

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 call the Baughman Center office at 352-294-0049 to start the reservation process.

Weddings

For complete information about weddings at the Baughman Center, please visit our website at <http://performingarts.ufl.edu/venues/baughman-center/> to view the wedding rental information or contact the Baughman Center office at 352-294-0049.

About the Baughman Center

The Baughman Center is open to the public for private contemplation on weekdays. The venue is closed to the public on weekends but is often used to host private events such as weddings and memorial services.

The Baughman Center consists of two separate buildings: a 1,500 square foot climate-controlled pavilion and a 1,000 square foot administration building. The main building 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 administration building contains a staff office, holding room, men and women's restroom facilities and the mechanical room for both buildings.

Reservation Process

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 go through the reservation process. Interested parties should contact the Baughman Center administrative offices by phone, email or in person to find out current availability. Parties should note that simply requesting availability is not considered a hold or a reservation. Parties should also note that availability frequently changes.

Next, interested parties may contact the Baughman Center to request a contract based on the most current availability. Once approved by the event coordinator, you will receive an email confirmation with a contract to hold the date and time for 30 days. A hold and contract may only be finalized by the venue manager.

Once a hold has been confirmed by the venue manager, interested parties may then move forward in the reservation process. There are three main steps to turn a tentative, 30-day hold into a final reservation on the Baughman Center venue calendar. These three steps must be completed before the original 30-day hold deadline expires. 1) Parties must carefully review, sign, and return the contract. 2) Parties must submit deposit payment or payment in full. 3) Finally, all parties are required to participate in an appointment with the venue manager, either in person or by phone, to review rental policies.

All reservations are considered tentative until a contract is fully executed and a fee (as specified in the rental contract) is submitted. Reservations are accepted 18 months in advance.

Individuals and organizations renting the Baughman Center must have a certificate of liability insurance policy for each day that an activity is going to occur in the center. This insurance is purchased by the Baughman Center and included in the estimated rates.

Rental Details

Individuals or organizations wishing to use the Baughman Center must follow the reservation process listed above. Reservations are accepted 18 months in advance. All reservations are considered tentative until a contract is fully executed; a fee, as specified in the rental contract, is submitted; and a meeting with the venue manager has been held.

Rentals include use of the Baughman Center, the administration building, the parking lot and surrounding grounds during the time listed on the contract. Using the facilities or grounds outside of the contracted times could incur additional costs.

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/or music.

If photography, video or audio tape recording of the event is desired, the equipment must not block the entrances/exits to the Baughman Center.

A holding room in the administration building is available at the rental start time listed in the contract and locked promptly at the rental end time listed in the contract. 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. It is also the responsibility of the user to move all items and belongings out of the administration building and Baughman Center by the end of the contracted rental time to avoid additional charges.

Use Guidelines

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. 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. The Baughman Center may only be used on an “AS IS” basis. Adherence to these guidelines is appreciated.

- USER is responsible for knowledge of current Center policies during PERIOD OF ENGAGEMENT. If the Center/Administration buildings are not returned to the University in the initial condition found or if a cleaning beyond what is considered normal and reasonable by the Baughman Center Manager becomes necessary, the cost will be paid by USER and will be billed to the USER after the event.
- Signage will be posted on the Baughman Center grounds and staff will be provided to discourage the general public from residing on the grounds during private functions. Staff cannot be responsible for visitors on the Baughman Center property during each event.
- Due to technical limitations, the Baughman Center is unable to provide audio-enhanced podiums or electronic instruments, except for the digital piano/organ. Amplified sound reinforcement (i.e. microphones) are available for an additional fee. The use of any sound reinforcement or amplification shall be controlled and regulated by the Baughman Center staff assigned to the event. Please request use of equipment a minimum one month prior to event.
- The use of any open flames must be reviewed and approved by the venue manager.
- Throwing items inside or outside the venue is prohibited. Confetti and similar products are not permitted.
- The use of a professional florist is preferred. Please have floral plans approved by the venue manager. Vases full of standing water are not permitted; please use oasis and drip trays with arrangements.
- If decorating, adhesive of any kind should not be used on any part of the building. Aisle runners are not allowed. Ribbon or string may be used to hang items. Please have décor plans approved by the venue manager.
- Huppas, Mandaps or other traditional wedding structures are allowed with live flowers but must adhere to Center guidelines. Please speak with the venue manager for details.
- We are unable to store décor and other supplies prior to your event.
- Food and beverages, including alcohol, are prohibited inside the Baughman Center. Exceptions are made for religious sacraments.
- Whatever is brought into the Baughman Center or the administration building – including decorations, artificial flower 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 venue manager.
- The Baughman Center provides staff to attend to the facility. The day-of staff does not provide coordinating services (opening doors, acting as personal assistant).
- Your rental time cannot be adjusted the day-of.
- Cancellation policy: The rental deposit is non-refundable. Insurance and staffing will be returned to the USER upon cancellation.

Advance Payment of Fees

A deposit of 100% of the rental fees plus applicable sales tax must be paid as part of the reservation process for the Baughman Center. The rental deposit is non-refundable. Insurance and staffing fees may be returned to the renter upon cancellation of the event if appropriate prior notice is given. All reservations must make full payment of insurance and staffing fees 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 venue manager 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.

Payments can be made in the form of personal check, cashier's check, money order, Visa, MasterCard, Discover or American Express over the phone, in person or via mail. We do not accept cash payments. We do not accept credit card payments via email, fax or text.

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 <http://performingarts.ufl.edu/venues/baughman-center/> or contact the Baughman Center office at 352-294-0049.