**The Shands Auxiliary Conference Center**

**Shands Cancer Hospital (South Tower) – 1st Floor**

**1515 SW Archer Road**

**Gainesville, FL 32608**

**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.

**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 for exchange of funds) must be specifically approved by SACC staff prior to the events. All details 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 & Required Orientation**

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 confirmation. This person must have completed the required orientation prior to the event. Please contact the SACC coordinator to set up an orientation.

**Audiovisual Equipment and Support**

Each room is equipped with the following:

* Reference Manual for important Conference Center information
* Computer with Microsoft software, including Powerpoint
* Projector
* Four VGA connections In each room (1204 and 1205)
* DVD/VHS player
* Ceiling-mounted microphones
* 1 wireless lavaliere (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. 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, if preferred.

**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 is required to remove all leftovers immediately following the meeting. If a meeting is catered, all food service equipment must also be removed at the end of your meeting.

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 and accessible to SACC staff should a problem arise.* It is the primary contact person’s responsibility to move furniture *before* and *after* the event. An allocated time of **30 minutes must be included in the timeframe of the reservation.** Furniture must be returned to standard configuration (see basic layout) after the event. All items (food service, paper, trash, etc.) must be removed or put in the appropriate recycling and trash containers. It is the responsibility of the contact person to notify Housekeeping for trash removal. Room misuse or damage will result in lower priority for future requests; repeat offenders may be denied use of rooms.

If only half of the conference room 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. Do not arrange for early deliveries without prior authorization from SACC staff.

**\*\*\*\*\*Professional courtesy is to be shown at all times to other meetings, functions, staff and visitors by keeping the 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. Serving of alcohol 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 alcohol service in the Conference Center is subject to the approval of Conference Center staff following written request by user.**

**Parking**

UF decal parking, visitor parking (at current UF or Shands rate), and handicapped parking are available nearby, as well as valet parking (at user’s own expense). More information regarding transportation and parking details can be found at <http://parking.ufl.edu/pages/maps.asp>

**Fees and Penalties**

The user will be responsible for the full costs of replacement, repair or cleaning as determined by internal or external professional estimate. SACC staff is not responsible for the replacement cost(s) of any items lost or damaged during Conference Center events.

**\*\*\*\*A reference manual is provided in each room of the Conference Center to provide you with helpful information on equipment usage and contact information for additional services.**

**Contact Information**

SACC Coordinator: Kay Courson

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