Social Science Research Lab (SSRL)
Guidelines and Policies

Usage Policies

The UF/IFAS Center for Public Issues Education's (PIE Center) Social Science Research Lab (SSRL) is available for use to approved University of Florida departments and organizations. Approval is contingent upon availability and the appropriateness of the proposed event for the room's space. No reservation is confirmed until an agreement is signed and returned by the user to Ricky Telg, the facility coordinator (rwtelg@ufl.edu).

There is no charge for use of the SSRL unless the user requires PIE Center support for education (includes IT/facility operation), communication, and/or media. Hourly rates can be found at https://piecenter.com/services/. For purposes requiring PIE Center education, media, and/or research services, the user will be invoiced following the event. All fees must be paid within 30 days of invoice date. UF groups will be required to pay by E2R by making a chart field available.

The user may incur costs if supplementary repair, replacement or cleaning of the facility and equipment is needed following an event and/or if additional or complicated room arrangements are necessary.

Room Capacity

Twenty-four (24) people can sit comfortably at tables with two people per table. Six additional chairs are available for a maximum capacity of 30. See **Room Configurations** and **Amenities** sections beginning on page 3 for more details.

Cancellations

Cancellations must be made in writing (via e-mail) to Ricky Telg (rwtelg@ufl.edu), the facility coordinator, at least 10 business days prior to the event start.

Contingent upon local public health conditions, the PIE Center has the right to cancel scheduled events or to require public health safety measures, as directed by the University of Florida.

Access Hours

The user is allowed access to the facility during the times confirmed in their reservation agreement.

The Social Science Research Lab and the PIE Center's business hours are Monday through Friday from 8 a.m. to 5 p.m. with the exception of UF holidays. An access code will be issued to a UF employee who plans to remain on site for the duration of an event.

Food and Beverage

All food served at functions is the sole responsibility of the user. A kitchenette, equipped with a refrigerator, freezer, sink, microwave, and coffee maker, is available for use. Users are responsible for all clean-up requirements related to food and beverage. Users may make arrangements with caterers to complete clean-up. However, if done unsatisfactorily, the user – and not the caterer – will be held responsible.

All vendors conducting business on University of Florida property must provide evidence of an up-to-date Certificate of Liability Insurance. This includes any business serving or delivering food to the Social Science Research Lab.

Clean-Up and Damages

Users are responsible for cleaning up after themselves and leaving the facility in the condition they found it. This includes ensuring:
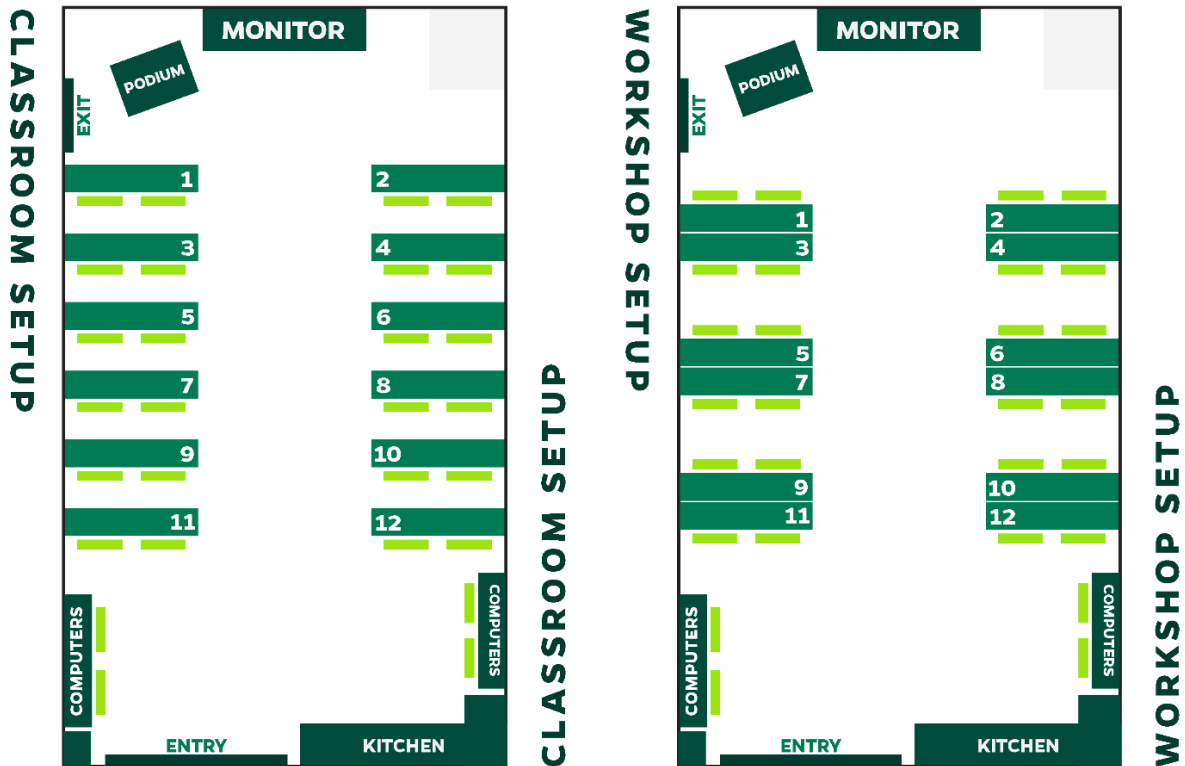
- All trash and recyclables have been disposed of in the appropriate receptacles located outside of the building (see diagrams on pages 7 and 8). There is a dumpster for general trash, a dumpster for paper and cardboard, and a blue recycling bin for bottles and cans. For more information on recycling, see the following UF facilities webpage: https://www.facilitiesservices.ufl.edu/departments/finance/recycling/.
- Please tie shut all trash bags and close the dumpster lid. Extra trash bags are supplied under the sink.
- All surfaces that have come in contact with food or drink have been wiped down. This includes all appliances, countertops, and tables. Users will find spray cleaner and paper towels (or cleaning wipes) under the sink.

The user is responsible for the cost of repairs to the facility and repair or replacement of equipment in the event of any damage caused during the event.
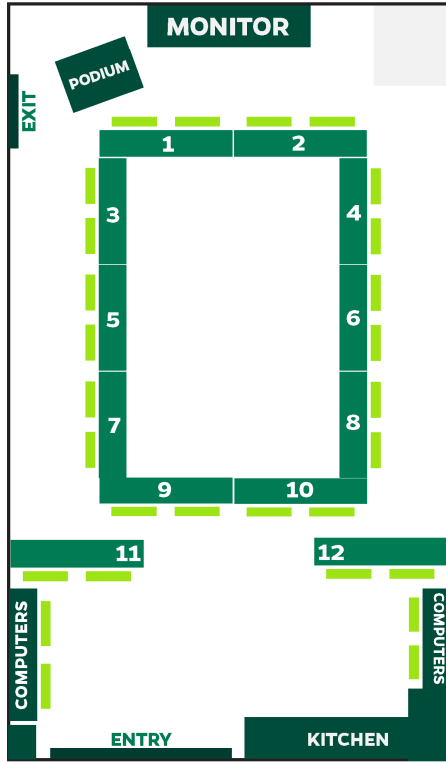
The user is responsible for the cost of supplementary custodial services deemed necessary by the UF/IFAS PIE Center following the event.

Room Configurations

The user may arrange tables and chairs to your liking. Please reconfigure the room to its original state during the cleanup process. The PIE Center will set up the room in one of the following configurations:
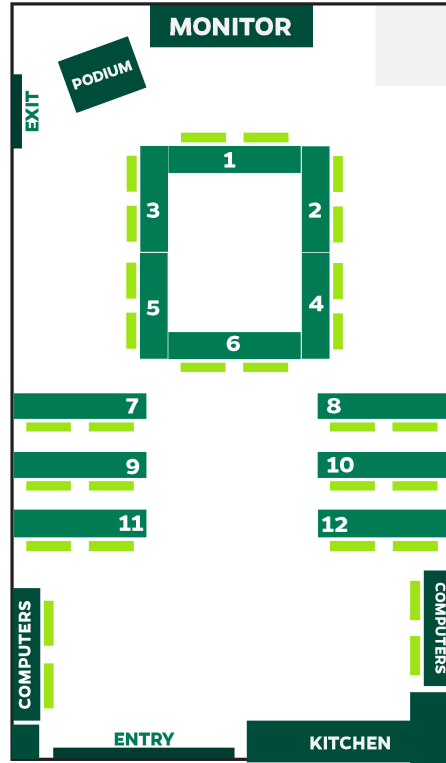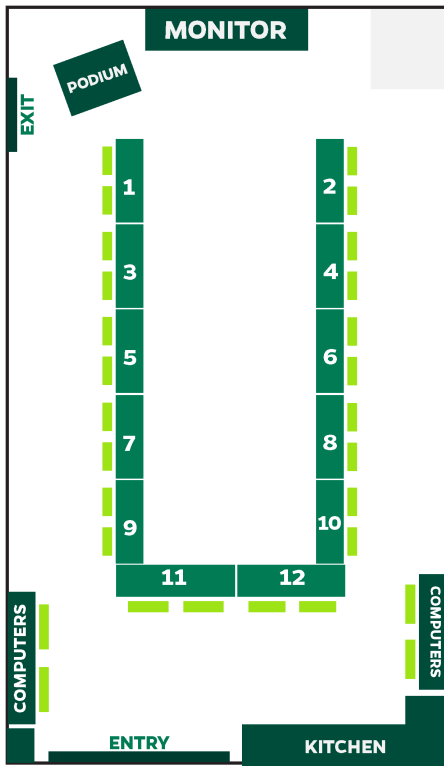
FOCUS GROUP SETUP (LARGE)

MONITOR
PODIUM
EXIT

1	2
3	4
5	6
7	8
9	10

11 12

COMPUTERS
COMPUTERS
ENTRY   KITCHEN

FOCUS GROUP SETUP (SMALL)

MONITOR
PODIUM
EXIT

| 1 |
| 3 | 2 |
| 5 | 4 |
| 6 |

7   8
9   10
11   12

COMPUTERS
COMPUTERS
ENTRY   KITCHEN

U-SHAPE ROOM SETUP

MONITOR
PODIUM
EXIT

1	2
3	4
5	6
7	8
9	10

11 12

COMPUTERS
COMPUTERS
ENTRY   KITCHEN

CONFERENCE ROOM SETUP

MONITOR
PODIUM
EXIT

1	2	3
4	5	6
7	8	9
10	11	12

COMPUTERS
COMPUTERS
ENTRY   KITCHEN
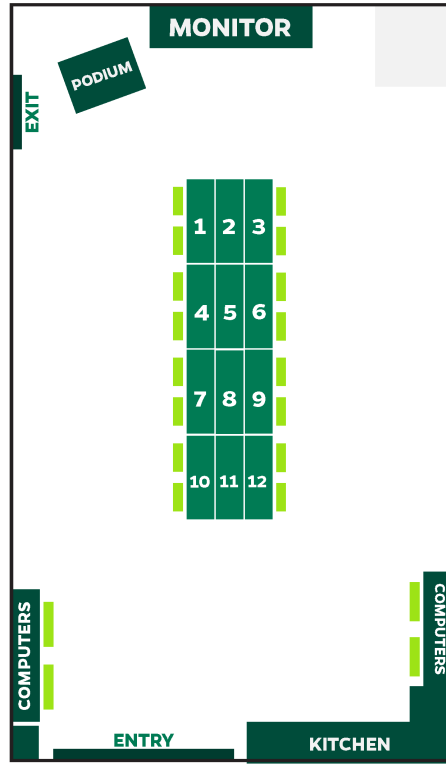
Amenities

- 12 rectangular tables on wheels (6 ft x 1.5 ft)
- 30 chairs on wheels
- 1 mobile podium
- 1 stationary podium
- 4 white boards on wheels
- Kitchenette including:
    - Sink
    - Refrigerator
    - Microwave
    - Coffee Maker

Audio/Visual Capacity

- Large TV monitor at front of room
- Stationary podium with a desktop computer (requires Gatorlink username and password)
- Laptop computer hookups
    - HDMI
    - USB-C
    - Ethernet (USB-A and USB-C adapters available)
- One wireless presentation clicker
- Software: Microsoft Office, Microsoft Teams, and Zoom
- Room speakers and ceiling microphones
- One lapel microphone
- Crestron touch screen system to manage A/V equipment
- Four room cameras to stream different views of the room
- Wireless internet may be accessed with a valid Gatorlink username and password or UF guest wireless network

Users must communicate their A/V needs with the facility coordinator (Ricky Telg) at least two weeks in advance. The facility coordinator can provide a brief how-to session using the A/V equipment prior to the start of event or an organized time leading up to your event. It is the responsibility of the user to schedule this time with the facility coordinator in advance. Users are responsible for any other A/V items not listed above.

The facility coordinator does not provide ongoing A/V support throughout the event unless the user requests this service at least two weeks prior to the use of the SSRL. Hourly rates can be found at https://piecenter.com/services/.

Printed copies of detailed A/V instructions are available in the SSRL and can be downloaded here: AV Operations_SSRL_Podium.pdf

Restroom

One unisex all-gender, handicap-accessible restroom is available for use located two doors down from the SSRL double doors. See photo on page 8 for location. The external building door may be locked, so a key to the building door to the restroom will be provided. The restroom is the first door on the left after entering the external door. The restroom door locks from the inside only and shows as "Occupied" or "Vacant."
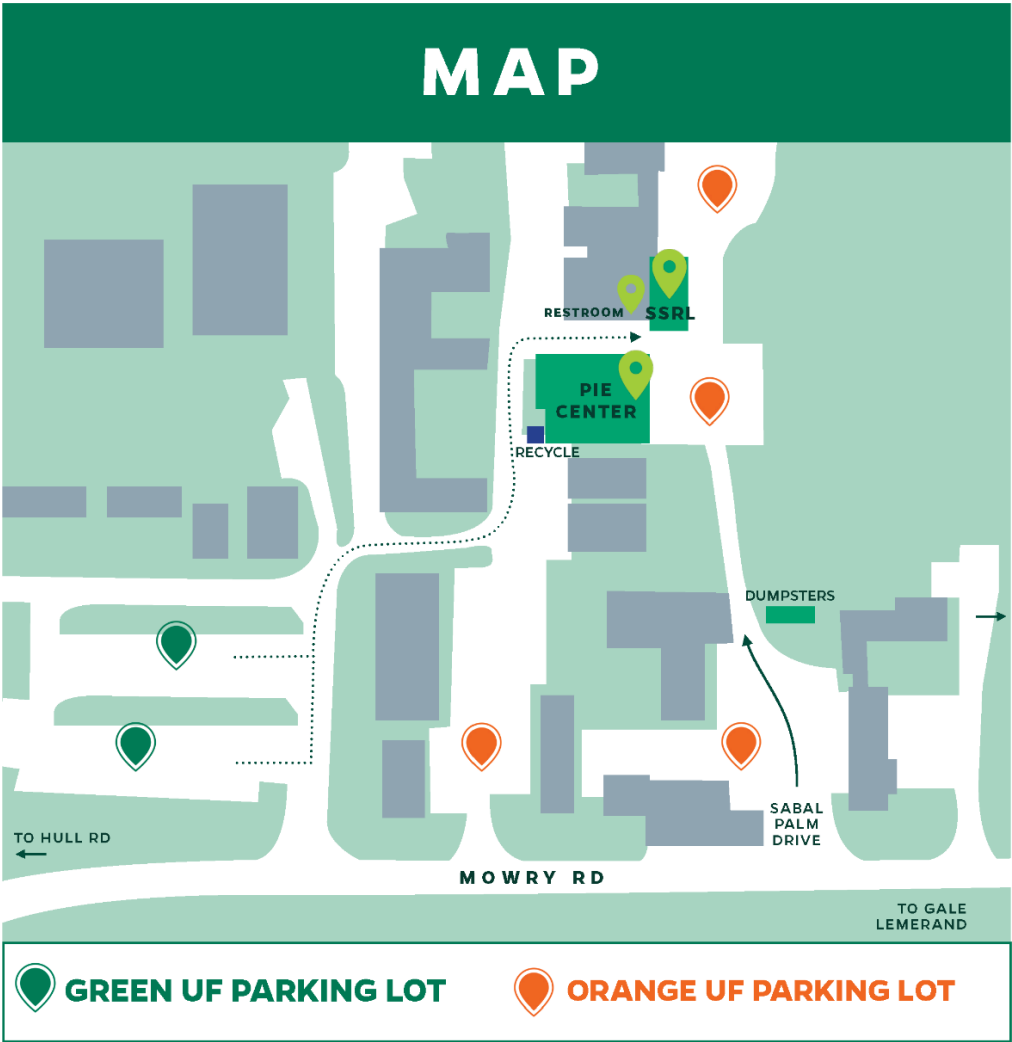
Parking

- The parking lot immediately surrounding the SSRL is UF restricted **Orange** parking. A **Green** parking lot is located farther east from Sabal Palm Drive (see diagram on page 7). All lots are patrolled and maintained by UF Transportation and Parking Services between 7:30 a.m. and 4:30 p.m. Monday- Friday.
- IFAS administration does not have the authority to waive parking fees or fines assessed by UF. Per UF restrictions, unless the lot has been reserved with a parking attendant from the University Police Department, cars parked for an event must have a valid staff/employee decal, a temporary visitor parking tag, or a county or state vehicle tag.
- Parking is limited. If the user will require **more than three parking spots**, the PIE Center will work with the user to seek alternative parking arrangements for lots other than the **Orange** spaces outside the SSRL.

User Contacts

The primary contact on the Reservation Request form shall act as manager of the event, ensuring all aspects of the event comply with these terms and conditions. This person must be a University of Florida employee, unless approval has been given otherwise. This person will be present throughout the event and the point of contact for the PIE Center. If the primary contact will not be present at the event, please designate an alternate UF employee to act as manager on the day of the event. Please indicate when reserving any other contacts the facility coordinator can consider a decision-making contact on the day of the event.

Social Science Research Lab (SSRL) Map Diagram

Social Science Research Lab (SSRL) Photo Reference

SSRL ENTRANCE & RESTROOM

DUMPSTERS

RECYCLE