

**University of Florida Digital Worlds Institute
Facilities Policies and Procedures Manual**

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University of Florida Digital Worlds Institute Facilities Policies and Procedures Manual

PART (A) **FACILITIES AND VISITORS**

I. OVERVIEW

A. Document Purpose – This manual outlines policies applying to the reservation and usage of the University of Florida (UF) Digital Worlds Institute (DW) Facilities including the Research, Education and Visualization Environment (REVE) in Norman Gym (NRG) and the NAVE (New Automated Virtual Environment) Lab in Computer Sciences and Engineering (CSE) 413. The policies outlined are binding on all users. The DW Facilities are primarily intended as spaces for Research and Education with the added potential to service other functions sponsored by the UF community and external entities. Preference may be given to Research and Education activities over those of outside concerns. The DW Director retains the right to refuse any potential User.

B. Description of DW Facilities

1. **REVE** – Flexible space for research and education, including:
 - a) Polymodal Immersive Theater (PIT) – Provides large-scale immersive visualization capabilities for an audience of up to 48 people.
 - b) Virtual Production Studio (VPS) – A large open studio with green screen, video projection, Ethernet access to Internet2 and Access Grid potential.
 - c) Digital Media Suite (DMS) – A variety of production and post-production systems, ranging from digital video editing and compositing to audio and animation tools.
 - d) REVE Compute Cluster (RCC)– An integrated computing and image processing system designed with a PC cluster and graphics system connected to the high-speed network
2. **NAVE** Lab – Offers digital media research and production space including; a three-screen rear projection immersive environment, computer workstations equipped with digital media software and hardware, network access to Internet2, Access Grid connections and hardware for distance collaboration.

II. VISITORS

A. Business & Personal Appointments with DW Staff

At the REVE:

1. Visitors at the REVE must identify themselves at the front desk. (North side of the building)
2. Visitor with appointments: Upon confirming their appointment, the receptionist will contact the DW staff expecting the visitor to determine staff availability.
3. No walk-in visitor will be allowed to go upstairs alone. Front desk will contact the DW staff and then dispatch the walk-in per DW staff instructions and prevailing policy.
4. Each visitor without an appointment will be have to wear a badge while in the building. For large groups, the chaperone/leader should have a visitor badge.
5. Personal visitors must meet staff outside of the building during breaks/lunchtime, but if this is impractical, then they must obtain a visitor pass from the front desk. Visited staff will assume all responsibility for their personal visitors.
6. Upon departure, all visitors should be escorted to the front desk by their respective DW staff.

At the NAVE: ALL VISITORS MUST be Escorted, Monitored or Supervised by an Authorized DW Staff/Designate

B. Facility “TOURS” and “DEMONSTRATIONS” (DEMOS)

1. Definitions – There are two categories of TOURS and DEMOS, those given for (1) Students/non-business Campus Visitors and those for (2) Visiting Professionals. Tours and DEMOS are free of charge.

A) TOUR – A brief, informal walk through of a given DW Facility, hosted by either a *certified* UF Faculty, Staff or Graduate student. With proper notice, a TOUR may be given during weekdays (Monday thru Friday) from 9 AM to 5 PM when the Facilities are not occupied with formal research, education or production activities.

B) DEMO – A formal demonstration of the capabilities of a given DW space. A DEMO requires a DW staff member, graduate student or employee to operate the technical systems. DEMOS must be requested, approved and scheduled in advance through the DW Facilities Office at (352) 294-2020.

2. Policies – All persons wishing to give or receive Tours or DEMOS of DW spaces are expected to adhere to the DW Tour and Demonstration Policy. The complete DW Tour and Demonstration Policy is attached as **Appendix III** of this document.

C. CERTIFICATION to give DW Tours is attained through completion of a brief orientation and training session given by the DW staff.

PART (B)
RESERVATION & USAGE of DW FACILITIES

III. USAGE CATEGORIES FOR DW FACILITIES

A. UF Usage

1. Academic (UFA) – Rate applies to UF Departments and Programs when used for academic instructional purposes.

2. Research (UFR) – Rate applies to UF entities when used for any sponsored research or development purpose.

3. Any Other UF Official Function (UFO) – Rate applies to UF Colleges and Administration when used for any UF Official Function.

B. External Community Usage

1. Non-Profit (ENP) – Applies to tax-exempt, Not-For-Profit entities. Admission fees are optional. NP rate will apply if the contracting entity submits a copy of the IRS Letter of Determination of 501(c) 3 Status to the DW Facility Manager with a signed Reservation CONFIRMATION Form. The contracting entity and the name listed on the IRS Letter of Determination must be the same.

2. For-Profit Entities (EXP) – Rate applies to For-Profit organizations, agencies or private enterprises.

C. Fee Structure – Current rates are attached as **Appendix II** of this document. Rates are subject to change. For the most recent rates, please see the “FACILITIES” link at the DW website (<http://www.digitalworlds.ufl.edu>).

D. Frequent Users – It is recommended that Users who intend to frequently utilize the DW Facilities establish a User Account with DW Administrative Office at (352) 294-2020.

IV. GENERAL REQUIREMENTS FOR USAGE

A. Facility Inquiries and Availability

1. Reservation Periods – The Facilities are available for reservation weekdays (Monday thru Friday) from 8:00 AM to 10:00 PM. Weekend reservations are possible but will necessitate extra charges for Facility Personnel.

2. Reservation Calculations – Cost of Facility use is calculated by totaling the Usage time in the Facility during any given day. For each type of use, a **minimum charge is assessed covering up to the first two hours of that use**; all additional use of that

type beyond two hours during that Reservation period is billed at an hourly rate, prorated in quarter-hour increments. Cost of Facility Use is attached as **Appendix II** of this document.

3. Facility Availability

a) **User** – Shall have access to the Facility and its support spaces only during the scheduled intervals listed in the **Reservation CONFIRMATION Form** for the contracted date(s) and for on-site planning meetings with Facility Staff. Additional access to the Facility, for any purpose during the contracted date(s), will be considered additional Reserved time and will be added to the User's invoiced cost. Any necessary work for the User's event (beyond the set-up for base condition of the Facility) requires an appropriate on site representative for the User.

b) **Others** – For intervals in the contracted date(s) during which the Facility is not reserved by the User, the DW Facility Manager may schedule the Facility for another use and require that the User restore the Facility to base condition at the User's cost. The User may have the option to secure the Facility against such use by extending User's **Reservation CONFIRMATION** (and payment) to cover the desired interval. If the User has secured 10 or more hours in one Reservation Day, then the Facility will be considered not available for other use.

4. **Facility Base Condition** – The Facility will be in its base condition, clear and clean, at the start of the contracted Reservation date(s). The Facility must be restored, by the User at User's expense, to its base condition by the end of the contracted date(s). If the time necessary to restore the Facility to base condition extends beyond the contracted period, the User will be responsible for any and all additional costs.

5. **Facility Access** – Unless alternate arrangements are made in advance of the event date, audience access to the Facility will begin 15 minutes prior to the start time for an event. Access to the support area of the Facility is limited to authorized Facility Staff and authorized participants for the User. The DW Facility Manager will provide Facility Visitor Identification Badges to the User, if appropriate. The User will bear the responsibility of distribution and proper use.

B. Reservation Process

1. **Calendar Inquiry** – Inquiries about the Facility Calendar and available dates are to be directed to the DW Facility Manager. A report of available dates is not a guarantee that the space will be held or booked.

2. **Scheduling** – The DW Facility Manager is responsible for all scheduling of DW Facilities, with the approval of the DW Director as necessary.

3. **Event Schedule** – All event time(s) in the Facility and its support spaces must be scheduled in advance and outlined in a **Reservation CONFIRMATION**. This includes the following: delivery, load in and installation, equipment and material set-up, configuration, any rehearsals, programming and cueing, maintenance, clean-up and any other work related to the event. All Facility time scheduled for an event will be subject to Reservation and associated charges.

4. **Scheduling Process** – The Facility Calendar is linked to the UF fiscal year (July 1st to June 30th). Requests to schedule Facilities for a given fiscal year will be taken as early as the preceding March 15th (i.e. beginning on March 15, 2004 one may reserve space for use during the following fiscal year July 1, 2004 through June 30, 2005).

5. **"HOLDS" for DW Facilities** – There are three types of "HOLDS" that can be placed on DW Facilities:

a) **Tentative Hold** – Tentative holds require a written request from the User and will be confirmed in writing by the DW Facility Manager. The date(s) will remain on the calendar for a period of two weeks.

b) **Calendar Hold** – Specific requests to hold date(s) for events in the DW Facility must be submitted in writing to the DW Facility Manager and must include a completed **Reservation and Event Information Form**.

c) **Firm Hold** – A Firm Hold(s) requires receipt of a signed **Estimate of Charges, signed Reservation CONFIRMATION and non refundable deposit as follows**; UF entities must provide written proof of encumbrance of 50% of the Estimate of Charges, Non-UF entities must provide a non-refundable check or money order equaling 50% of the **Estimate of Charges** to secure date(s).

C. **Contracting Process** – The DW Facility Manager will provide the following documents to potential Facilities Users. Unless these documents are returned signed and appropriate payment arrangements made within five business days after mailing date, DW reserves the right to release any dates held. Notification will be sent in writing on a Date(s) Release Letter to the User if such action is necessary.

1. **Reservation and Event Information Form** – To be filled in by potential User and returned to DW Facility Manager to begin the Contracting Process.

2. **Estimate of Charges Form** – The DW Facility Manager will provide an **Estimate of Charges** based on information submitted on the User's **Reservation and Event Information Form**. The User must then sign and return the **Estimate of Charges Form** within five business days after the mailing date to the DW Facility Manager. The **Estimate of Charges** will become a part of the Reservation Agreement.

3. **Reservation CONFIRMATION Form** – To be signed by potential User indicating dates, times, type of usage and terms agreed upon.

4. **Facility Deposit Agreement Form** – To be signed by potential User and returned with payment/encumbrance for 50% of costs as detailed on the **Estimate of Charges**.

5. **Insurance Application Form** – Required of Non-UF entities only. Please see section VII.B. SPECIFIC USAGE RULES AND DETAILS, INSURANCE for NON-UF USERS for specifics.

D. **Final Payment Process** – All payments for the remaining 50% of **Estimate of Charges** will be made to: UF Digital Worlds Institute via one of the following methods:

1. **UF Entities** – Pay Direct, Fund Transfer, written proof of ID Encumbrance or check, no later than five business days prior to the agreed first date(s) on site.

2. **Non-UF Entities** – A check or money order must pay the balance of the **Estimate of Charges** and **Insurance Application** cost no later than five business days prior to the agreed first date(s) on site.

3. **Settlement of Actual Charges** – Cost settlement (actual Facility costs against **Estimate of Charges**) will be effected post-event. An invoice or settlement check will be delivered to the User. DW reserves the right to refuse access to Facilities by a User if the terms of payment have not been met.

4. **Final Invoice** – Payments of invoice shall be made within 15 days after mailing date. Payments made after 15 days will be charged the maximum interest rate allowed by law.

E. **Changes to the Event Schedule** – The User must notify the DW Facility Manager in writing should the User wish to modify the contracted event schedule. An **Event Change Order** will be prepared by the DW Facility Manager and must be signed by the User immediately. Implementation of requested changes to the User's scheduled access to the Facility is dependent upon other previously scheduled uses of the Facility. The following schedule of minimum advance notification will apply:

1. **Addition of Unscheduled Reservation Time** – Time added to a scheduled reservation for an event requires a minimum of 48-hours notice (labor and other resources may not be available to the User to meet the changed schedule) and will be charged to the User accordingly.

2. **Cancellation or Reduction of Reservation Time** – This type of change requires a minimum of 24-hours notice. **Deposits will not be refunded to the Non-UF User in the event of cancellation.**

3. **Institutional Override of Previously Confirmed Reservation Time** – In the unlikely circumstance that an event of major importance for the Institution needs to be scheduled at a time previously reserved and/or confirmed for a User, DW reserves the right to re-schedule said reservation with a minimum of 24 hours notice. This right is acknowledged in the Reservation Agreement; where Users are requested to provide contingency locations and dates should such circumstance occur.

F. Challenges to Unconfirmed Dates – Until the DW Facility Manager has received the User’s signed **Reservation CONFIRMATION** and a total of 50% of the **Estimate of Charges** or written proof of a UF ID Encumbrance, a second party may challenge the User’s holds on date(s) in the Facility. A second party may challenge by requesting a hold, demonstrating intent to sign a **Reservation CONFIRMATION** and remit the Reservation deposit. The DW Facilities Manager will notify the first potential User via email and telephone. The first potential User will then have four business days from the date of such notification to return the signed **Estimate of Charges**, signed **Reservation CONFIRMATION** and remit 50% of the **Estimate of Charges**. If the DW Facility Manager does not receive the signed documents and payment by 5:00PM on the fourth business day, the challenged date(s) will be released to the challenging party. Notification will be sent in writing on a Date(s) Release Letter to the first potential User.

G. Final Event Reservation Planning Meeting – For events of sufficient complexity (as determined by the DW Facility Manager) a final planning meeting may be scheduled prior to the User’s first date on site. The User must participate in this planning meeting with appropriate DW staff. This meeting is intended to clarify event planning for technical production, audience seating and other facility requirements. The User must ensure that appropriate staff members attend the meeting. Whenever possible, the final event-planning meeting will take place at the Facility being contracted. Specific Timetables and Event Deadlines are attached as **Appendix III** of this document.

PART (C) CONDITIONS FOR USE OF DW FACILITIES

VI. EVENT STAFFING AND AUDIENCE GUIDELINES

A. Management – DW Facility Staff will supervise all audience events in the Facility. At least one representative for the User must be present at all times during the User’s usage of DW Facilities.

B. Appropriate Staffing – The DW Facility Manager will determine appropriate Staffing for the event, based in part on requirements outlined in the **Event Information Form** and any technical rider or other specification for the event. At no time will Staffing levels be reduced below levels deemed safe for the operation of the Facility and its equipment. The DW Facility Manager and Staff will be scheduled within the guidelines of the UF employment policy. Individuals are not to work more than 5 hours without a 1-hour meal break. Any alternate arrangements must be agreed to in advance by the DW Facility Manager in writing for the work to progress.

C. Audience Size and Behavior– Under no circumstances will the User, its Staff or attendees be permitted to create or incite unsafe conditions for an audience in the Facility. The DW Facility will not be permitted to exceed its allowable, posted capacity. “Standing Room Only” attendance is prohibited.

D. Usher Requirements – DW Management will determine the management needs for an event according to estimated audience and will assign ushers on an as-needed basis to assure the safety and security of the event and its attendees. Ushers may be volunteers provided by the User or the User may pay DW Staff to perform the duty.

E. Catering – All food and drink for audience consumption must be provided by a UF approved vendor.

F. Unruly or Objectionable Persons – DW Management reserves the right to have removed from its Facilities any individual whose behavior is offensive or disruptive to other participants or whose actions are deemed detrimental to the safety and security of any person(s) or property on site. It shall be the responsibility of the User to pay for any and all damages that the DW Facility Manager deems are a direct result of such removal.

G. Lost and Found – Found articles are retained for a period of 15 business days, and may be retrieved from the DW Facility Manager. After this time, any such items may be disposed of at the discretion of DW Management.

H. American Sign Language (ASL) Interpreter – If an ASL interpreter must be provided for an event, it is the responsibility of the User to either provide the Interpreter, or notify the DW Facility Manager in writing in advance. Upon receiving such a notification, the DW Facility

Manager will, if at all possible, arrange for the services of an ASL interpreter and include the cost of this service in the User's Facility Costs Invoice.

VII. TECHNICAL REQUIREMENTS FOR USAGE

A. Additional Equipment Requirements – No later than two weeks prior to the User's first date on site, all specifications of technical requirements and Audiovisual (AV) equipment for the event must be delivered to the DW Facility Manager. The User is ultimately responsible for providing any additional AV or other equipment. Additional equipment and material required by the User must be submitted in writing to the DW Facility Manager with the **Event Information Form**. Any subsequent costs for renting or procuring additional equipment and material plus an administrative fee will be assessed to the User (10% for UF Users, 15% for Non-UF Users).

B. Loading Access and Storage – Loading access to the Facility will be determined for the event by the DW Facility Manager. Delivery of material for the User's event will not be permitted prior to the User's contracted first date on site without consent of DW Management. Under no circumstances will any delivery be permitted to interfere with other use of the Facility. The Facility will not provide storage space to accommodate the User's equipment, materials or any other supplies beyond the period under contract. The User must remove all material and equipment from the reserved Facility by the end of specified **Reservation CONFIRMATION** date(s). The User may leave packages for pick up by a shipping contractor (e.g. UPS, Fed Ex) no later than the end of the following business day. DW Management reserves the right to dispose of any materials left in a Facility longer than 48 hours after the end of specified **Reservation CONFIRMATION** date(s). All costs of such disposal are the responsibility of the User. DW Management and Staff bear no responsibility or liability for safekeeping of any goods left in its Facilities or the failure by the User to coordinate delivery, storage and for removal of User's material and equipment.

C. Building Entrances – DW Facility Manager will determine the appropriate building entrance for the User's event. The User's personnel and attendees must use this entrance during their event. To assure the security and safety of the facility and its Staff, the User is prohibited from propping or holding open any fire exit or security door.

D. Safety Specifics – Safe practices for events in the Facility are subject to the judgment of the DW Facility Manager and Technical Staff and is governed by applicable policy and regulation. Applicable references include: Standard Building Code, National Fire Association 101 – Life Safety Code, Occupational Safety and Health Administration regulatory codes, and the Americans with Disabilities Act Advisory Guide.

1. Access and Egress – Access, exit pathways and doors, either inside or outside the Facility must not be blocked or restricted. All security and fire doors must be kept closed. Should clear and continuous access through one of these doors be required, a door attendant must be present. If required, the DW Facility Manager will provide a door attendant at the User's expense.

2. Electrical – Electrical wiring and safety codes (National Electrical Code) will be followed. At no time will the Facility permit electrical work or installation which risks injury to Staff or damage to a Facility or equipment. The following are among specific excluded items or practices: exposed electrical conductors, inadequately organized cable, and electrical overload of equipment or unsafe mechanical stresses on electrical cable or equipment. Only authorized UF or Facility Technical Staff are permitted to install power tie-ins to Breaker Boxes and Switches in the Facility.

3. Emergency Egress/Response – Pathways to emergency exits at the Facility cannot be blocked or restricted. Signs indicating emergency exits cannot be masked or otherwise obscured. Should emergency personnel (police, fire fighters, EMT's) require access to any area of the Facility, they must not be hindered in any way.

4. Open Flame – Open flames including candles, lighters and pyrotechnic effects of any kind are prohibited.

5. Rigging – No rigging is permitted in any DW Facility without the express written consent of DW Management. All costs associated with the installation and removal of any approved rigging will be borne by the User.

6. **Sound** – Sound levels exceeding accepted standards for safe hearing are prohibited under any circumstances.
 7. **Work** – Safe work practices in the Facility will be subject to the judgment and oversight of DW Facility Manager, within the standards and regulation defined by the Occupational Safety and Health Administration and other applicable agencies.
- E. **On-Site Construction** – On-site construction that creates dust, chips, smoke, spray or the like is prohibited in the Facility area. Limited modification, touch up and maintenance may be permitted with the direct supervision of the DW Facility Manager and or Staff of the DW Facility. No work is permitted which might leave stains or other marks.
 - F. **Cleaning of Audience Seating Area** – Food and drink are prohibited in the audience seating or work areas of the Facility. The User will be responsible for any necessary clean up of audience seating areas due to their use during installation, rehearsal or the event. Should additional maintenance and cleaning of the audience seating areas be required because of the User's failure to clean up after such use, the User will be responsible for any and all costs. Food, drink and storage of material in the audience seating areas are prohibited.
 - G. **Audience Seating Areas-Flexible Configuration** – For Events requiring non-standard seating, audience-seating plans must be reviewed and approved by the DW Facility Manager no later than two weeks prior to the User's first day on site and must meet applicable standards of safety including: Facility capacity, structural soundness, ADA access and emergency egress. Audience seating plans must meet the requirements of the *Standard Building Code, NFPA 101 - Life Safety Code* and the Americans with Disabilities Act.
 - H. **Photography, Recording, Radio, Television and Film** – Photography and Recordings in any DW facility are strictly prohibited without prior written consent of the Institute. A request should be sent to the DW Facility Manager in advance of scheduling photography or recording of any kind. If photography or recording is approved, the User must provide a release signed by person(s) whom they intend to photograph or record. Additional charges and restrictions may apply.
 - I. **Volunteers** – Any person(s) not employed by the User but participating as a volunteer for the User will, at the discretion of the DW Management, become a volunteer of the DW Facility for the duration of the User's event. Such persons must provide needed information, documentation and successfully complete any training that DW Management deems necessary. The User must provide a list of all persons at least two weeks prior to the event.

VIII. SPECIFIC USAGE RULES AND DETAILS

- A. **Advertising and Use of Name** – The DW Director or his/her designee must approve in writing all media advertising and any use of the name of the University of Florida and the Digital Worlds Institute prior to its appearance before the general public.
- B. **Alcoholic Beverages** – Alcoholic beverages are not permitted for events where it is expected that approximately 50% or more of those attending will be less than 21 years of age. Distribution or sale of alcoholic beverages is subject to all applicable law and regulations, as well as the UF Alcohol Policy (copy provided on request). All food and drink for audience consumption must be provided by a UF approved vendor. Please see website <http://www.president.ufl.edu/urhand.htm> for complete UF protocol. Upon approval to serve alcoholic beverages, the UF Police Department will be notified. If the UF Police Department deems it necessary to be present at the event, all costs will be the responsibility of the User.
- C. **Animals** – Service animals are permitted in the Facility per the Americans with Disabilities Act. Animals other than those required for personal assistance (*i.e.* seeing-eye guide dogs or service animals) are not permitted in the Facility without written permission from the DW Facility Manager. Permission to bring an animal on site will not be given under any circumstances where there is risk of injury to persons or damage to the Facility.
- D. **Applicable Regulation and Policy** – The User is reminded that prevailing laws, regulations and UF policies will be adhered to and cannot be waived or negotiated.
- E. **Cancellation** – "*Act of God*": Neither party shall be liable to the other party for the failure to perform any of the terms and conditions of the **Reservation CONFIRMATION** when such

failure to perform is attributable to and caused by an "Act of God," including but not limited to circumstances limiting the ability of the performers or other personnel to travel, war, terrorism, strikes, riots, civil disorder, sabotage, power failure, injunction and fire.

F. Insurance for Non-UF Users –

1. User agrees to purchase through UF a policy of Commercial General Liability with an aggregate limit of \$1,000,000 (One Million Dollars), and shall maintain at its sole cost and expense a policy or policies of including coverage for products and completed operations liability and Contractual Liability with a combined single limit of not less than \$1,000,000 (One Million Dollars) per occurrence and Workers' Compensation insurance in accordance with Florida State Law. The Commercial General Liability policy provides coverage for damage to UF property and bodily injury for attendees. If the event is of a nature that UF's agency or carrier will not provide coverage, User will be required to provide insurance coverage by alternate methods.

2. All policies not obtained through the UF must meet the following criteria:

a) the carrier must be licensed to do business in the State of Florida and possess no less than a "B" Best Rating;

b) the policy must name the State of Florida, Florida Board of Education, University of Florida Board of Trustees, University of Florida, and University of Florida Digital Worlds Institute as additional insured;

c) insurance certificates must be provided directly by the agency or carrier and delivered to UF no later than two weeks prior to the first day of the event.

3. If the User does not provide a certificate of insurance as outlined along with the User's signed **Reservation Agreement**, DW will purchase insurance coverage and the cost will be billed to the User. Coverage is required for any portion of any day on site, with the cost based on the type of event and the number of people in a Facility (includes audience, presenters and staff). **Any Non-UF User who declines to provide or pay for such insurance will not be permitted to use the DW Facility.**

G. Lobby Use – The User's use of the REVE Lobby is guaranteed only with the Reservation CONFIRMATION for the PIT Facility. Under no circumstances will the use of the lobby be permitted to impede access to or otherwise compromise use of a non-reserved space at a Facility. Lobby displays, posters and information tables are prohibited without prior written approval of DW Facility Manager.

H. No Smoking – Smoking is prohibited inside and within 50 feet of all UF buildings including the Facilities managed by DW. The prohibition against smoking is a Florida State Law and cannot be waived.

I. Non-Exclusive Use – The signed **Reservation CONFIRMATION** for a Facility guarantees the specified use of the Facility for the Reservation periods and does not guarantee exclusive use of any other area of the Facility. DW reserves the right to allow additional usage of other areas in the Facility during the Reservation CONFIRMATION period. Every effort will be made by DW to avoid programmatic conflicts with events scheduled concurrently in the Facility.

J. Parking – DW CANNOT waive parking fees or fines assessed by the UF. UF parking policies apply to all lots and garages adjacent to the Facility. All users, deliveries, pick-ups, visitors, employees, volunteers, guests and patrons are subject to UF parking regulations. Parking in UF parking lots and garages adjacent to the Facility during business hours requires a permit from UF Parking Services. Should parking during weekdays be required for the User's Staff and performers, the DW Facility Manager may request temporary parking permits from UF Parking Services for the User. DW Facility cannot guarantee that parking permits will be supplied in response to all requests. Temporary parking permits provided by request will be given to the User who will bear the responsibility of distribution. Parking permits do not guarantee a parking space. Should parking be required during a weekday (Monday thru Friday) for audience attending the User's event; a request to lift parking restrictions for the duration of the performance may be submitted to UF Parking and Transportation Services by the DW Facility Manager. Parking in loading areas of any Facility can be approved only by the DW Facility Manager. Unauthorized parking in loading areas, parking outside of permissible designated parking spaces or without proper permit will result in a ticket, fine and/or towing of the vehicle.

K. Public Safety – DW shall retain the right to cancel or interrupt the event or portion thereof when in the sole judgment of a duly authorized DW or UF representative deems that such act is necessary in the interest of public safety, and User hereby waives any claim for damages or compensation due to such occurrence. Should it become necessary to evacuate the Facility for reasons of public safety, User shall retain possession of the Facility for sufficient time to complete the event without additional rental charges, providing such time does not interfere with another previously scheduled use of the Facility.

L. Purpose – The Facility shall be used only for the purposes stated herein, misrepresentation in obtaining the **Reservation CONFIRMATION** or use of premises for other purposes shall be sufficient grounds for immediate cancellation of Event by DW Management, without liability DW, without obligation of UF to refund any deposit, and without any loss of any right or claim of DW against User.

M. Safety – The DW Facility Manager has oversight regarding event safety, including but not limited to: audience management; workers and equipment; presentations, security; emergency egress/response; fire safety; catering and food preparation; and general facility management. DW Management reserves the right to deny access to the Facility if the DW Facility Manager deems that the User will engage in unsafe or unlawful practices in the presentation of an event.

N. Security – The DW Facility Manager and UF shall determine appropriate security arrangements and staffing. The User must coordinate security with the DW Facility Manager and be approved by DW Management.

O. Signs – User shall not post or erect any signs, advertisements or posters of any kind or description in or about the Facility without written consent of DW Facility Manager.

P. Traffic – If required, due to attendance estimates for an event, the DW Facility Manager may request the presence of the UF Police to manage traffic and the User will be responsible for all costs incurred.

Q Classroom Use – The User’s use of any DW facility as a classroom is guaranteed only by special arrangement with DW Director. Professors and Instructors wishing to use DW facilities must complete a 1-hour use demonstration prior to first class room use. DW does not automatically provide teaching assistant support for classroom use.

VIII. CAVEAT – Any specific circumstances or implementations of posted Facilities Policies and Procedures not covered in the aforementioned document will be handled in a manner deemed appropriate by the DW Director in consultation with the Digital Worlds Institute Advisory Council as appropriate.

PART (D) APPENDICIES, FORMS AND ADDITIONAL INFORMATION

Appendix I – Forms

- A. Facility REQUEST Form
- B. Student REQUEST Form
- C. Insurance Application Form ▪ Where is this?
- D. Reservation CONFIRMATION Form
 - 1. **Applicable Law** – The construction and interpretation of the Reservation CONFIRMATION shall be pursuant to the laws of the State of Florida.
 - 2. **Indemnification** – User shall protect, maintain, save and hold harmless the State of Florida, the Florida Board of Governors, the University of Florida Board of Trustees, and the University of Florida Digital Worlds Institute, 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 Facility (including any portion thereof which User has not been given the right to occupy or use pursuant to the terms of this Reservation Agreement) or which may arise or in any way grow out of any act or omission of User, its agents, subcontractors, servants, employees, invitees and patrons' use and occupancy of Facility.

3. Copyrights and Royalties – User agrees to assume all costs arising from the use of patented, licensed, trademarked, franchised, or copyrighted music, materials, devices, processes, or dramatic rights that may be incurred as a result of any performances presented during the event. User agrees to indemnify, defend and hold harmless the State of Florida, the Florida Board of Governors, the University of Florida Board of Trustees, and the University of Florida Digital Worlds Institute from any claims or costs, including legal fees, which might arise because of the use or claimed use of such material.

Appendix II – Costs of DW Facility Use

FACILITY RESERVATION COSTS VARY ACCORDING TO INDIVIDUAL DW FACILITY, CATEGORY OF USER AND TYPE OF USE. A MINIMUM CHARGE IS ASSESSED COVERING UP TO THE FIRST TWO HOURS OF USE.

A. UF Usage:

1. Academic (UFA) – Rate applies to UF Departments and Programs when used for academic instruction purposes.
2. Research (UFR) – Rate applies to UF entities when used for any sponsored research or development purposes.
3. Any Other UF Official Function (UFO) – Rate applies to UF Colleges and Administration when used for any UF Official Business purpose.

B. External Community Usage:

1. Non-Profit (ENP) – Applies to tax-exempt, not-for-profit entities. Admission fees are optional. ENP rate will apply if the contracting entity submits a copy of an IRS Letter of Determination of 501(c) 3 Status to the DW Facility Manager with a signed Reservation CONFIRMATION Form. The contracting entity and the name listed on the IRS Letter of Determination must be the same
2. For-Profit Entities (EXP) – Rate applies to For-Profit organizations, agencies or private enterprises.

SPACE	UFA	UFO	UFR	ENP	EXP
REVE Virtual Production Studio (VPS)	\$ 50	\$ 75	\$ 60	\$ 50	\$ 200
REVE Polymodal Immersive Theater (PIT)	\$ 50	\$ 75	\$ 60	\$ 50	\$ 200
REVE Compute Cluster (RCC)	\$ 50	\$ 75	\$ 60	\$ 50	\$ 200
REVE Digital Media Suite (DMS)	\$ 100	\$ 100	\$ 125	\$ 100	\$ 175
NAVE Lab	\$ 75	\$ 100	\$ 125	\$ 75	\$ 175

Current rates can be confirmed on the DW website at <http://www.digitalworlds.ufl.edu>

All Non-UF User's are subject to a 6% Florida Sales Tax and a 1% Alachua County Discretionary Sales Surtax. Tax-exempt groups must provide a current copy of their Consumer's Certificate of Exemption to be exempt from this tax.

Facility Equipment Included with Basic Reservation per Individual Room

- A. **REVE PIT** – Lighting, sound and projection equipment, 2 tables and 48 chairs Standard.
- B. **REVE VPS** – Green screen, general lighting and power for production lighting.
- C. **REVE DMS** – Workstations for digital media capture, processing editing, sound & music design.
- D. **REVE RCC** –PC clusters, Access Grid node and monitoring.
- E. **NAVE Lab** – Workstations for digital media capture, processing editing and animation and a three-panel rear projection system.

Additional Facility Staff Costs

Should an Event require more personnel to operate the technical systems than the DW Facility is normally assigned, additional Labor costs will apply and are billed at the hourly rate listed below, with a minimum call of two hours per individual. All rates are subject to change.

Facility House Management	\$35	Facility Technical Supervisor	\$30
Facility Production Assistant	\$20	Facility Ushers	\$15
Facility Receptionist	\$25	Facility Volunteer Ushers	N/A
Facility Security	\$25	UF Custodian	\$25
Facility Technical Labor	\$20	UF Police and Parking Patrol	\$50

Item Reservation Cost

MISCELLANEOUS Items may be requested and will be provided whenever possible, with a nominal fee assessed per item (i.e. Podium \$50.00, Projection Screen \$50.00, Phone Line (each line-no long distance) \$35.00, etc.)

Appendix III – Reservation Timetables and Event

For UF Entities

2 Weeks Prior to Event

Deadline for returning **Facility REQUEST Form** (sufficient to create **Reservation CONFIRMATION** which includes estimate of charges).

5 Business Days after mailing date of Facility REQUEST Form

Deadline for returning signed **Reservation CONFIRMATION** which includes estimate of charges and written proof of encumbrance of 50% of total estimated charges.

24 Hours Prior to Event:

Deadline to change a scheduled reservation without charges.

Deadline to cancel a reservation without labor charges.

5 Business Days after First Day of Event

Deadline for payment of all Reservation costs and related costs.

For Non-UF Entities

4 Weeks Prior to Event

Deadline for returning **Facility Request Form** (sufficient to create **Reservation CONFIRMATION** which includes estimate of charges).

5 Business Days after mailing date of Facility REQUEST Form:

Deadline for returning signed **Reservation Agreement**.

10 Business Days after receiving Reservation CONFIRMATION & Insurance Application:

Deadline for returning signed **Reservation CONFIRMATION** and **Insurance Application** with 50%-Reservation-cost deposit.

7 Business Days Prior to First Day of Event:

Deadline for payment of all estimated Reservation costs, sales tax and insurance costs.

48 Hours Prior to:

Deadline to change a scheduled reservation without charges.

Deadline to cancel a reservation without labor charges. ***Deposits will not be refunded.***

Appendix IV – Acronyms and Definitions

ACRONYMS

LAB – The “**NAVE**” **LAB**, located in Room 413 of the Computer Science Engineering (CSE) Building.

STUDIO – The “**Virtual Production Studio**” (**VPS**) located in Room 207 of the Norman Gym (NRG), known as the Digital Worlds Research, Education and Visualization Environment (REVE), pronounced “rev”.

RCC – The “**REVE Compute Cluster**”

PIT – The “**Polymodal Immersive Theater**”

DMS – The “**Digital Media Suite**”

NAVE – The “**New Automated Virtual Environment**”

DEFINITIONS

TOUR – A brief informal walk through of a given DW Facility hosted by either a *certified* UF faculty, staff or graduate student. With proper notice, a **TOUR** may be given any time during 9AM–5PM workdays when the Facilities are not occupied with formal research, education or production activities.

DEMO – A formal demonstration and tour of the capabilities of a DW space require a confirmed reservation, as a DW staff member, graduate student or employee must operate the technical systems. **DEMOS** must be requested, approved and scheduled in advance through the DW Administrative Office and may involve a fee.

Certification to give DW TOURS is attained through completion of a brief orientation and training session by DW staff. DW personnel or persons working in the Lab or Studio will not (and should NOT be asked to) give TOURS or DEMOS. Please phone the DW Administrative Office to make reservations.

Appendix V – Contact Information & Directions

DW Administrative Offices – Phone (352) 294-2020 Website – www.digitalworlds.ufl.edu

The Digital Worlds Institute Administrative Offices are located on the UF Campus in: Fine Arts Building A, Suite 102, P.O. Box 115800, Gainesville, FL 32611-5800. DIRECTIONS BELOW (1)

DW Front Office – Phone (352) 294-2020 Website – www.digitalworlds.ufl.edu

The Digital Worlds Institute Front Office is located on the UF Campus in the DW Research, Education and Visualization Environment (REVE) Facility, which is located near the intersection of Museum Road and Route 441/NW 13th Street. DIRECTIONS BELOW (2)

DW Facility Manager – Phone: (352) 294-2020 Website – www.digitalworlds.ufl.edu

The Digital Worlds Institute Facilities Office is located on the UF Campus in the DW Research, Education and Visualization Environment Facility (REVE) Facility, which is located near the intersection of Museum Road and Route 441/NW 13th Street. DIRECTIONS BELOW (2)

DW REVE – Phone (352) 294-2020 Website – www.digitalworlds.ufl.edu

The DW Research, Education and Visualization Environment Facility is located in Gainesville, Florida, near the intersection of Museum Road and Route 441/NW 13th Street. DIRECTIONS BELOW (2)

DW NAVE – Phone (352) 294-2070 Website – www.digitalworlds.ufl.edu

The DW NAVE Lab Facility is located on the UF Campus in Room 413 of the CSE. DIRECTIONS BELOW (3)

(1) DW Administrative Offices, Fine Arts A, Building #597

Directions from Florida Interstate I-75

Go East on Newberry/University Road (State Road 26), interstate exit number 387, towards Gainesville.

After a few miles, you will pass the football stadium on your right.

Turn right at a traffic light on to SW 13th Street (US441).

Turn right at the first light into the main university entrance.

Stop at front gate and request a parking pass and directions to Fine Arts Building A. The Digital Worlds Administrative offices are located in Suite 102 of the Fine Arts Building A .

Directions from Campus

The main office is located in Fine Arts Building A Suite 102. Fine Arts building A (on the east side of campus) is surrounded by Little Hall, Architecture, and the remaining Fine Arts buildings B, C and D. <http://campusmap.ufl.edu/>

(2) REVE (Research, Education and Visualization Environment) in James W. Norman Gym, Building #102

Walking From FINE ARTS Complex (Buildings A-D)

Cross NW 13th Street (US441)

Proceed towards Norman Hall (College of Education)

Walk towards the sports field at the corner of SW 8th Ave. and 13th Street.

When you reach the service drive that leads to the parking garage, continue until you see the covered walkway between Norman Hall and Norman Gym on the left.

Take the covered walkway between the two buildings. When forced to go right or left, go LEFT and take the first entrance on your left into to Norman Gym.
Take the elevator or stairs to the second floor.

Driving from CAMPUS

Exit UF campus from Museum Road at 13th Street, continue straight across onto SW 8th Avenue.
Turn left onto SW 12th Street.
Turn left into the first service drive on SW 12th Street (Sign says: Norman Hall).
Park in Parking Deck – Top level is gated but accessible with Orange Sticker and GATOR 1 Card.
From parking garage, exit towards covered walkway between Norman Hall and Norman Gym.
Take the covered walkway between the two buildings.
When forced to go right or left, go LEFT and take the first entrance on your left into to Norman Gym. Take the elevator or stairs to the second floor.

Driving from Interstate 75

Go East on Archer Road (State Road 24) towards Gainesville
Turn left onto NW 13th Street (US441) when Archer Road dead-ends into 13th Street
Turn right onto SW 8th Avenue.
Turn left onto SW 12th Street.
Turn left into the first service drive on SW 12th Street (Sign says: Norman Hall).
Park in Parking Deck – top level accessible with Orange Sticker and GATOR 1 Card.
From parking garage, exit towards covered walkway between Norman Hall and Norman Gym.
Take the covered walkway between the two buildings.
When forced to go right or left, go LEFT and take the first entrance on your left into to Norman Gym. Take the elevator or stairs to the second floor.

(3) NAVE Lab– Computer Sciences and Engineering, Building #42

Directions from Florida Interstate I-75

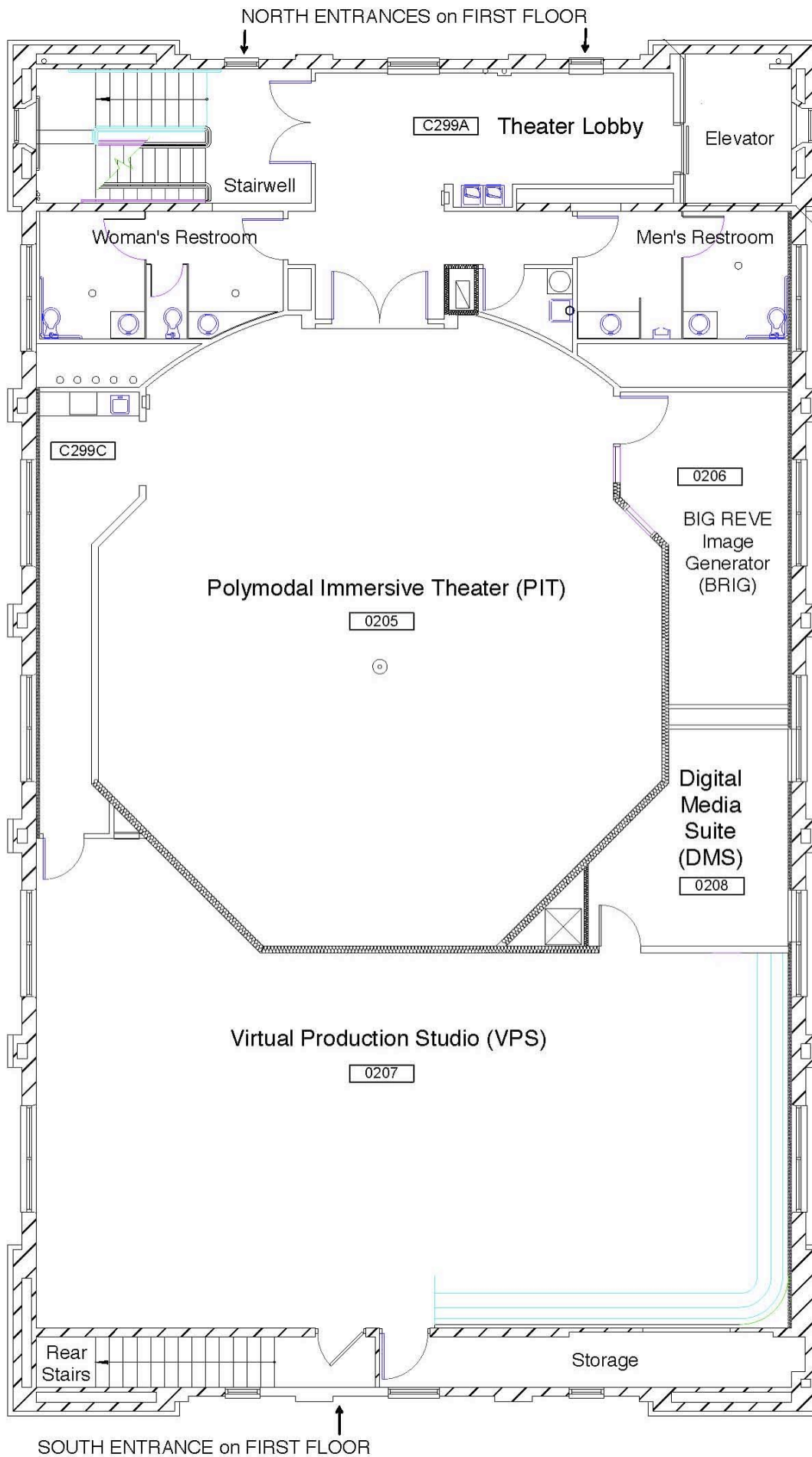
Go East on Newberry/University Road (State Road 26), interstate exit number 387, towards Gainesville.
After a few miles, you will pass the football stadium on your right.
Turn right at a traffic light on to SW 13th Street (US441).
Turn right at the first light into the main university entrance.
Stop at front gate and request a parking pass and directions to the Computer Sciences and Engineering building.
The NAVE lab is located in room 413 of the Computer Sciences and Engineering Building.
<http://campusmap.ufl.edu/>

Directions on Campus

The Computer Sciences and Engineering Building is adjacent to the Marston Science Library, south of Turlington Hall, east of The Hub, west of Music, and southwest of Century Tower. There is also a large yellow sculpture on the south side of the building affectionately renamed "The French Fries." The NAVE lab is located in room 413 of the Computer Sciences and Engineering Building.

<http://campusmap.ufl.edu/>

Phone (352) 294-2070



Digital
Worlds
Institute
REVE
2nd
Floor



CSE 413 - NAVE
 Digital Worlds
 Andy Quay
 7/6/04