

Baughman Center Rental Information



Events at the Baughman Center

The Baughman Center is available for rental for many types of events: memorial services, concerts, ceremonies and meetings of all kinds. Anyone can use the Baughman Center for their special occasion regardless of their affiliation to the University and cultural or faith background. University or not-for-profit sponsored events must follow all Baughman Center guidelines for their events, but they do qualify for discounted rates. Please see below for details.

For your reference, the Baughman Center Event Calendar can be found [here](#).

Please call the Baughman Center office at 352-294-0049 before finalizing your plans.

Rental Requests and Booking Guidelines

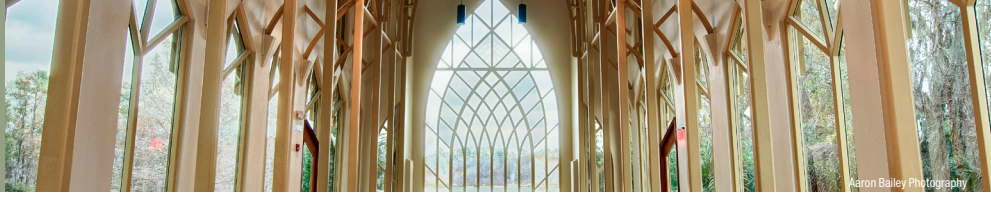
All renters must adhere to the provisions of the Lease Agreement unless any provision is specifically waived in writing by the Director of the University of Florida Performing Arts. The written provisions of the Lease Agreement supersede any other agreement.

Individuals or organizations wishing to use the Baughman Center must make an appointment with the Baughman Center Coordinator to reserve the space. This can be done by contacting the Baughman Center administrative offices adjacent to the Center. Reservations cannot be accepted more than 12 months in advance of the event date; however you may call ahead and put your name on a waiting list for event dates more than 12 months in advance. The University of Florida Performing Arts programs may be scheduled prior to the 12-month advance period. All reservations are considered tentative until a contract is fully executed and a fee, as specified in the rental contract, is submitted.

For University of Florida academic departments, a University encumbrance for the current fiscal year will serve as a fee. For events held beyond June 30, a University encumbrance must be reestablished. All rental requests will be considered in the order in which they are received and will be confirmed upon receipt of the fee.

Individuals or organizations renting the Baughman Center for ceremonies or events must purchase a Certificate of Liability Insurance Policy through the Baughman Center for each day that an activity is going to occur in the Center.

If still photography, video or audio tape recording of the event is desired, the equipment must be located where it will not hinder audience members' access to the Baughman Center.



Advance Payment of Fees

A deposit of 100% of the rental fees plus applicable state sales tax of 6.25% must be paid in order to hold a space on the Baughman Center calendar. A signed rental agreement must also be on file in order for a particular slot to be considered “filled.” The rental deposit is non-refundable. Insurance and staffing will be returned to the renter upon cancellation. All events held with a deposit must be contracted and full payment of insurance and staffing fees received sixty (60) days prior to the scheduled event.

The renter is responsible for damages to the Baughman Center, digital piano, service building and grounds, including the parking area. Normal and necessary cleanup will be included in the rental price. Staffing fees and costs incurred beyond what is considered normal by the Baughman Center Coordinator will be the responsibility of the renter and will be added to the final invoice. Payment of final invoice for direct costs shall be due within thirty (30) days of receipt of billing.

The rental fee can be made in the form of personal check, cashier’s check, money order, Visa, MasterCard, Discover or American Express. We no longer accept cash payments.

Rental Details

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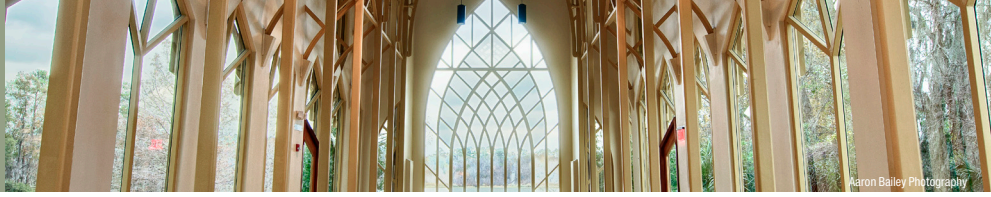
The Center has a seating capacity for 96 people, with accessibility for disabled persons.

A digital piano/organ is available for use at the Baughman Center. The contracting party must provide the pianist and music.

A dressing area will be opened at the designated starting time and locked promptly at the closing time of the ceremony or event. It is the responsibility of the contracting user to make certain that the area is cleaned and returned to the University in the same condition in which it was found.

Weddings

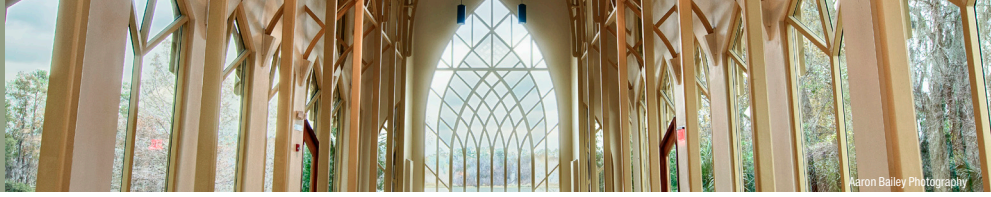
For complete information about weddings at the Baughman Center, please visit our website at www.baughmancenter.org to view the Weddings Rental Information or contact the Baughman Center office at 352-294-0049.



Guidelines for the Use of the Baughman Center

The unique aesthetic quality and pristine nature of the Baughman Center necessitates that certain policies and rules guiding usage of the Center shall be implemented. In addition, the Baughman Center grounds act as a park-like situation. Signage will be posted and staff provided to discourage the general public from residing on the grounds during private functions, but staff cannot be responsible for visitors on the Baughman Center property during each event. The University of Florida Performing Arts reserves the right to determine the appropriateness of an event and can prohibit any event that presents a potential for damage to the aesthetic infrastructure of the Center. This authority rests with the Associate Dean for Arts Resources and Services. Adherence to these guidelines is appreciated.

- The Baughman Center may only be used on an “AS IS” basis. Due to technical limitations within the Center no amplified sound reinforcement, microphones, audio-enhanced podiums or electronic instruments, with the exception of the digital piano/organ available through the Baughman Center, shall be permitted without prior written approval of the Baughman Center Coordinator. The use of any sound reinforcement or amplification shall be controlled and regulated by the Baughman Center Supervisor assigned to the event.
- Decorative candles, incense, oil lamps, butterflies, live plants, flowers, or herbs, are prohibited inside the Baughman Center.
- Nothing may be thrown on the Baughman Center grounds. This includes rice, birdseed, and flower petals. Bubbles are permitted with prior authorization from the Baughman Center Manager.
- Bridal party bouquets and unity candles are permitted.
- Food and beverages, including alcohol, are prohibited inside the Baughman Center.
- Animals, with the exception of guide or assistance dogs, are prohibited in the Baughman Center.
- Any large decorations and/or displays must be approved prior to the event with the Baughman Center Coordinator.
- Tape, fastening devices, adhesive and bonding materials are prohibited in the Baughman Center.
- Nothing may be attached to or hung on the Baughman Center main entry doors.
- Absolutely no alterations to the physical property or equipment, including lighting devised or sound systems, are permitted without prior written permission from the Baughman Center Coordinator.
- Whatever is brought into the Baughman Center or the Administration Building, including decorations, artificial flower girl petals and personal belongings, is the responsibility of the renting party. The Baughman Center staff will provide general clean-up of the facility, but the renting party WILL be charged for any clean-up deemed excessive by the Baughman Center Coordinator.



About the Baughman Center

The Baughman Center is open for private contemplation on weekdays. On weekends, it often hosts private events such as weddings and memorial services.

The Baughman Center consists of two separate buildings: a 1,500 square foot pavilion and a 1,000 square foot administrative building. The pavilion has fixed bench seating that accommodates 96 people. The exterior walls are made of natural Florida cypress stained to reflect its natural surroundings and grooved vertically to represent individual tree trunks. The roof system is fabricated of tongue-and-groove yellow pine and copper to reflect the ancient materials of medieval cathedrals. The front door is reminiscent of ancient gothic doorways and is comprised of maple with inlaid gothic patterns in cherry and an ornamental architrave of crenellated mahogany.

The interior materials are painted structural steel and stained southern yellow pine planking. The pavilion is oriented so that the dominant axis coincides with sunrise and sunset at the summer solstice. The building's cross-section is reminiscent of ancient basilican cathedrals, complete with three aisles and a sloping roof. The floor is made of three shades of travertine marble arranged in a geometric pattern based on the building's structure, a device reminiscent of the ancient cathedrals after which it was patterned.

The administrative building contains a staff office, conference room, men and women's restroom facilities and the mechanical room for both buildings.

Accessibility

Parking

Parking spaces for patrons with disabilities are located in front of the administration building.

Wheelchair seating locations

Wheelchair seating is available on both the left and right sides of the pavilion in the first and last rows. In addition, a gently sloped ramp allows guests in wheelchairs access to the stage/platform in front of the large picture window.

Restrooms

Restrooms in the administration building of the Baughman Center provide facilities for those with disabilities.

FAQs

For the answers to some frequently asked questions, visit www.baughmancenter.org or contact the Baughman Center office at 352-294-0049.