Baughman Center Policies:

USER is responsible for knowledge of the following Baughman Center Policies during PERIOD OF ENGAGEMENT. 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.

Rental Information: *The center holds multiple events each day.*

- **The contracted rental times is when USER will have access to the grounds and buildings**. Arrival and set up *through* clean up and departure are to be within the contracted PERIOD OF ENGAGEMENT. The rental time cannot be adjusted day-of. Please do not arrive early or stay past the contracted time. The center holds multiple events each day. Food and beverages, including alcohol, are **prohibited**. Exceptions are made for religious sacraments.
- Staff will facilitate access to the buildings and amenities and will attend to the facility. **Staff does not provide day-of event coordinating services** (opening doors, starting music, setting up decorations). The center does not provide musicians, officiants, or event coordinators.
- The rental deposit is non-refundable. Final payment is due 60 days prior to the PERIOD OF ENGAGEMENT. Cancellation policy: **The rental deposit is non-refundable.** Cancellations 30 days before the PERIOD OF ENGAGEMENT are eligible to be postponed or refunded for insurance and staffing costs.
- Food and beverage setup is **not permitted**.
- Signage will be posted on the grounds, and staff will discourage the general public from walking through the designated area during rentals. Staff is not responsible for visitors on the property during events.
- The center and administration building are 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 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.
- USER will be charged for any clean-up deemed excessive. If the 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, **this cost will be paid by USER and will be billed to the USER after the event**.

Building Information: *Please review all plans and decorations with the venue manager.*

- While this building is equipped with air conditioning, it is worth noting that given Florida's climate, frequent door openings, and guests in formalwear, especially when the chapel is crowded, the temperature inside will become warmer. It seats 80 comfortably, has 96 total seats including the ADA pews, and the fire code is 120 persons to allow for a large stage party and any vendors on site. **No additional seating can be brought in.** Chairs are often placed in the ADA sections if not being utilized to maximize seating. Chairs can also be used for musicians if needed.
- Deliveries must be made during your rental time**. We are unable to store décor or supplies prior to your ceremony.**
- Due to technical limitations, the Baughman Center is unable to provide audio-enhanced podiums or electronic instruments, except for the digital piano/organ. A limited sound system is included in some rentals. The use of any sound amplification shall be regulated by the Center staff. Please request use of equipment prior to event.
- In accordance with Regulation 2.021 of the University of Florida; Animals are Prohibited in Buildings.

Decorations: *Please have all decorations approved by the venue manager.*

- Adhesive of any kind is not allowed on any part of the building. Ribbon or string may be used to hang items.
- Aisle runners are not allowed. Huppas, Mandaps or other traditional wedding structures are allowed.
- **Confetti and similar products are not permitted** – Including biodegradable confetti or no-mess streamers/poppers. Throwing items inside or outside the venue is prohibited.
- Flower petals placed on the floor must be silk. **Flower petals are the responsibility of the USER to clean up.**
- The use of a professional florist is preferred. Vases full of standing water are not permitted.
- No open flame décor allowed. Open flames are limited to unity candles, sparkler send-offs, and traditional practices.
- **Items brought into the Baughman Center or the administration building –** including trash or recyclables **– is the responsibility of the USER to remove.** Leave only footprints – take only memories.