

# UF Innovate | The Hub

## CONFERENCE ROOM RULES AND REGULATIONS

These Conference Room Rules and Regulations ("Conference Rules") shall apply to all clients, sponsors, and outside users ("Visitors") of the University of Florida Innovation Hub ("Hub") for the use of Hub's conference room facilities located at 747 SW 2<sup>nd</sup> Avenue, Gainesville, FL 32601 (the "Hub Facility").

For purposes of these Conference Rules, the term (i) "Sponsor" includes all representatives, employees, agents and visitors of a sponsor listed as such at the HUB, who has participated in the support of the facility through financial and in-kind donations; and (ii) "Client" means a resident company that is licensing space (the "Client Space") within the UFIH Facility pursuant to a License Agreement between the Client and the UF Innovate | The Hub (Hub), which owns and operates the Hub facility, or an Affiliate of the Hub per the Hub Affiliate Agreement; and (iii) "Visitor" means any person or group not related to the two above groups, including consultants and Visitors to Clients. Violation of any of these rules may result in temporary/permanent revocation of permission to use conference room space or may result in termination of lease.

1. For the safety and security of Hub staff, Sponsors, Clients and Visitors, access to certain areas during business hours, and all areas after business hours, will be restricted. Any Visitors who wish to access secured areas must have a proper Visitor badge displayed and each Visitor MUST be escorted at all times while in the building.
2. Subject to availability, Sponsors, Clients and Visitors will have access to conference rooms and other common areas within the Hub Facility during regular business hours. Visitors may schedule use of Hub conference rooms and other common areas with reasonable advance notice to designated Hub personnel, subject to availability and other factors, as determined by Hub management. After hours scheduled use of conference rooms will require building presence of Hub management, and after hours use is restricted to Clients and Sponsors. All requests MUST include the number of people expected to attend, whether or not there will be food service, the exact time for use and any special equipment or services required. **PLEASE NOTE: Unless there is no other availability, Conference Room 140 will not be booked for use for groups with less than 15 attendees.**
3. Conference Room reservations are made on the following basis: Hub management & Staff and Hub Resident Clients have first rights to reserve a conference room; Affiliate Clients and Sponsors have second rights and Visitors have rights of availability after the prior parties needs have been addressed. All conference room reservations should be

made online on the member portal for Hub Clients/Affiliates; Visitors should call the main number for Hub and request to reserve a conference room.

4. Conference rooms are for use for group meetings, videoconferences, seminars, training sessions, and other such activities as designated by management; they are not for use as offices, for private phone calls, or for lounges. The Hub facility has guest office space/regular office space available for rent/lease for such “other” purposes for individual use, and the Hub facility has break room and “casual meeting” spaces. Please do not schedule conference rooms for individual use, or use conference rooms without prior reservation of the space.
5. Hub management reserves the right to change the location, use and time of use of any conference room at any time. Hub management may cancel any meeting with a minimum of 24 hours notice. **Anyone using conference rooms MUST vacate the room at the time the reservation has expired as other parties may be waiting to use the room. Also, you may not use a conference room without prior reservation; conference rooms are not available on a “walk-in” basis without checking with the front desk.**
6. The Hub does not maintain a large inventory of audio-visual equipment. All parties wishing to borrow or use any audio-visual equipment should make the request for such equipment at the time the conference room is reserved; every attempt will be made to honor such requests. All parties will be required to “sign out” audio-visual equipment and each individual party will be responsible for replacement of such equipment should the equipment become lost, damaged or stolen. **NO EQUIPMENT SHOULD LEAVE THE BUILDING AT ANY TIME.**
7. Hub Conference Rooms are equipped with Internet access. Please contact Hub IT or management personnel to access the Hub network in conference rooms.
8. Any requests for copies, secretarial work, postage, etc. will be charged to the requesting party at the rates on the attached sheet. We are not available to do things on an “instant” basis; please plan in advance.
9. Parking for Visitors and Sponsors is available on the east side of the building on a temporary basis. Parking in the side lot in regular spaces is restricted to those Clients having proper parking permits.
10. Clients and Visitors are responsible for using all common areas, including conference rooms, appropriately and in accordance with Hub policies and procedures. Hub personnel will set-up all Conference Rooms for use. Following use of Conference Rooms or other space within the Hub Facility, Clients, Visitors and Sponsors shall ensure that the space is in the same clean and set-up condition as prior to use. Failure to do so shall result in a charge of \$500 levied against the Client, Visitor or Sponsoring group who fails to clean the area used.

11. For Visitors, there is a nominal all-day room use charge of \$1,000 for Room 140 and \$350 for the use of any other conference rooms in the building. This charge applies to all-day usage; any other portion of a day will be assessed at half these amounts respectively.
12. All Visitors are required to register at the reception area and must wear Visitor identification and be accompanied by a representative of a Sponsor or Client at all times while in the Hub Facility.
13. Tenants and Clients must limit food and drink to designated areas within the Hub Facility. Alcoholic beverages are not permitted within the Hub Facility without prior written approval from Hub Management, which must be obtained a minimum of 3 weeks in advance.
14. The Hub Facility is a non-smoking building. Smoking or carrying a lit tobacco product is prohibited within the Hub Facility and within fifteen feet from any entrance to the Hub Facility.
15. Client Spaces within the Hub Facility are private and no unauthorized Visitor or Client shall be permitted to enter or remain in any Client Space without the express invitation or permission of the applicable Client. Violation of this policy may result in removal from the building of any unauthorized person and any other appropriate action as determined by Hub.
16. No Sponsor or Client will block or restrict access to any sidewalks, entrances, driveways, passages, elevators, stairways, halls or other areas of the Hub Facility.
17. All areas and fixtures within the Hub Facility will be used only for the purpose for which they were designed or constructed and the expense of any breakage, stoppage, or damage resulting from violation of this rule will be borne by the Client whose employees, agents or Visitors caused it.
18. All Conference Rooms are for use during normal operating hours (8:00am-5:00pm). If you are arranging for caterers, etc. they must adhere to these operating hours. For after hours use of Conference Rooms, please consult with Hub management.
19. Canvassing, peddling, soliciting and distribution of handbills or any other written materials within the Hub Facility are prohibited without Hub's prior written approval, and Clients and Visitors will cooperate with Hub to prevent the same.
20. Hub may waive any one or more of these Conference Room Rules for the benefit of any particular Client or Visitor, but any such waiver by Hub shall neither be construed as a waiver of any Conference Room Rules in favor of any other Client or other person nor prevent Hub from enforcing any Conference Room Rules against any Client or other person. These Conference Room Rules are in addition to, and do not in any way modify

or amend, in whole or in part, the terms, covenants, agreements and conditions of any Client's License Agreement.

21. If a Sponsor, Visitor or Client needs information technology assistance when using a conference room, they must make that arrangement 24 hours in advance. Information Technology personnel are not available at a moment's notice to assist.
22. Hub reserves the right to make such other rules and regulations as in its judgment may from time to time be needed for the safety, care and cleanliness of the Hub Facility and Conference Rooms and for other reasons determined by Hub.
23. The small lobby conference room (seats 4) is available for "drop-in" meetings and is not subject to reservations.

### **Secretarial Rates**

#### **Copies**

Black & White = \$0.15 / page

Color = \$0.85 / page

#### **Scanned Documents**

Black & White = \$0.12/ page

Color = \$0.18 / page

#### **Postage**

Standard rates apply + handling fee of \$1/piece for front staff work.

### **CURRENT AVAILABLE CONFERENCE ROOMS**

ROOM 128 – Small Conference Room; capacity: 5; equipment: Phone

ROOM 137 – Large Conference Room; capacity: 15-20; equipment: PC, screen, phones

ROOM 140 – Training Room; capacity: 50 (theatre-style); equipment: PC, screen, projector, phone

ROOM 147 – Board Room; capacity: 20; equipment: none

ROOM 221 – Conference Room; capacity: 12-15; equipment: Videoconferencing, PC

ROOM 260 (building 2) – Conference Room; capacity: 10-12; equipment: phone, screen, PC

ROOM 330 – Conference Room; capacity: 6-8; equipment: TV only

ROOM 360 (building 2) – Conference Room; capacity: 10-12; equipment: phone, screen, PC

LOBBY (building 1) – small conference room; capacity: 4; drop-in availability