

Policy: Malachowsky Hall AI Lab, Room 2003

Use of AI Lab, Room 2003

AI Lab may be reserved by Herbert Wertheim College of Engineering (HWCOE) departments, faculty, and staff. The AI Lab may be reserved by students, teaching assistants, post-docs, student organizations and/or student groups but HWCOE faculty advisor must put in the reservation request.

Individuals that reserve and make use of the AI Lab, are responsible for:

1. **Cleaning up:** Users are expected to clean up at the end of their reservation. This could include clearing away any materials, disposing of trash, and ensuring the room is left in an organized and presentable state. If the space is not cleaned there will be a fee.
2. **Ensuring proper working order:** Users should ensure sure that all equipment and facilities are left in proper working order. If they notice any issues, they should address them promptly or promptly report them to the managing unit.
3. **Bring your own equipment, laptop, cables, etc.**
4. **Furniture cannot be moved into or out of the lobby for any reason.** Lobby space and furniture is **not** included in the reservation and use of the lobby and the furniture in it, is restricted.
5. **If the glass doors are opened or unlocked, close and/or lock them at the end of scheduled reservation.**

Consequences for misuse or poor upkeep: Users may face restrictions on their ability to reserve AI Lab in the future if repeatedly failing to meet the responsibilities listed above.

Scheduling

The event must be sponsored/co-sponsored by an HWCOE academic department and/or College Administration.

Requests should be made as far in advance of the event as possible but not less than two weeks ahead.

All requests must be made by completing the reservation form [here](#). You will be contacted once your reservation is confirmed.

Colleges outside of HWCOE requesting to reserve the AI Lab requests will be reviewed by the HWCOE Deans office and may be subjected to rental costs.

Availability

Available for reservations Monday – Friday from 7:00 a.m. to 8:00 p.m. Reservations outside of these hours require special permission. The event may not interfere with the normal ongoing teaching and research functions in the building.

Lobby space and furniture is **not** included in the reservation and use of the lobby and the furniture in it is restricted.

Access to AI Lab

Once booking is confirmed and calendar invite is received, user **must** complete temporary Lenel access form by following this link: <https://www.eng.ufl.edu/facilities/hwcoe-facilities-operations-service-requests/>. On the form after selecting Malachowsky Hall as the building the room is listed under “Research Lab Access” as “Lab 2003”

*Note: Lenel access **only** works with the updated GatorOne card or the mobile GatorOne card.*

- If there is a change in time, location, etc. user will need to reach out to Alissa Humphrey (alissahumphrey@ufl.edu) to update access.
- It is suggested that users have an additional person added to the temporary access.

Occupant Capacity

- 96 standing
- 48 sitting

Tables & Chairs

We have a limited number of tables/chairs, and we cannot guarantee sufficient tables/chairs for each event. If you know you will need tables/chairs, please discuss your specific needs with us, and consider renting tables/chairs to supply to your event. Additional tables/chairs are available to rent from [Facility Services](#).

Food and Beverage

A UF Approved Caterer must be used for any food and beverage served on UF property. The list of current UF Approved Caterers can be found at: www.bsd.ufl.edu/catering/caterers.

Food functions must be limited to reception-type activities; no regular meal function may be held. Food set-up tables must be limited to the tile floor areas.

Organizers will need to contact UF Facilities Services to ensure the availability of sufficient trash cans in convenient locations.

Organizers are responsible for cleaning up/removing any food and beverages at the end of reservation.

Custodial Service

UF Facilities Services will clean surfaces and empty trash containers once per day. If the user determines supplemental cleaning is needed, arrangements can be made at www.facilityservices.ufl.edu/departments/operations/work-management-center/. Users are responsible for any associated costs of supplemental cleaning requested in the AI Lab.

Screen Training

If users would like to have training on how to use the curved screen, please complete the A/V Classroom support form at this link: <https://classrooms.at.ufl.edu/request/>

Restricted Items

Banners, newsprint/easel paper, posters, or anything affixed to the walls are not allowed. Taping, stapling, gluing or otherwise attaching items to any walls, doors, windows, posts, columns, floors, or ceilings is prohibited. Candles and open flame devices are not permitted in the building. Balloons, plants, and small trees must be self-contained with a tray to keep water and soil off the floor. Please read the [Malachowsky Hall Visual Standards Policy](#) for more information.