



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 a confirmation has been sent. Additionally, reservations are made for the current fiscal year only.

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.

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.

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.

Payment Policy

Departments will receive invoice immediately upon receipt of signed rental policy agreement. Payment must be received via Interdepartmental Request Form (IDR) within 2 days of submission of signed policy agreement. Please make IDR payable to The Miami Project and reference account PG002975. You must include account number and amount to be charged next to each line item entered in IDR. It is necessary that all fields, including name and contact information be completed. IDRs may not be processed without complete information.

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.

Room Capacity and Pricing (*subject to change)

- **7th Floor Apex Center Auditorium** (150 person maximum with stadium seating) – **\$150 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**
- **1st Floor Meeting Space** (20 person maximum with table seating; 50 person maximum with general seating) – **\$150 per hour**

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. (please see page 2)*

Notes

- AV support after hours or weekends require prior approval from Jeanette Bajo, The Miami Project’s Center Administrator.
- 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 an additional fee.*
- 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.
- Events service food and/or beverages require coordination with the Office of Environmental Services to clean the meeting space after use. (305) 243-5504 – Francis Kaniewski. *Should there be any damage, stains, trash, etc., the department will be charged an additional fee.*
- 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.*

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

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

I have reviewed and accept the rental policy.

Signature: _____

Date _____

Printed Name _____