

Ocora Reservation Guidelines & Information

Thank you for your interest in the Pugh Hall Ocora. These documents serve as guidelines for use of the space, instructions on how to interact with the space, and as a checklist for your reservation.

Availability

The Ocora is available for reservations only to UF Faculty, Staff and student organizations registered with SAI. Any outside entities or unregistered student organizations will need a responsible on campus sponsor for their event. Reservations are made for Monday thru Friday, from 5:00 pm to 9:00 pm. Exceptions may be granted for events happening outside of those hours on a case by case basis. Submit your reservation request at least two weeks in advance.

Usage

Those reserving the Ocora are responsible for setup, strike, and technical functions. Day of assistance with A/V is not provided. Reservations in the Ocora include the use of chairs, tables, stanchions, a podium, projector, and (2) wireless microphones. These items are kept in the Storage Closet Room 110 and in the A/V cabinets underneath the stairs.

All items must be turned off, cleaned up, and put away after your event. This includes wiping down dirty tables and making sure all trash is picked up. Trash must be taken to the dumpster, located behind Pugh Hall facing Fletcher Drive and accessible 24/7. Please do not leave any leftover food or items in the Ocora.

Do not tape anything to the wood or the walls. This damages the finish and pulls paint off the walls. We suggest that you make signs for the doors saying "Ocora Closed for Event", including "Date" and "Title of event/program". This helps your audience to know they are in the right place, and lets others know that the Ocora is in use.

You must ensure that you are not blocking pathways and all egress points must be clear during your entire reservation. You cannot block exits for both ADA compliance and fire safety. Any blocked walkways should have clear signage redirecting the flow of traffic towards the ADA exit. The only approved ADA access in this building is the East front entrance facing Buckman Drive & Rolfs Hall.

Groups that do not return the key by 12pm the business day after their event, clean up after themselves, block ADA access, or otherwise disrespect the space may be denied reservation requests in the future. For student organizations, we will also reach out to your advisor.

Additional Information:

- For questions about your reservation, contact the College of Liberal Arts and Sciences at ocora-reservations@clas.ufl.edu or 352-294-7506 between 9 am – 5 pm.
- University Police – 352-392-1111
- For assistance with setup or strike, contact Facilities services at <https://www.facilitieservices.ufl.edu/get-help/event-services/>
- For inquiries about catering, please refer to <https://www.bsd.ufl.edu/catering/Caterers>. Groups should use only UF approved caterers.
- For assistance with traffic and parking please contact UF Transportation at <http://parking.ufl.edu/parking-at-uf/event-parking/reservations/>

Instructions for using the technology:

- Press the "On" button to turn the projector on. Projector is located on the 2nd floor.
- Go to the wall tablet and hold your finger on screen to unlock. This may take about 15 seconds.
- Use key to unlock the right side cabinet. There you will plug in your laptop with the HDMI cord we provide.
- On the wall tablet you will click Cabinet Input. This will give you access to share your presentation and use the mics.
- If you are not hearing sound, make sure the mute buttons are not clicked and that the volume on your laptop is up.
- To turn the system off:
 - * Wall tablet - press "Turn System Off" and then "Yes".
 - * Projector - press "Standby" once and you will see a prompt on screen. Then press "Standby" again. You will hear the projector beep meaning it is off. Please make sure to check that you do not hear the projector running to ensure it is turned off.
 - * Unplug your laptop and make sure to lock the cabinet.

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Check List for Before and After Your Event

Before Event Check List:

- Have you completed a walkthrough of the space? Make sure you are familiar with the technology. Walkthroughs are scheduled by contacting ocora-reservations@clas.ufl.edu and must take place at least one week prior to your event.
- Event Representative must pick up keys for the Ocora before 2:00pm on the day of the event from the CLAS Office of Advancement- 2008 Turlington Hall.
- Do you have volunteers for setup/strike for the Ocora? If you schedule a strike crew, please request that your strike crew be on site 5 minutes before you expect your program to conclude.
- If you have any PowerPoint, audio, or videos, make sure you view in the Ocora, and know how to operate the equipment **BEFORE** your event. Reservation of the space does not include day of troubleshooting.
- Bring an **extension cord(s)** for any technical equipment you may use.
- Bring AA batteries for microphones. You only need batteries for the number of microphones you will use for your event.
- Bring other miscellaneous items you may need for the event. (i.e. presentation clicker, extra garbage bags)
- Have you hung signs on the doors denoting usage of the space?
- Have you set up tables/chairs, etc.?
- Are you blocking pathways? You must ensure that you are not blocking pathways and all egress points must be clear during your entire reservation. You cannot block exits for both ADA compliance and fire safety. The only approved ADA access in this building is the East front entrance facing Buckman Drive & Rolfs Hall.

After Event Check List:

- Is the Ocora returned to its original setup?
 - Chairs without arms should be stacked neatly on their racks (10 chairs to a rack) and returned to the storage room.
 - Chairs with arms should be spaced around the square tables in the Ocora.
 - Podium returned to the storage room if used.
- Did you put the microphones back into their case and back in the cabinet?
- Did you **LOCK** the cabinet where the microphones are housed?
- Is the storage room neat and items put away, including any stanchions you may have used?
- Did you **LOCK** the storage room door?
- Did you take down any signs you may have put up for your event?
- Did you take out the trash to the dumpsters?**
- Did you return the keys to the CLAS Office of Advancement- 2008 Turlington Hall by 12pm the next day?

Ocora Set Up Information

Setting up the Ocora is the responsibility of your group. If you need assistance with moving the tables you can request assistance from Facilities Services (fees apply). For assistance with setup or strike, contact Facilities services at <https://www.facilityservices.ufl.edu/get-help/event-services/>. Requests must be submitted 2 weeks in advance.

Tables can be moved around the Ocora to meet your needs but you must always ensure that all walkways are clear and that you are not blocking any doorways in case of an emergency. If your set up requires you to remove all of the tables, you must follow the guidelines below for storing the tables.

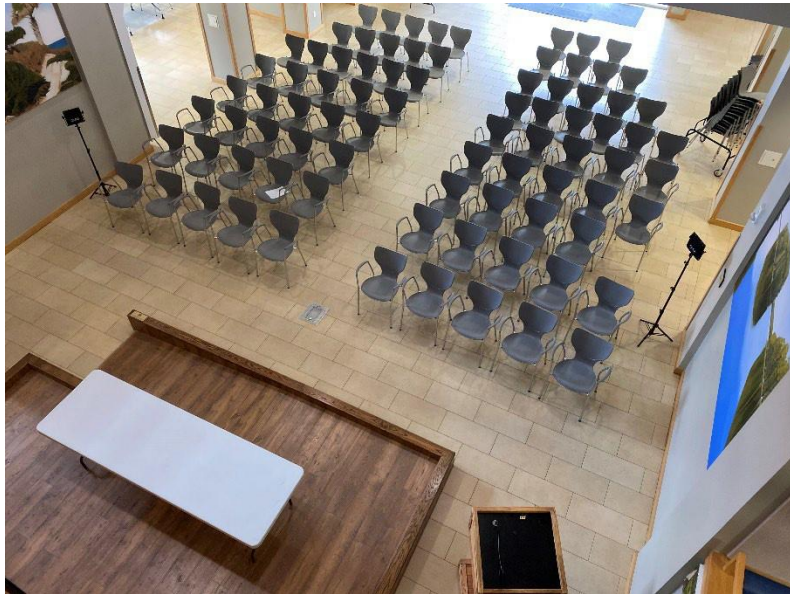
You must remove the chair racks from the storage room and tuck them in the inlets of the hallway. (Photo below)



Once the storage room is clear, you will place the tables on top of each other inside the closet. (Photo below)



Example set up for a speaker event:

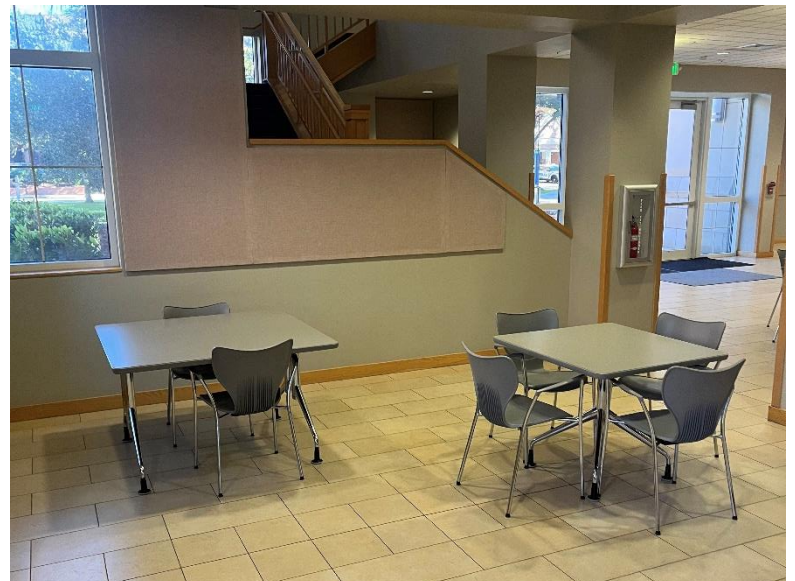


Ocora Reset Information

This is how the Ocora should look before and after your event. All walkways should be clear.



Here are examples of how to reset the sides of the Ocora.



Ocora Reset Information

All chairs **without** armrests must be returned back to the storage unit. All chairs **with** arms remain in the Ocora. No more than 10 chairs per rack and the seat of the chair should face the rack handle.

Please note that the storage room is a shared space. Make sure the chairs, tables, podium, and stanchions are put back in a neat manner that allows others to access the shelves and cabinets.

