



## Jessie Ball duPont Center Room Use Guidelines

### Prior to Event

- Ensure you've reviewed the available technology in the room (can be found under your reservation).
- Reserve any additional technology needed under the "Inventory" tab on the "Reservations" page of the online portal.
- Any additional technology being brought in by a third party vendor should be communicated to the Nonprofit Center of Northeast Florida ([IAlvarez@Nonprofitctr.org](mailto:IAlvarez@Nonprofitctr.org)).
- The Nonprofit Center and CCAT/Novus are available for event technology consultation.

### Check-in

- Arrive in the room on time
- Check out technology equipment from Center Animator (Issis Alvarez)
- Do not remove equipment or furniture from other rooms without prior approval. Any furniture moved must be returned to its original location by the tenant immediately following the event.
- Do not bring in food/drinks into rooms with technology (Lecture Hall and room 318 are exceptions)

### Check-out

- Leave the room on time
- Return room to default set-up before leaving the room
- Return any portable technology to Center Animator (Issis Alvarez)
- Wipe down tables
- Push chairs under the table
- Make sure all trash is thrown away or recycled
- Take all of your belongings with you
- Notify CBRE of any extra trash that needs to be removed

### Room Usage Rules

- Follow all building safety and room use guidelines (CBRE contract)
- Return rooms to the condition that you found them (or better!)
- The duPont Center is not responsible for rooms and/or items left unattended
- Should your meeting/conference room needs change due to attendance, the duPont Center reserves the right to assign a different room to meet the needs of the tenant and the duPont Center.

### After-Hours Requests

- Any requests for after-hour services must be submitted the **Thursday before the event**.
  - security, janitorial, AC, door programming, loading dock access, etc.