

# SACC Policy and Procedures

## 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 will be required to remove all leftover food and beverages immediately following the meeting. If a meeting is catered, all food service equipment must also be removed at the end of your meeting. It is the user's responsibility to contact Environmental Services in the South Tower for further assistance in emptying waste bins or extended cleaning of the space, if necessary, including the sitting area outside of the rooms if used (contact information below).

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**, including set up and clean up. The contact person must be accessible to SACC staff should a problem arise.

Allow enough time to check the reserved room before your event to make sure it contains the furniture and IT equipment you require.

It is the primary contact person's responsibility to move furniture **before** and **after** the event. An allocated time of **30 minutes before and after** the even for moving furniture **must be included in the time frame of the reservation**. Furniture must be returned to standard configuration (see basic room layout) after the event, and all debris (cups, paper, trash, etc.) must be removed or put into the appropriate recycling and trash containers after room use. **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 space 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 debris or potential fire hazards (i.e.: confetti, candles, etc.) are prohibited.

Storage space at the conference center is limited. Do not arrange for early delivery of supplies without prior authorization from the SACC Coordinator.

Professional courtesy is to be shown at all times to other meetings, functions, staff and visitors by keeping noise levels to a minimum. The Conference Center Staff has the right to re-assign rooms or terminate events as deemed necessary. Please note, that just because you submitted a request for the room, does not necessarily mean you will get the room. Depending on the function, meeting type and number of attendees, another conference room may be suggested for your use.

## **A/V Policy**

Webinar is available for local calls only. No long distance services.

## **Alcohol Policy**

Alcohol will be permitted in the Conference Center only in compliance with state and federal law, municipal county ordinances and 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.

## **Parking**

- Valet Parking is available Monday-Friday from 5:30am – 9:00pm at South Tower - \$13.00
- Guest Parking at North Tower across Archer Road (Garage 10/East Garage) fee is \$10.00 (this is available only for external attendees)
- **NOTE:** Guest Parking at South Tower is *only* for Shands Patients
- More information regarding transportation and parking locations can be found at <http://parking.ufl.edu>

## **Contact Information**

Shands Auxiliary Conference Center (SACC)  
Shands Cancer Hospital and Medical Center at UF  
1515 SW Archer Road  
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Gainesville, Florida 32608

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