

**Special notice:** In case there is another unforeseen activity at UF's Eastside Campus Community Room on your scheduled day of event, consideration in terms of flexibility of use of the room must be given. If this should occur, you will be notified prior to your event.

I (WE) have read and fully understand the terms and condition and do agree to comply with the rules and regulations of University of Florida Eastside Campus Community Room regarding the facility use.

In consideration of being granted use of the Community Room, the Applicant(s) agree to indemnify, defend and hold harmless the University of Florida Board of Trustees and their officers, employees, servants, agents and independent contractors for, from and against any and all liability, claims, demands, actions, and causes of action whatsoever, including attorney's fees and costs, arising out of or related to any loss, damage, or injury, including personal injury or death that may be sustained by event participants, whether caused by the negligent acts or omissions of the Applicant(s), event participants, the University, or otherwise, while participating in this event or while on the University's grounds.

Applicant Print Name & Sign: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Dates requested: \_\_\_\_\_

UF/UR Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_



The Eastside Community Room accommodates 40 (classroom style), and can serve an additional 20 with added seats. The room, which is 1,265 square feet, includes a restroom and a mini kitchen.

If you would like to reserve the room, the organization must adhere to the mission of the University of Florida. Please send an email to: [bridgefl@ufl.edu](mailto:bridgefl@ufl.edu) with your request and all contact information.



Community Relations  
111 Tigert Hall, PO Box 113158  
Gainesville, FL 32611  
Phone (352) 392-4567, Fax (352) 392-4561

## UNIVERSITY OF FLORIDA EASTSIDE CAMPUS COMMUNITY ROOM



2006 NE Waldo Road, Building 1602

Gainesville, FL 32611

## WELCOME TO UF'S EASTSIDE CAMPUS COMMUNITY ROOM

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**Mission:** The mission of the University of Florida Eastside Community Room is to foster and enhance the relationship between the University of Florida and its host community, and to cultivate the university's mission of teaching, research and service.

The community room is made available for public use by the University of Florida on a first-come, first-serve basis.

### **TO RESERVE:**

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To schedule the room, please contact:

Florida Bridgewater-Alford  
Director, Community Relations  
University of Florida  
bridgefl@ufl.edu  
352-846-3903  
Monday – Friday  
8 a.m. – 5 p.m.

***In case of emergency, call the above  
number or 352-256-6393 (after hours)***

### **TERMS AND CONDITIONS FOR USE**

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1. These terms and conditions must be complied with in their entirety. Failure to comply with these terms and conditions may result in your group being prohibited from using the Community Room in the future.
2. Use of the Community Room does not include access to the entire Eastside Campus.
3. A completely filled application must accompany this agreement and be presented to the Director of Community Relations for approval.

4. Parking at the Community Room is limited to 25 spaces. For events occurring during daytime hours, additional parking at the East Side Campus may be made available if special approval is obtained from the Director of Community Relations. For evening events, additional parking is only available if special approval is obtained from the Director of Community Relations and the Applicant(s) agrees to pay all costs associated with such access, including UPD security services. A deposit to cover these costs may be required.

5. During activities, children should be under constant supervision. Playing in the stairwells and leaning over the railings are prohibited. These are dangerous acts and Community Room, its members, or employees will not be responsible for any resulting injuries, should there be any.

6. Amplified sound is not permitted.



7. No alcohol, smoking, or use of illegal drugs is allowed in the Community Room or on the University grounds.

8. Decorations, posters and the like may not be affixed or attached to the Community Room walls. The Applicant(s) must provide easels or other means for putting up decorations, posters and the like.

9. Do not access or attempt to access any rooms, other than the Community Room, in the building, as security alarms will sound.

10. The mini-kitchen and bathroom are for your use and convenience. The bathroom facilities

shall not be used for any purpose other than that for which they were constructed and no foreign substance of any kind whatsoever should be thrown in the sinks and toilets.

11. No dangerous or hazardous substances should be brought onto the East Side campus, including the Community Room.

12. Personal property is the responsibility of the owner. Rental property is the responsibility of the person who rented it. Lost or stolen property will not be deemed the responsibility of University of Florida.

13. No animals are permitted in the Community Room, other than seeing-eye dogs.

14. Applicant(s) is responsible for providing access to its event pursuant to the Americans with Disabilities Act.

15. A charge of \$ 100 will be made for each lost key.

16. The Community Room must be left in a neat, clean and orderly manner. The Applicant(s) are responsible for any "set-up" or special arrangement of chairs and tables. After an event, chairs and tables should be returned to their original locations within the room. Trash should be placed in the appropriate receptacle within the room. The floor should be vacuumed if needed with the vacuum being provided. When you are finished utilizing the community room, turn off the lights, close the blinds and insure that the room and building are properly locked.

17. Any damage to the Community Room should be reported as soon as discovered. The Applicant(s) will be responsible for any physical damage to the facility and will be notified and presented with a bill for repairs.

**Thank you!**