



LOIS POPE LIFE CENTER ROOM RENTAL POLICY

WWW.THEMIAMIPROJECT.ORG/LPLC-RESERVATIONS

We have several spaces at the Lois Pope LIFE Center (LPLC) which may be reserved by departments within the University of Miami. **Reservations are not guaranteed until confirmation has been sent. Additionally, reservations are made for the current fiscal year only. IMPORTANT: Read each item carefully prior to signing.**

To make a room reservation request, please visit www.themiamiproject.org/lplc-reservations. When form is completed, select Submit. You will receive a response within 2 business days letting you know of availability and next steps. If the meeting time is not available, we will reach out and try to arrange alternative options for you. *Please note that all meeting requests will be reviewed on a first-come first-serve basis.* A tentative reservation will be made upon verification of room availability. Room rentals may **not** be made more than four (4) months out of event date.

Room reservation requests must include all setup and breakdown time. For example, if an event is scheduled from 1:00 to 3:00 p.m. and requires setup or breakdown, the room must be reserved from 12:30 to 3:30 p.m. Reservation times must reflect the full period of space usage, not solely the meeting or event time. Make sure to take into consideration delivery of tables, chairs, catering, etc. **Initials** _____

Meeting requests must not exceed four (4) hours per meeting. Meetings longer than 4 hours require prior approval from Jeanette Bajo, The Miami Project's Center Administrator. **Initials** _____

Room Rental Policy Agreement

Rental policy agreement must be signed and returned via email to lplcreservations@med.miami.edu within 2 business days of receiving **tentative reservation via email**. Reservations will not be confirmed until signed agreement has been received via email. A confirmation of reservation will be emailed to you upon receipt. **Initials** _____

Food and/or beverage service requires submission of a work order to Office of Environmental Services. Renters must include specific date and time that trash is to be picked up. If there are multiple services needed (i.e. breakfast and lunch, etc.), then details must be included on the work order. **Proof of work order must be submitted to The Miami Project no later than 48 hours prior to meeting. The Miami Project is not responsible for cleanup.** Additional fee will be charged if trash and/or food is left. *Reminder: your space rental begins and ends with times including setup and breakdown.* **Initials** _____

Any tables and/or chair moves require submission of a work order to UM Moving. Renters must include specific date and time that the moves are to occur, including removal and replacement. **Proof of work order must be submitted to The Miami Project no later than 48 hours prior to meeting. The Miami Project is not responsible for moving furniture.** Additional fee will be charged if furniture is not replaced back to original format. *Reminder: your space rental begins and ends with times including setup and breakdown.* **Initials** _____

Payment Policy

Departments will receive invoice immediately upon receipt of signed rental policy agreement. An invoice will be sent to requester within 2 business days of signed rental policy agreement. *Signed invoice must be received within 2 days of receipt of invoice.* If outside company, checks are to be made payable to UofM/The Miami Project to Cure Paralysis and include reference of meeting date and meeting name. Checks should be mailed to Rebecca Avshalom, The Miami Project, 1095 NW 14th Ter (R-48), Miami, FL 33136. We recommend sending via tracking method.

Initials _____

Room Capacity and Pricing (*subject to change)

- **7th Floor Apex Center Auditorium** (150 person maximum with stadium seating) – **\$200 per hour**
- **7th Floor Breakout Room #1** (15 person maximum with table seating) – **\$100 flat fee**
- **7th Floor Breakout Room #2** (15 person maximum with table seating) – **\$100 flat fee**

If food or beverages are being served on the 7th Floor, you must also reserve a breakout room as **no food or beverage is allowed in the 7th Floor Apex Center.** **Note breakout rooms may not be reserved as stand-alone meeting space*

Notes

- AV support after hours or weekends require prior approval from Jeanette Bajo, The Miami Project's Center Administrator. Initials _____
- If privacy door panels in 7th floor breakout rooms are to be opened for your meeting, notice must be given via email to lplreservations@med.miami.edu no less than 24 hours prior to meeting time. *If doors are opened by anyone else may result in additional charges for repairs.* Initials _____
- Any reconfigurations (removing chairs, tables, etc) of the space must be coordinated with UM Moving as we do not provide moving services. (305) 243-6375 option 4. If the meeting space is rearranged, it must be returned to the original layout. ***If not returned to original layout, the department will be charged a minimum of \$32 per mover; overtime is \$48 per mover; weekends require a 4 hour minimum additional fee. Work order must show specific date(s) and time(s) that UM Movers are expected to arrive to complete job.*** Initials _____
- After hour or weekend events require coordination with the Office of Public Safety. (305) 243-8135. Any event after 5:00pm is considered after hours. Fee is approximately \$32.57 per hour. ***Work order must show specific date(s) and time(s) that security is expected to be in the LPLC lobby.*** Initials _____
- Events service food and/or beverages require coordination with the Office of Environmental Services to empty trash cans and clean the meeting space after use. (305) 243-5504 – Francis Kaniewski. ***Should there be any damage, stains, trash, etc., the department will be charged a minimum of \$35 additional. Work order must show specific date(s) and time(s) that OES trash removal, cleaning, etc are expected to arrive to complete job.*** Initials _____



- If meeting needs to be cancelled, notification must be sent via email to lplreservations@med.miami.edu no less than 2 business days prior scheduled event to receive refund. *Failure to notify will result in loss of payment.* Initials _____

For more information, please call (305) 243-6001 or email lplreservations@med.miami.edu

DEPARTMENT CONTACT INFORMATION	
DEPARTMENT NAME	
CONTACT	
EMAIL	
PHONE	
DEBIT ACCOUNT #	
EVENT/MEETING INFORMATION	
MEETING NAME	
DATE	
START TIME	
END TIME	

I have reviewed and accept the rental policy.

Signature: _____ Date _____

Printed Name _____

NOTE: The Miami Project to Cure Paralysis reserves the right to cancel, deny, modify any reservation at its discretion and at any time due to operational needs, policy violations, safety concerns or unforeseen circumstances.