

Florida Keys Eco-Discovery Center Room Use Policy & Agreement

The large meeting room, main exhibit hall and theater at the Florida Keys Eco-Discovery Center (FKEDC) are available for public use when they are not in use by the Florida Keys National Marine Sanctuary and when staff is available in the building. The following policies and procedures apply to use of rooms at the FKEDC:

1. Advance reservation of rooms is required for all groups. Reservations may be made by completing the Room Reservation Form and returning it in person, by mail to Florida Keys Eco-Discovery Center Manager, Florida Keys National Marine Sanctuary, 33 East Quay Road, Key West, FL 33040, by fax to (305) 292-5065, or by email at FKEDC@noaa.gov. Please call (305) 809-4751 to confirm availability. All Room Reservation Forms must be approved by the FKEDC Manager or his/her designee before the room may be used. A reservation form must be submitted for each date, even if a room is used regularly. Payment should be mailed to the Quay Road address.

2. Rates:

Conference Room (with maximum seating for 60):

Tuesday – Saturday, 9:00 a.m. to 4:00 p.m.: \$25.00 per hour

Tuesday – Saturday, after 4:00 p.m.: \$50.00 per hour

Sunday & Monday, 9:00 a.m. to 10:00 p.m.: \$75.00 per hour

In addition, a one-time \$30.00 set-up fee will be assessed for use of the meeting room.

Theater (with maximum seating for 74):

Tuesday – Saturday, after 4:00 p.m.: \$80.00 per hour

Sunday & Monday, 9:00 a.m. to 10:00 p.m.: \$100.00 per hour

The theater is not available Tuesday – Saturday, 9:00 a.m. to 4:00 p.m.

DVD & PowerPoint presentations can be shown in the theater

(Food & beverages are not allowed in the theater or exhibit halls.)

3. Reservations may be made no more than 180 days in advance or less than one day prior to room use.
4. The signed Room Reservation Form constitutes an agreement that the room will be used. If a room will not be used, the Sanctuary must be notified as soon as possible, but no later than 72 hours before scheduled use.
5. All of a user group's property must be removed from the room after use. Rooms must be cleaned and restored to their original condition. User groups shall be responsible for damage to the room and its contents, including any equipment used by the group. A minimum charge of \$50.00 will be assessed for any special cleaning made necessary by the group. The full cost of cleaning and repairs, up to full replacement costs of damaged material and equipment, will be assessed.
6. Decoration of rooms shall be kept to a minimum and must be approved by the FKEDC manager. Tacks, nails, glue, or tape shall not be used on walls, furnishings, or equipment.
7. Smoking is not permitted in the building.
8. Food and beverages, including alcohol, may be served with prior approval by the FKEDC manager, except in the theater or exhibit halls.

9. User groups may also arrange to use Sanctuary audio/visual equipment for a fee when available. Minimum charge is for a half day and the rates are as follows:

LCD projector with screen:	\$50 full day / \$25 half day
Slide projector with screen:	\$30 full day / \$15 half day
Overhead projector with screen:	\$30 full day / \$15 half day

10. Payment must be made in advance and sent to the address listed above in Paragraph 1. Check or cash only please, we do not accept credit cards. Checks should be made out to ***National Marine Sanctuary Foundation***.
11. The fact that a group is permitted to use a room at the Florida Keys Eco-Discovery Center does not constitute an endorsement of the group's policies and beliefs.
12. The Sanctuary is not responsible for security or storage of property owned by user groups, nor is it responsible for damage or loss of others' property.
13. User groups shall not exceed the maximum capacity of the room used.
14. User groups shall assume all risks in connection with activities to be conducted in the rooms and shall be solely responsible for all accidents or injuries to persons or property caused by the use of the premises.
15. Rooms may not be used for:
- Meetings conducted by a group, individual, or activity practicing or advocating discrimination based on race, creed, color, sex, age, or national origin.
 - Meetings or activities having a partisan political nature or purpose.
 - Meetings or activities for the purpose of advocating or influencing action of legislation.
 - Meetings or activities involving gambling, games of chance, or lotteries.

ROOM RESERVATION FORM

Please phone (305) 809-4751 to confirm availability and return this form via mail, fax, or email.

Day for room use: _____ Date for room use: _____

Time (please factor in time for set-up and take-down):

Time In: _____ Time Out: _____

Room(s) to be used: Conference Room Exhibit Halls & Lobby Theater & Lobby

Preferred seating arrangement for the Large Meeting Room:

Square Workshop U-shape Presentation Classroom

Do you request to decorate the room? Yes No

Office use only: Approved Denied

Do you request to serve food or beverages? Yes No

Office use only: Approved Denied

Do you request to serve alcohol? Yes No

Office use only: Approved Denied

Group/Activity Name: _____

Purpose: _____

Estimated Group Size: _____

Contact Person: _____

Address: _____

Payment Method: _____

Day Phone: _____ Cell: _____ Fax: _____

Email: _____

Audio/Visual Equipment needed (*min. charge is for half day*):

LCD projector with screen \$50 full day \$25 half day

Slide projector with screen \$30 full day \$15 half day

Overhead projector with screen \$30 full day \$15 half day

Comments & Special Requests: _____

By signing this form, you agree to comply with all guidelines and user responsibilities set forth in the Room Use Policy and with all laws of the United States, the State of Florida, and ordinances of the City of Key West. Failure to comply with these policies and procedures may result in termination of the user's right to use meeting rooms at the Florida Keys Eco-Discovery Center.

Signature: _____

Date: _____