

Request for Use of UF-REEF Facilities

UF REEF facility use is limited to government offices.
Civilian/Military members may make the facility request.

Please email space utilization requests to Karen Sledge, AFLCMC/ENR, karen.sledge@us.af.mil, for consideration (cc: kimberlywalden@ufl.edu) and are subject to the approval of UF REEF.

Use of University of Florida Research Engineering & Education Facility (UF REEF) is limited to those activities that are directly related to the REEF's education and research mission and other activities that benefit the REEF. All activities will be on a non-interference basis with the normal REEF activities.

The facility doors are open at 7:45AM.

The hours of room use are 8:00AM until 4:30PM (Monday through Friday).

Requests for use of space outside these hours normally will not be approved.

The request should include:

- Name of organization:
- Purpose:
 - A short summary/description of activity
- POC: (Name, telephone number, e-mail)
- Date:
- Time:
- Type of facility: (auditorium, classroom, etc.)
- Anticipated number of attendees:
- Audio-Visual needs:
- Computer and network requirements:
- Any special requirements or considerations:

Note: Use of REEF equipment is subject to availability and prior approval.

Additional points:

- Parking shall be constrained to the LEFT lot
 - No parking in lot designated "Staff & Faculty"
- Do not hang items on walls (e.g., no tape or any kind, thumb tacks, nails, poster putty)
 - There is no UF REEF labor to arrange furniture and equipment.
- If needed, bring help for setup
- Replace furniture and equipment in original layout or location
 - Clean up. Remove debris or other items left behind
- Organizations may provide refreshments as desired. Meals require prior approval.
- No use of copy machine or printers.
- Make arrangements for receiving telephone messages for function's attendees.
- Requestor is responsible for paying for any damage that may occur while using REEF facility and/or equipment.

UF IS A NON-SMOKING, TOBACCO/VAPOR FREE CAMPUS

**UNIVERSITY OF FLORIDA
GENERAL RELEASE OF LIABILITY, WAIVER OF CLAIMS, EXPRESS
ASSUMPTION OF RISKS, AND HOLD HARMLESS AGREEMENT**

Requestor: _____

The above named **Requestor** shall be responsible for any loss or damage to UF property in or about the UF REEF auditorium or conference room used in the EVENT or about the EVENT by persons associated with the EVENT. **Requestor** will reimburse the University of Florida for any loss or damage to UF REEF property in the EVENT or about the EVENT at the fair market value of the property on the day the damage occurs.

Personal Property

A. UF REEF shall not be responsible for any loss or damage to personal property placed in or about the REEF auditorium or REEF conference room belonging to **Requestor** or its guests, or invitees, and **Requestor** shall hold the University of Florida Board of Trustees and UF REEF harmless from all claims arising out of loss or damage to such property.

B. **Requestor** shall remove from the REEF auditorium or REEF conference room, immediately upon termination of the Event, all property belonging to **Requestor** and all property brought in or about the EVENT by persons associated with the EVENT in the use and occupancy of the UF REEF auditorium or conference room. If **Requestor** fails to remove all such property, UF REEF shall have the right to remove, store or dispose of such property at **Requestor** expense. UF REEF shall not be liable for any damage or loss to said property regardless of how and where same shall occur or caused by whom.

Signs

Requestor shall not post or erect any signs, advertisements or posters of any kind or description in or about the EVENT without written consent of UF REEF's Office Manager.

Indemnification

Requestor shall protect, maintain, save and hold harmless the State of Florida, the Florida Board of Governors, the University of Florida Board of Trustees and UF REEF, their officers, agents, servants and employees from and against any and all claims, demands, expense and liabilities arising out of injury or death to any person, or the damage, loss or destruction of any property which may occur in or about the Event (including any portion thereof which **Requestor** has not been given the right to occupy or use pursuant to the terms of this Agreement) or which may arise or in any way grow out of any act or omission of **Requestor**, its agents, subcontractors, servants, employees, invitees and occupancy of the UF REEF.

Fire and Police Department Rules and Regulations

Any organization or persons utilizing the UF REEF auditorium or conference room must agree to comply with all appropriate state and federal laws, University rules, regulations and guidelines and fire and police department rules and regulations. In addition, the organization shall agree to use and occupy the premises for no purpose which is considered indecent under the law.

In signing this agreement, I acknowledge and represent that I have read and understand it; fully intending to be bound by the same.

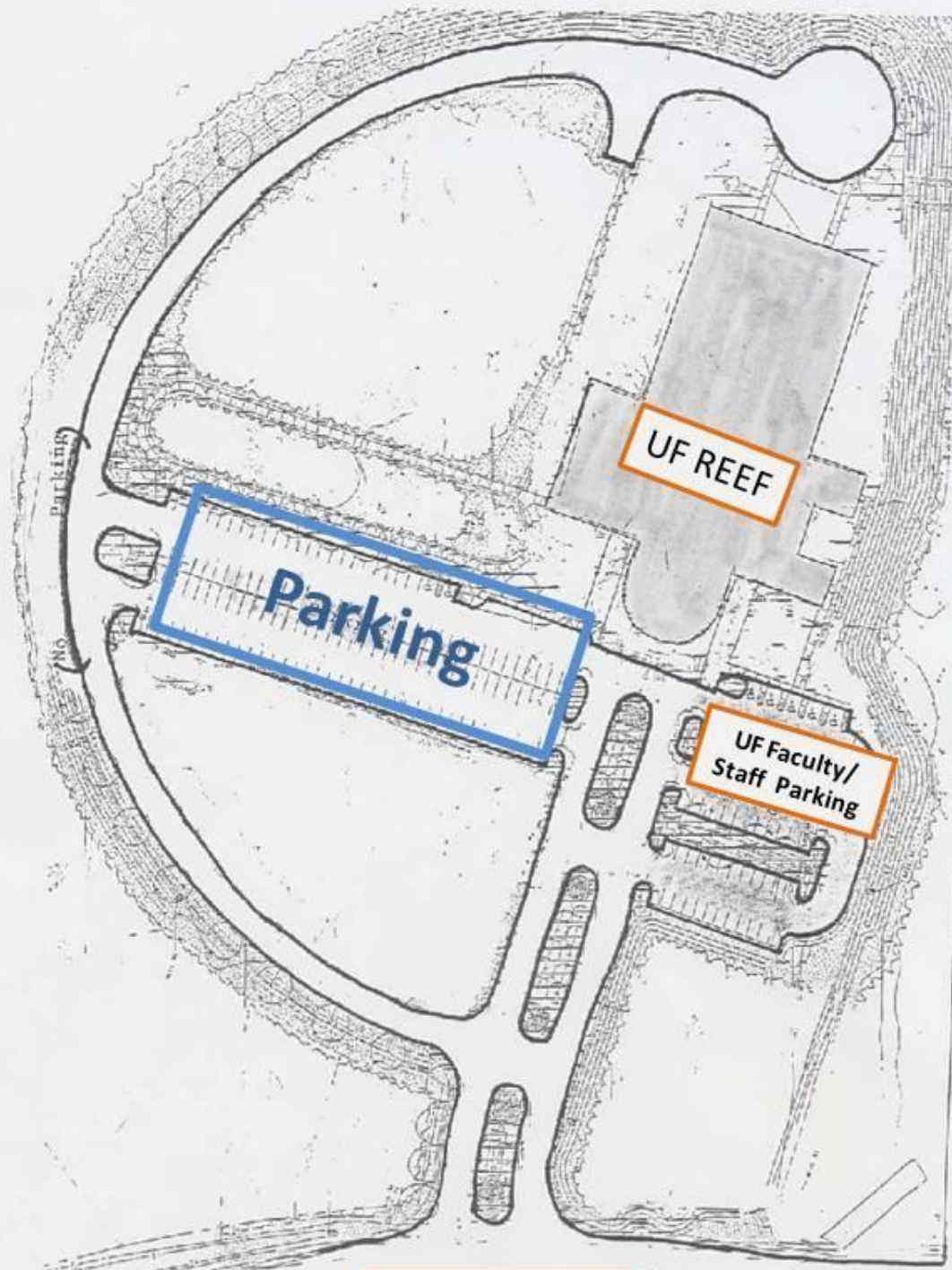
Requestor: _____

Name (Printed) _____

Signature _____

DATE: _____

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UF REEF

Parking

UF Faculty/
Staff Parking

Lewis Turner Blvd (Hwy 189)

N. Poquito Rd.