

Thomas W. Keating Building Room Rental and Use Policies

BIO5 faculty and Keating building residents promoting development of science and education in Arizona may reserve Keating 1st floor conference rooms (103, 107 & 109) for meetings, seminars and workshops. Registered classes that are closed to the public are not permitted. External groups and organizations interested in holding events at the Keating building must email BIO5office@bio5.org

Reservations are booked through the online resource reservation system hosted by the College of Pharmacy <https://resource-scheduler.pharmacy.arizona.edu/>. A UA NetID and password is required to use this tool. Requests are reviewed by BIO5 Administrators, and approvals are based on availability, purpose, and priority.

Approval Requirements & Restrictions

- Reservations will not be approved without a signed BIO5 Acknowledgement and Acceptance form (Appendix A) on file from the individual submitting the reservation and/or the responsible user. Appendix A must contain a valid KFS number in order for the reservation to be approved.
- Standing reservations, for events such as seminars, must be accompanied with a calendar of speaker(s) and/or topic(s) and name of the BIO5 faculty host. This is requested to both assess priority and to assist with communication and advertising of life science events in Keating.
- Reservations for 103 must include an approximate number of expected attendees and description of the event/meeting **(title only will not be accepted)**.
- Events scheduled for the Keating lobby and/or hallways must include a planned layout. It is NOT allowable to position tables, chairs, posters, etc. along both sides of the hallway or in any format that obstructs doorways or hinders movement through the building.
- Meeting room bookings that extend past business hours (Mon-Fri 8AM-5PM) or that are held on nights or weekends will not be confirmed until a valid KFS number has been received. External Users (non-UA) are required by the University to submit a UA Facilities Use Agreement (FUA) to Real Estate Administration (the FUA form can be downloaded at https://www.pdc.arizona.edu/file/fua_standard_form_2013.pdf or call 621-1813). Proof of Insurance no less than two (2) weeks prior to their scheduled event. Payment of the institutional charge (see Fee Schedule) must be made to the University of Arizona and submitted with the Facilities Use Agreement and proof of insurance.
- In order to allow outdoor breaks and lunch space for the BSRL and Keating Building residents, reservations of the existing outdoor courtyard tables during normal business hours will not be permitted at this time.
- The BIO5 Institute reserves the right to accept or refuse a reservation or to cancel any booking as needed. Priority of the use of the meeting rooms is given to persons/programs supported and/or sponsored by BIO5. The BIO5 Institute will not knowingly permit any individuals or groups to use its facilities for • Selling, promoting or distributing unsolicited materials • Conducting private social events • Activities that are a threat to public health and safety • Activities that exhibit noisy or disruptive behavior that disturb University operations.

Fee & After Hours Information

- **'No Shows', after-hour and weekend events** will be charged an additional fee to cover staffing (see Fee Schedule). If there are changes to the reservation, it is the renters' responsibility to notify BIO5 when the event confirmation email is sent one week prior to the event date, or sooner if possible. Please contact bio5office@bio5.org or 520-626-BIO5 (2465) to cancel or make changes to the reservation.
- Any cancellations or changes to the event time that are made **after** the event confirmation email is sent may be subject to penalty fees (see Fee Schedule).

- Reservations for after-hour events must be submitted at least 2 weeks prior to the event date to allow for appropriate scheduling of staff. If staffing is not available, the reservation will be denied.
- BIO5 mandates that users of Keating space for any after-hours event pay to have a responsible BIO5 staff member on hand. University users are required to provide a KFS number for this purpose. Non-UA users are required to provide a check for all mandatory UA external user fees, with their Facilities Use Agreement (see Fee Schedule). In addition to UA rates, BIO5 charges a per hour rate per staff member with a 2-hour minimum payment (see Fee Schedule). Additional staff may be available, if necessary, but at least one responsible BIO5 staff attendant is required to be present for the duration of the event. This staffing is NOT in attendance to assist with set-up or clean up. *A waiver for assigned staff may be granted for events hosted by responsible UA personnel with BIO5 membership and/or residence in the Keating Building.*

Walkthroughs, Catering & Facilities Management

- The renter will meet with a staff member before the beginning of the event to perform a walkthrough of the space together and complete a checklist for the facilities and any equipment (AV, laptop, etc.) loaned to the renter. Another walkthrough and checklist will be performed together at the end of the event. The renter is responsible for any damage or loss to facility, furnishings, and property, including loaned equipment. Any damages or loss of property identified during the post-event walkthrough will be charged to the KFS account provided by the renter within 30 business days following the event. External users must submit payment for damages and loss within 10 business days in the form of a check written to the University of Arizona. It is recommended that additional time be reserved before and after the event to ensure adequate time for these steps. **A pre-walkthrough must be completed before the room can be opened for the event.** Depending on the schedule, flexibility on timing may be possible but must be arranged in advance.
- The BIO5 Institute accepts no responsibility for lost or stolen articles.
- Set-up of tables, chairs, and equipment is the responsibility of the organization renting the facilities. Facilities Management can be contacted at 621-3000 to assist with this. Clean-up services are provided (at a cost to the user) by UA Custodial and they may also be contacted at 621-3000. Set-up and clean-up can be performed by the responsible facility user without UA services, but time must be allotted for this in the reservations and plans must be confirmed with BIO5 administrators. Biomedical Communications can be contacted at 520-626-0151 for AV support. BIO5 staffing for events is not provided for this purpose. BIO5 IT will provide a brief in person overview of how the room technology works upon request. This must be scheduled prior to the event.
- **Facilities Management event request form must be submitted 10 business days prior to your event.** Event requests that do not meet this requirement may be denied depending on the existing FM schedule and equipment availability. Event request forms that are submitted after the deadline are also subject to a service charge of \$250, or a charge of \$400 if the form is submitted within 48 hours of the event.
- Updates to FM needs for your event can be made until 5 days prior to the event. Any changes made after this deadline will incur a \$250 charge and changes made within 48 hours of your event will incur a \$400 charge.
- Event cancellations will incur a \$50 service charge. Requests to move existing furniture can be submitted but will incur a \$250 charge plus labor. For more information, visit <https://www.fm.arizona.edu/index.html#/specialEvents>.
- Catering is allowed for events in the Keating building. Please see the UA Catering and Food Service Policy at <http://policy.arizona.edu/business-and-finance/catering-and-food-service-policy>.
- It is the responsibility of those using the Keating Building facilities to leave them in the same condition as found. Catered events and meetings with food must make arrangements for excess trash. Waste bins should not be left full/overflowing. Staff attendant can provide access to dumpsters on the Keating loading dock when needed.
- The use of candles, open flame, or incense is not permitted in the meeting rooms.
- The rental group shall comply with all applicable city, county, state, and federal laws and all UA requirements.
- In the case of emergency, contact the BIO5 Administrative Office at 520-626-2465 or call Robert Sandoval, the BIO5 Building Manager, at 520-275-7603.

Location, Hours & Contact Information

BIO5 is located within the Thomas W. Keating Bioresearch Building at 1657 E. Helen Street, Tucson, AZ

85721-0240 Office hours are Mon-Fri: 8:00 am – 5:00 pm.

Contacts:

BIO5 Room Scheduling: 520-626-2465

Amy Randall, Events Manager: 520-626-3001

Robert Sandoval, Facility Manager: 520-626-8512 or 520-275-7603

Fee Schedule

- Damages and replacement of lost equipment will be assessed during the walkthrough with BIO5 staff member following each event.
- Any cancellations or event time changes need to be discussed when the event confirmation email is sent (one week before event date). If cancellations or time changes are made at any point after this time, the renter will be subject to the penalty fees listed below.
- A 'No Show' qualifies as the renter failing to arrive for their scheduled event and not informing BIO5 of a cancellation in the required time period. A 'last minute event time change' qualifies as the renter needing to use a BIO5 conference room for additional time which was not specified on the initial reservation and not discussed when the event confirmation email was sent.
- **Regular staffing fee(s) for after hour events:** \$30 for the first 2 hours/per staff member plus \$15.00 for every additional hour. Additional staffing will be charged the same rate per individual.
- 'No Shows' for **events during normal business hours** will be assessed a \$30 penalty fee.
- 'No Shows' and last minute event time changes for **after hours events** will be assessed an additional \$30 penalty fee along with the previously mentioned \$30 penalty fee.
- **Cancellations with less than the required notice** will be assessed a \$30 penalty.
- Requestors who consistently or frequently fail to notify BIO5 of a cancellation or event time change in a timely manner may be denied the ability to reserve Keating space.

*Non-UA requestors will be required to provide a deposit in the form of a check prior to the event. Please address the check to the following: **The University of Arizona/BIO5**. The institutional charge for each room is as follows:

Keating 103 \$200 for the first 2 hours / \$37.50 every additional hour

Keating 107 \$120 for the first 2 hours / \$22.50 every additional hour

Keating 109 \$120 for the first 2 hours / \$22.50 every additional hour

*An 11% administrative charge is applied to all fees for non-UA requestors/users.



Appendix A

Acknowledgement and Acceptance of Thomas W. Keating Building Room Rental and Use Policies

- A. I hereby acknowledge that I have received a copy of the Thomas W. Keating Building Room Rental and Use Policies.
- B. I understand, accept, and agree to comply with all terms and conditions of the Thomas W. Keating Building Room Rental and Use Policies.

[Print or type your full name]

[Signature]

Date: _____

KFS #: _____

*This agreement is valid for 1 year from the signature date and will be retained by BIO5 for that period.