Rules and Rates: USTLER HALL

1. Availability: The Atrium at Ustler Hall is available for rent to approved University of Florida departments, and agencies. No event will be held on the calendar until this Agreement is signed and returned by sponsor to the office manager at the Center for Women’s Studies and Gender Research to confirm the event. No events will be held on home football game weekends under any circumstances. It is the right of the management to decline future reservations from any organization that fails to follow the rules below.

2. Cost: (Effective 01/01/2015)

- $250: CLAS units, UF sanctioned student groups
- $350: UF Units/UF Foundation
- Variable: Private parties upon permission

  Wireless Podium with Mic ($50)  Computer Projector ($100)

Payment required upon receipt of invoice.

3. Food and Beverages:
Groups using the facility are responsible for disposing of all trash and wiping down tables and countertops. If a caterer is used, the caterer is responsible for cleanup of entire kitchen and event space. No food or beverages with red food coloring should be served. Failure to comply could result in additional charges to sponsoring organization. Anyone desiring to serve alcohol at a designated event must obtain permission from the identified permission granting authority, usually the Vice President for Business Affairs. Please visit this website for more information: https://www.studentinvolvement.ufl.edu/Event-Planning/Event-Policies. This form will need to be completed: https://www.dso.ufl.edu/documents/alcoholevent.pdf. The sponsoring organization is liable for any violations of university policy.

4. Set-up:
All set-up arrangements, including point of delivery of set-up equipment and personnel, arrival of caterers, flowers, etc., must be confirmed with The Center for Women’s Studies fewer than seven days prior to the event. The sponsoring organization is responsible for all set-up arrangements, and delivery of materials related to the event. About 80 portable chairs and 4-6’ portable banquet tables are available for your use. These items must be set up and taken down by the sponsoring group.

5. Clean-up:
The Atrium at Ustler Hall should be left in the same condition as it was prior to the event. All clean-up, including removal and proper disposal of food, beverages, and garbage, the sweeping of floors, and the taking down of tables and chairs, etc., is the responsibility of sponsoring organization and must be completed promptly at the end of the event. All trash generated by the event should be taken to the outside dumpsters kitty corner from the front door of Ustler Hall. New trash can liners should be inserted into receptacles. If tables are rented, they must be folded and stacked on the granite wall and not on the painted brick or plaster walls. Cleanup of Ustler Hall must meet with the standards established by the Center for Women’s Studies and Gender Research or cleaning costs may be incurred. All private parties shall be subject to use a contracted cleaning service.

6. Departure:
Reservation times should be respected. Please include time before and after the actual event to allow for set up and complete clean up.

7. Event Changes:
Sponsor understands that any changes in time, number of people, set-up, etc., must be made at least 3 business days prior to the event. If an event is scheduled and is not cancelled, charges may be incurred by the sponsoring organization.

8. Sponsor Representative:
The individual named as the sponsor’s contact person shall act as manager of the event, ensuring that all aspects of the event comply with set policies and guidelines. This includes, but is not limited to, the activities of the florists, performers/entertainers, delivery personnel, and caterers.

9. Damage:
   A. Any damage shall be reported to the office manager of Ustler Hall as soon as discovered.
   B. If any portion of the facilities and/or equipment is damaged by any act, omission, default or negligence of sponsor, its agents, employees, patrons, or guests, sponsor shall be responsible for the cost of repairing the damages and/or restoration of the facility to the condition existing at the beginning of the event.

10. Décor:
    Décor (over and above the use of centerpieces and plants) must be approved in advance. No confetti, glitter, rice/bird seed, or similar items may be used. Helium balloons and candles are strictly prohibited. Use of tape, glue or adhesive on walls in the Atrium is not allowed. The permanent artwork housed in the Atrium is not to be touched or covered.

11. Noise:
    If an event is held during Center business hours, noise should be kept to a minimum. We ask any sponsors who are knowingly having events that may produce excessive noise to find an alternative venue or find a time outside of normal business hours.