

USE AGREEMENT FOR EREC CONFERENCE CENTER

The EREC Conference Center (the "Center") is to be used for meetings and other functions related to the mission of the Everglades Research and Education Center ("EREC") and the University of Florida (the "University") in support of the agricultural community, which are non-commercial in nature. Reservation requests should be directed to the EREC Media Specialist (Avery Harrison) or Human Resources (Chay Burrus). Reservations should be requested in advance (preferably 2 weeks) of the proposed meeting. Priority shall be given first to EREC and University programs and functions, then to EREC or University persons, and then to EREC-related or University groups and organizations.

1. **Center Hours:** The Center is open Monday through Friday, 8:00 AM to 5:00 PM.
 - a) Agriculture related groups requesting use of the Center after hours, where an EREC faculty member is not directly involved, must give sufficient time for personnel to be scheduled (preferably 2 weeks).
 - b) In addition, EREC may condition the use of the Center on the sponsoring person, organization, or group obtaining adequate insurance coverage and/or providing a security deposit. The costs of such insurance shall be borne by the sponsoring person, organization, or group. An EREC representative will return the security deposit upon a satisfactory inspection.
2. **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.
 - a) **Audiovisual Equipment:** Use of Center audiovisual equipment must be approved in advance. Equipment training and assistance will be provided. Group representatives must arrange for training in advance of their function.
 - b) **White boards** and acceptable markers are available for use in the rear section of the room. Boards are to be wiped clean at the end of the function.
 - c) **Lighting and Temperature Control:** Light only areas to be used and turn off all lights following completion of the function. Thermostats are controlled by an external computer and cannot be adjusted from within the Center.
3. **No Smoking:** In accordance with Florida law, no smoking is permitted within the Center.
4. **Conference Room Configuration:** Moveable, floor to ceiling dividers make it possible to configure the Center meeting rooms into the following dimensions: 20' x 40', 40' x 40', 40' x 60' or 40' x 80' (see floor plan on web site). Room requests must be specified at the time of requesting a reservation so that the dividers can be properly arranged. Groups using the Center **must not move the dividers without direct supervision from trained EREC employees.**
5. **Tables, Seating Set-up:** Groups are responsible for room set-up. Tables and chairs are available for use within the Center. Furniture is to be replaced to specified locations (see diagram available in office area) unless otherwise noted. Carts and dollies are available in the storage rooms for moving the tables and chairs. Furniture may not be used outdoors.
6. **Food, Alcohol, Decorations, and Displays:** Advance approval must be obtained for bringing in displays, equipment, food, alcohol, etc. Only free-standing and table

decorations will be permitted in the Center. Signs, posters, and other decorations are not to be attached in any way to doors, walls, or ceilings. All decorations, displays, and materials used to support them must be removed from the Center immediately following completion of function unless otherwise approved. **The Center does not provide any items for refreshments/meals. Users must bring their own coffee, sugar, creamer, condiments, plates, cups, utensils, etc. Items that are found in the kitchen should not be used nor disturbed as they belong to the Center or to another user of the facility.**

7. **Kitchen and Coolers:** Full-service kitchen with pass through door to one meeting room is available on approval. See clean-up policy below. Do not drag coolers across the floor. Doing so will damage the finish. There are dollies available for convenient moving of coolers if needed.
8. **Parking:** Ample parking on asphalt surfaces, including handicapped access, is available immediately west of the facility and throughout the EREC complex. Do not park on the service driveway unless making deliveries (see below). **Do not park on the grass.**
9. **Deliveries:** A service driveway is available for deliveries on the south side of the Center. Materials or equipment for use in the kitchen should be brought in through the exterior kitchen door. Use only supplied doorstops to prop open doors and then only temporarily for moving items in and out of the Center. Vehicles should be removed to the parking lot upon completion of delivery.
10. **Security:** The Center is to remain locked when not in use. Keys will be assigned, as needed. The Center can be opened after hours in coordination with group reservations. Use of the Center is at the sole risk of the individuals or group using the Center and the EREC, University or State of Florida shall not be liable for bodily injury or death or property damage arising out of such use.
11. **Cleaning:** The following cleaning is expected after use of the Center:
 - a) All trash must be removed or placed in the dumpster behind (south of) the Wedgworth Laboratory (i.e., adj. bldg.).
 - b) All food, food preparation, and serving equipment are to be removed at the completion of the function.
 - c) Food service at the Center shall comply with the standards established by the State of Florida Department of Health pursuant to authority granted to said department by Chapter 381, Florida Statutes. In addition, if food has been served, then all kitchen appliances, countertops and tables should be wiped clean.
 - d) All toilets and urinals should be checked and flushed as necessary to remove waste. Bathroom fixtures in need of service and shortages of bathroom tissue and hand towels are to be reported to the appropriate EREC representative immediately.
12. **Damage:** Parties using the Center shall report all damage directly to the appropriate EREC representative. Use resulting in loss or damage to the Center or the contents therein is the responsibility of the group using the Center.
13. **Accessibility:** It is the responsibility of the person, group, or organization holding a function at the Center to provide, at their expense, programmatic access to individuals with disabilities, i.e. deaf, deaf-blind, hard of hearing, and visually impaired.

14. **Additional Rules.** Use of the Center is also subject to the rules and regulations of the University. These rules and regulations are set forth in Florida Administrative Code 6C1-2.004-020.

In consideration of the EREC and University permitting the undersigned to use the Center, the undersigned hereby acknowledges that the undersigned:

- a) Has read the above-referenced use agreement;
- b) Agrees to abide by such agreement; and
- c) Agrees to indemnify and hold harmless the EREC, the University, 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, attorneys' 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 to do so.

Group Name	Group Representative Signature	Date
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Return a signed copy of this form to: Brandi Schoenfeld, brandis@ufl.edu