



Warrington College of Business Administration
School of Business

267 Stuzin Hall
PO Box 117160
Gainesville, FL 32611-7160
352-273-0165
352-846-0186 Fax
www.cba.ufl.edu/sb

Bill Alcorn Undergraduate Student Center
Guidelines for Reservations and Usage

Overview

The Bill Alcorn Undergraduate Student Center (USC) is a multi-use facility that is designed to serve as a gathering place for students as well as a professional meeting space for university and non-university groups. The USC is equipped with the latest technology and can be configured to serve a wide variety of presentation and meeting needs. The Bill Alcorn Undergraduate Student Center is only available for reservation from 8:30 am to 5:00 pm in order to maintain a secure environment for staff offices located in the facility. Other College/University space should be considered before reserving BRY232 after those hours (i.e. Stuzin 101-104, Stuzin 200, Matherly 224, classrooms, etc.).

To meet the needs of both university and non-university groups, the following guidelines have been established for reserving the USC. Priority for reservations is as follows: 1) Undergraduate Business Professional Development Programs, 2) the Warrington College of Business, 3) groups affiliated with the University of Florida, and 4) organizations not affiliated with the University of Florida.

Hours of Operation

The Bill Alcorn Undergraduate Student Center hours of operation are as follows:
8:30 a.m. - 5:00 p.m. Monday through Friday

Organizations Affiliated with the University of Florida

Organizations affiliated with the university will be able to use the USC free-of-charge for special events such as corporate speaking engagements and college-wide committee meetings. The USC is not intended for regular staff meetings or student organization meetings. No food is allowed in the Undergraduate Student Center. There is no additional charge for using the USC's audiovisual equipment.

Organizations not Affiliated with the University of Florida

Organizations not affiliated with the university can reserve the USC for up to four hours. The planned event must have an educational benefit (e.g., corporate presentation). No food is allowed in the Undergraduate Student Center. The usage fee for non-affiliated organizations is \$100. The revenue from these fees will be used for facility maintenance. There is no additional charge for using the USC's audiovisual equipment.

Reservations

To place a reservation, contact Leanna McClellan at leanna.mcclellan@cba.ufl.edu or (352) 273-0165. Reservations must be made at least one week in advance.

- Reservation requests must include the following:
- Dates and times requested
- Name of the organization or department sponsoring the event†
- Type of event
- Anticipated attendance
- Contact name, phone number, and e-mail address

† Reservations for organizations not affiliated with the University will be finalized upon receipt of the \$100 fee. Checks should be made payable to the University of Florida Foundation.

Rules of Use for the Undergraduate Student Center

By virtue of placing a reservation, organizations agree to abide by the following:

- Resetting all tables and chairs.
- Ensuring the cleanliness of the space at the end of the event.
 - Tables must be wiped down
 - Floors must be vacuumed
 - Garbage must be removed from the building
- Adhering to the agreed-upon ending time of the event.

Guidelines approved by W. Andrew McCollough, Senior Associate Dean, on May 11, 2006.