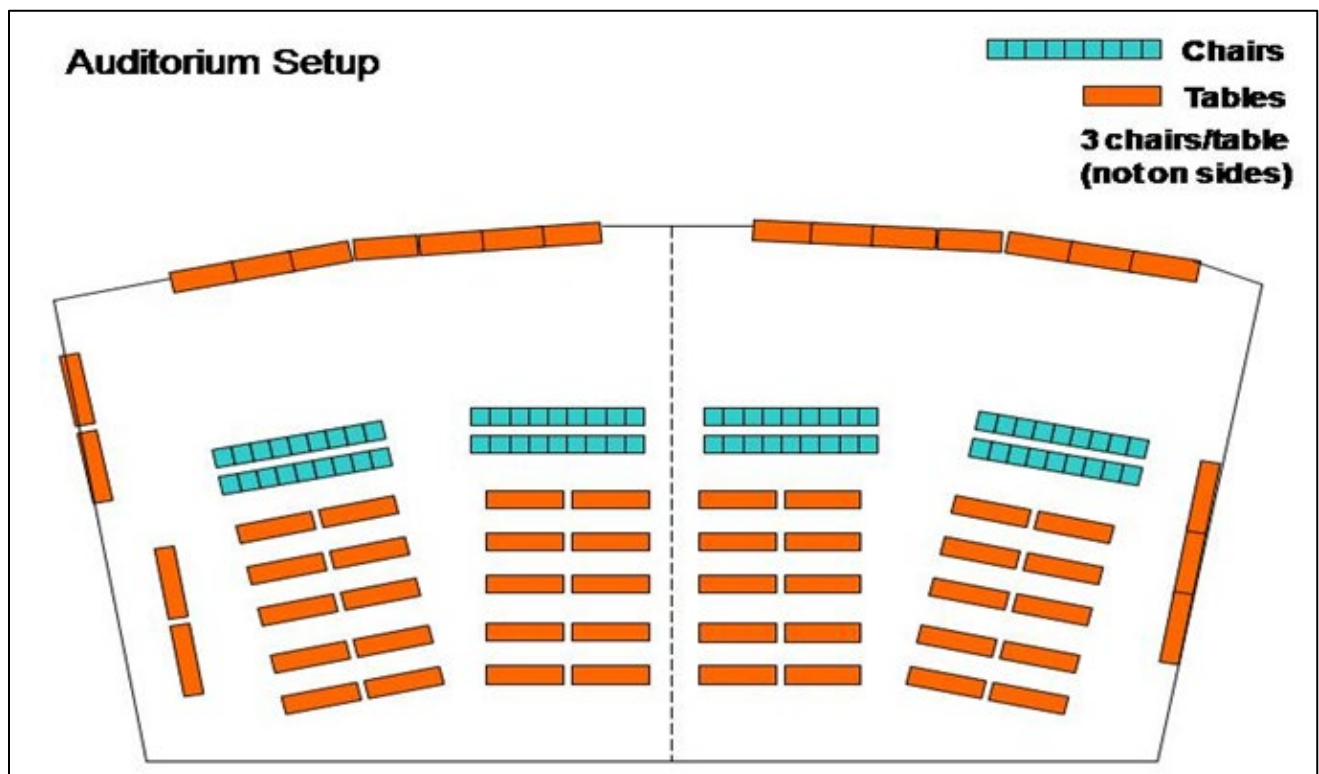
Will you require monitoring of your meeting by IT personnel? Yes No

OTHER DETAILS

Rules and Procedures for using GCREC Meeting Space

1. **Center Hours:** The center is open from 8 a.m. to 5:00 p.m. Monday through Friday. **We request that meetings do not start before 8:30 a.m. to allow our staff to get prepared for your meeting.** We cannot accommodate meetings outside regular business hours.
2. **Meeting Room Set-up:** Conference rooms have fixed tables and limited number of chairs, which cannot be moved or reconfigured.

The Auditorium has an electronic dividing wall to allow for two large spaces for meetings and one of our staff members can divide the room upon request. **Groups are responsible for room set-up. Tables and chairs are available for use in the auditorium. Please plan ahead if you need to reconfigure the space for your specific use. Groups are responsible for returning the space to its original set-up, which is noted here:**



3. **Equipment and Furniture** – All furnishings, equipment and supplies are the property of the University of Florida and are to remain within the center. These items are not to be loaned out to employees, the agricultural community or the community at large for use outside the center. If you plan on using the audiovisual equipment, you are required to bring any presentations on a flash drive and use the laptop provided in the meeting room. You cannot use your personal laptop for presentations.

White boards are available in the main conference room and both sides of the auditorium. Erasers and markers are provided, and you are required to clean the white board at the end of your meeting.

Lighting and temperature control. For the auditorium, we have light panels behind the podiums, and the buttons are labeled for lighting use. For most meetings with presentations, choose the middle (medium) option. Thermostats are controlled by an external computer and cannot be adjusted by the Center. You may suggest that participants bring a light jacket or sweater as the room can become chilly at times.

4. **Food, Alcohol, Decorations, and Displays:** GCREC does not make food arrangements but can provide recommendations for outside catering. If you arrange for lunch delivery, please dispose of trash in appropriate waste containers and inform our staff so pick up of waste can be arranged. We do have a snack and soft drink machine in our breakroom available for guests. Alcohol is not permitted at GCREC. Only free standing and table decorations are permitted in the center. Signs, posters and other decorations are not to be attached in any way to doors, walls or ceilings. The center can provide the use of freestanding bulletin boards, which are located at the back of the auditorium. Please remove any items that may be posted on these boards upon departure.
5. **Breakroom/Kitchen Area/Restrooms** – Please feel free to use the counter space, ovens and microwaves to prepare food for your event. However, we ask that your participants refrain from using the area for eating meals and taking breaks. Meals may be served in the meeting room or auditorium. This is the main breakroom for our employees, so it is best to plan ahead with any food prep you might need as this room is very busy during the 12 noon lunch hour. Men's and Women's restrooms are located in the main lobby area. Please report any cleanliness issues or if paper products are needed to the front desk.
6. **Cell Phone Use and Meeting Breaks.** Please remind participants that this is a working research center and that excessive noise is disruptive to the faculty and staff. Keep meeting room doors closed during session, and be sure to keep the noise down in the lobby and common areas of the building. Please refrain from using cell phones in the lobby and common areas. Use the outdoor front or back patios for breaks and cell phone use.
7. **Parking.** Overflow parking for large events is noted with signage upon entering the center's grounds. This parking is located on the east side of the main building in the grassy area between the paved parking lot and fields.

In consideration of GCREC and the University of Florida permitting the undersigned to use the center, the undersigned hereby acknowledges the following:

- a) We have read the above-reference use agreement;
- b) We agree to abide by such agreement, and;
- c) We agree to indemnify and hold harmless GCREC, the University of Florida, the Florida Board of Education, the State of Florida and its officers, directors, trustees, employees, and representatives for, from and against any and all claims, demands, causes of action or other liabilities, including without limitation, attorney's fees, which are in any way connected with the undersigned's use of the center (including any claims which allege negligent acts or omissions by the indemnified parties).

In addition, if the undersigned is a corporation, partnership, Limited Liability Company, or other entity, the individual executing this agreement on behalf of the undersigned represents it is authorized by the undersigned.

Group Name

Group Representative

Signature

Date