

## **The Shands Auxiliary Conference Center Policies and Procedures**

Shands HealthCare is committed to improving community health and creating an environment that supports education and research in the health sciences. The Shands Auxiliary Conference Center (SACC) will support this mission by making space available to Shands and community groups for educational and community meetings and programs.

Conference Center meeting rooms are available for use by internal Shands groups as well as community groups. For-profit community organizations may use the space for free community education events, but priority will be given to Shands and non-profit groups.

All events in the Shands Auxiliary Conference Center must support the mission of Shands Healthcare and be related to community health and wellness. Use of the Conference Center is not intended for departmental meetings for less than 35 people. Such meetings should be held in departmental conference rooms.

### **Reservation Protocol**

All required paperwork must be returned to SACC staff 2 weeks prior to the scheduled event. SACC staff has the right to cancel events if required paperwork is not received *at least 2 weeks prior to the scheduled event.*

1. Request for use: complete the event request form and submit it to the SACC coordinator via mail, fax, or e-mail (see contact information below)
2. Upon approval of the event request, you will be provided with information for accessing the room reservation request system. This system will allow you to view room specifications and technical capabilities, view available time slots, and request a reservation
3. Once your reservation request is received, a list of policies and procedures, Agreement, and Technical Needs Addendum will be sent to you. Complete, sign and return all required documentation, including any additional necessary addenda (such as written request to serve alcohol), to the SACC coordinator (see contact information below)

4. You will receive email confirmation as final confirmation of your reservation. It is the users responsibility to keep a completed and signed Agreement for your records.

*Reservations may be modified or cancelled without penalty up to **48 hours** prior to the event. See below for penalty information.*

Please note that the SACC's hours of operation are 8:00am-5:00pm. External users may schedule after hours events at a rate of \$60 per hour. Events that include hours before 8:00am or after 11:00pm must be coordinated by the user in advance with SACC staff and Shands Security.

### **Required Orientation**

The designated primary contact person must participate in an orientation in the SACC prior to first use of the facility. Events may be cancelled if the designated primary contact person has not completed the required orientation prior to the event. Orientations will be offered on a monthly basis. Please contact the SACC coordinator for orientation times.

### **Fees and Penalties**

No usage fees will be charged for events scheduled between 8:00am and 5:00pm Monday through Friday; however, fees as specified below will be charged as necessary. Reservations will not be confirmed until SACC staff receives the signed Agreement acknowledging these fees. Shands groups will be required to provide a Shands cost center number to be charged in the event of damages to the room or its contents, for cleaning services that may be required following the event as defined below, or for late cancellations (after the 48-hour deadline). External users will be billed for such charges.

Fees may be charged to the user in the following instances and at the following rates:

Reason for Fee	Amount
After hours events	\$60 per hour
Damage occurs to carpet, walls, furniture, or technology during or as a result of the event*	As determined by a professional quote
The room is not cleaned and returned to its original condition, including placement of furniture and disposal of waste, in a timely fashion following the event	\$60
Cancellations made within 48 hours of the event/no shows	\$60
Failure to provide a designated contact person or	\$60

coordinator to oversee the event	
Tech support for use of A/V equipment during the event	\$60 per hour

\*The user will be responsible for the full cost of replacement, repair or cleaning as determined by internal or external professional estimate.

Shands Healthcare and SACC staff is not responsible for the replacement cost of any items lost or damaged during Conference Center events.

### **Revenues and Fund-raising**

In some circumstances, revenue or fund-raising may be allowed. Events that involve revenue or fund-raising (including program fees, service fees, sale of products, donations or any other receipt of exchange of funds) must be specifically approved by SACC staff prior to the events. All details pertaining to the exchange of money must be fully disclosed to SACC staff prior to completion of the event Agreement and confirmation. Failure to disclose such information or to comply with the established Agreement will result in cancellation of the event and limitation of future use for the organization.

### **Event Support**

Conference Center staff will provide limited equipment and other support during our regular hours. Users must designate a primary contact person who will be responsible for room set up, use of audio/visual equipment, providing necessary support for event guests, and clean up. The contact person's name and contact information must be submitted to Conference Center staff in the Agreement, and this person must have completed the required SACC orientation prior to the event. Additional technical support for events can be provided by the SACC staff at a rate of \$60/hour. Please contact the SACC coordinator to make any necessary arrangements. SACC technical support may be required for events involving the video-conferencing system.

### **Audio/Visual Equipment and Support**

Each room is equipped with the following technologies that may be used for events:

- Computer with Microsoft software, including Powerpoint
- Projector
- Four VGA connections in each room (1204 and 1205)
- DVD/VHS player

- Ceiling-mounted microphones
- 1 wireless lavalier (lapel-mounting) microphone per room
- Video-conferencing
- Phone-conferencing system (long-distance fees may apply)
- CD sound system
- Audio input (using 3.5 mm plug)
- Internet access
- Cable TV

Audio/Visual equipment in each room is configured to be user friendly. Users will be trained in the operation of these technologies in the required orientation, and Conference Center staff will be available to answer questions if necessary (fees may apply if after hours).

The Technical Needs Addendum must be completed and included with event Agreement if ANY technology is to be used for the event. Users may use their own laptop computer or the resident computer (PC) in the Conference Center.

### **Food Services**

The SACC staff is not responsible for catering reservations or any assistance with food services. It is the responsibility of the user to request use of the warming kitchen on the Technical Needs Addendum form.

If food and beverages are served, the user will be required to remove all leftover food and beverages immediately following the meeting. If a meeting is catered, all food service equipment must also be removed at the end of your meeting. See above for fees that could result from food services.

Users are strongly encouraged to use environmentally friendly materials for food services, such as re-useable, recyclable and biodegradable cups, plates, etc. Waste should be kept to a minimum and must be sorted and disposed of in the appropriate recycling and trash containers.

### **Set-up, Clean-up, and General Use Policies**

The designated primary contact person must be on-site at all times during the event, including set up and clean up. The contact person must be accessible to SACC staff should a problem arise.

Allow enough time to check the reserved room before your event to make sure it contains the furniture and IT equipment you require.

It is the primary contact person's responsibility to move furniture *before* and *after* the event. An allocated time of **30 minutes** before and after the event for moving furniture **must be included in the timeframe of the reservation**. Furniture must be returned to standard configuration (see basic room layout) after the event, and all debris (cups, paper, trash, etc) must be removed or put into the appropriate recycling and trash containers after room use. Room misuse or damage will result in lower priority for future requests; repeat offenders may be denied use of rooms. A fee of \$60 per hour, minimum of one hour, will be charged to reset room furniture.

If only half of the conference room space is being reserved (1204 or 1205), furniture *may not* be removed from other spaces. Furniture is provided according to the maximum capacity of the space reserved.

No decorations or display materials of any kind are to be affixed to the facility walls, furniture, or ceilings. Decorations or supplies that may create undue debris or potential fire hazards (i.e.: confetti, candles, etc.) are prohibited.

Storage space at the conference center is limited. Do not arrange for early delivery of supplies without prior authorization from SACC staff.

Professional courtesy is to be shown at all times to other meetings, functions, staff and visitors by keeping noise levels to a minimum. The Conference Center Staff has the right to re-assign rooms or terminate events as deemed necessary.

### **Alcohol Policy**

Alcohol will be permitted in the Conference Center only in compliance with state and federal law, municipal county ordinances and must in no way inhibit the full participation of those who choose not to drink alcohol. Shands Healthcare supports the strict enforcement of Florida's liquor laws, which state that no person may sell, furnish or give alcohol to any person under the age of 21.

The service of alcohol in the Conference Center is subject to the approval of Conference Center staff following written request by the user.

### **Parking**

UF decal parking, visitor parking (at current UF or Shands rate), and handicapped parking are available nearby. More information regarding transportation and parking locations can be found at <http://parking.ufl.edu/pages/parkingmaps.htm>.

## **Contact Information**

Shands Auxiliary Conference Center (SACC)  
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