

Florida Gym - Rental Packet

College of Health and Human Performance

The Florida Gym (FLG) opened in 1949 as a 7,000-seat multi-purpose arena that was home to the Florida Gators men’s basketball team and was known as “Alligator Alley.” Most of the original floorplan has been remodeled as the building was adapted for different uses over the years, but the athletic court surface remains in use for a variety of activities. Among other purposes, the athletic courts are managed by the College of Health & Human Performance as an event venue capable of hosting academic, athletic, or various other types of events. To rent the space for your group’s event, please review the information in this rental packet before submitting the request form.

Who can request Florida Gym?

The Florida Gym venue is designated as a Primary Space available only to Primary Users (i.e., open only to entities tied to UF’s education and research mission such as colleges, departments, student organizations, etc.). For more information, please visit this website:

<https://businessaffairs.ufl.edu/events/use-of-university-space/>.

How do I reserve the Florida Gym?

1. User completes the Florida Gym Facility Request Form (see page 2 of this packet). Submitting the form initiates the rental process; it does not confirm the facility’s availability. **This form must be submitted at least 30 days prior to the event.**
2. User completes the Florida Gym Usage Requirements Form (see page 3 of this packet). This sheet specifies the policies and expectations for users who rent the facility.
3. Student Organizations: Submit an Event Permit Request to the office of Student Activities and Involvement (SAI): <https://www.studentinvolvement.ufl.edu/>.
4. FLG will determine availability, place tentative reservation on FLG calendar, secure staffing for event date/time, determine whether sales tax and/or special event liability insurance is required.
5. FLG will send a rental estimate to user and discuss any pertinent event details.
6. FLG will grant (or deny) formal approval for the facility rental and send a formal rental invoice to user (see page 4 of this packet for rental prices).
7. Payment is due at least 7 business days before event date.
 - For UF departments, send your chartfield string.
 - For Student Organizations with Student Government funding, complete an SAR.
 - Groups may opt for check payment made payable to University of Florida.

Space Information:

- | | |
|---|---|
| ▪ Basketball courts: 2 | ▪ Functional Area: ~11,000 sq. ft. |
| ▪ Volleyball courts: 3 | ▪ Auditorium-style seating: ~750 |
| ▪ 91 feet x 121 feet | ▪ Cafeteria-style seating: ~550 |
| ▪ Maximum persons allowed in gym: 1,140 | ▪ Comfortable round table seating: ~300 |



Florida Gym - Usage Requirements

College of Health and Human Performance

- The facility must remain in the condition that it is found. The lessee is responsible for set-up and clean-up.
- If there is damage to the facility/equipment or the facility is not cleaned properly, the cost of repair and/or cleaning will be charged to the lessee.
- Following the event, all trash will be removed and placed in trash receptacles outside.
- Intentions to post banners/advertisements or intentions to have any food or drink at the facility MUST receive written approval from the Facility Coordinator.
- All decorations must be discussed with the Facility Coordinator in advance of the event.
- There will be no permanent fixtures added (no taping, stapling, gluing, or otherwise attaching items to any walls, doors, floors, or ceilings).
- No confetti, sparklers, rice, flower petals, balloons, glitter, fog machines, pyrotechnics, sparklers, blowing bubbles, or bird seed may be used in the facility.
- There will be no alcohol.
- There will be no commercial activity.
- There will be no open flames, candles, torches, etc.
- There will be no amplified music (example: live band or DJ). All other amplified sound must receive prior approval.
- Should amplified sound be approved, Florida Gym Facility Personnel has the authority to manage sound levels and, therefore, may require a permitted event to turn down the volume to a reasonable decibel level appropriate for the venue and event.
- Animals, with the exception of service animals, are not allowed in the facility.
- The total number of individuals allowed at any function must be limited to 1,140 persons by order of the University of Florida Building Code Office.
- If equipment is being rented from an outside vendor for your event (plants, staging, audio/video equipment, etc.), you must notify the Facility Coordinator at least two weeks prior to the event in order to schedule delivery/pick-up.
- Any caterer providing food in the Florida Gym must follow UF Catering guidelines: <https://businessservices.ufl.edu/services/catering/event-planners-departments/>.
- Event organizers and attendees must abide by UF Regulations and Policies (see frequently referenced rules here: <https://businessaffairs.ufl.edu/events/regulations-policies/>).
- Any exception to the policies, regulations or rules contained herein must be approved in writing by the Facility Coordinator before the event.

I have read, fully understand, and accept the facility usage requirements listed above.

Signature: _____ Date: _____

Name (printed): _____

Position/Title: _____

Department/Unit: _____

Phone: _____ E-mail: _____

Florida Gym - Rental Prices

College of Health and Human Performance

Item	Rate	Notes
Base Charge - First Three Hours	\$310.00	
<i>Each additional hour</i>	\$70.00	

Technical Equipment	Rate	Notes
Two-Speaker PA System	\$100.00	
Wireless hand-held Microphone	\$40.00	3 available
Wired Microphone	\$25.00	2 available
Projector Screen	\$100.00	9'x12'
Projector	\$100.00	
Computer System	\$100.00	
Wireless Presenter	\$10.00	
TV Monitor	\$40.00	1 available

Other Equipment	Rate	Notes
Podium	\$30.00	1 available
Stage	\$150.00	Rectangle stage measures 8'x16'
White Folding Chair	\$2.50	300 available
Metal Folding Chair	\$0.50	100 available
Table (round)	\$3.00	39 available (5' diameter, seats up to 8)
Table (rectangle)	\$3.00	55 available (6' length)
Volleyball Net	\$75.00	3 available
Pipe & Drape	\$15.00/section	6, 8, and 10 foot sections available
Mobile Counter	\$35.00	
High-top Table	\$10.00	4 available
Poster Display Board	\$20.00	19 boards available (two-sided)
Centerpiece Mirror	\$1.00	30 available (size is 12" x 12")
Flower Centerpiece	\$2.00	20 available (orange/blue)

Setup/Breakdown	University Rate	Notes
Table	\$3.00/table	Optional service; based upon availability
Chair	\$1.00/chair	Optional service; based upon availability

Special Event Liability Insurance - Rate Examples (Actual rates set by Arthur J. Gallagher Risk Management Services)

Admission	Meetings, Seminars, Exhibitions, Basketball, Volleyball, etc.
1-100 people	\$125.00
101-500 people	\$200.00
501-1500 people	\$300.00

For full descriptions of items, please contact:

Michael Murphy
 Facility and Operations Coordinator
 (352) 294-1621
mmurphy@hhp.ufl.edu

*Certain restrictions apply. Rates are subject to change.

Revised June 8, 2023