Facility Use Guidelines

Thank you for your interest in the Amanda Roark STEM Center.

The purpose of this document is to outline policies and procedures to ensure the safe, efficient and appropriate use of the Amanda Roark STEM Center, located at 10201 N Blvd, Tampa, FL 33612, on the site of the decommissioned Adams Middle School. The guidelines set forth herein are drawn from both HCPS and FCDI standard policies and practices.

Background

The Amanda Roark STEM Center (the STEM Center) is a collaborative partnership between Hillsborough County Public Schools (HCPS) and the nonprofit Foundation for Community Driven Innovation (FCDI). The facility is named in memory of SOFWERX engineer and STEM program coordinator, Amanda Roark, who was an alumnus of Adams Middle School. The STEM Center serves as competition, education and practice space for middle and high school competitive robotics, drone and related STEM programs, as well as a professional development site for Hillsborough County teachers and educators statewide, provides training for robotics program volunteers, coaches and mentors, and serves as the home of FCDI's annual Manufacturing Month STEM Showcase, ROBOTICON Tampa Bay.

HCPS is providing use and facility maintenance of the Adams Middle School gymnasium, along with related structures including offices, locker rooms, restrooms, and storage space and related support to prepare schools and students to participate in robotics programs. The School District has committed its expertise and exercise of the highest degree of professionalism to increase access to robotics and STEM education in the region.

In return FCDI welcomes the School District's robotic school teams and students to use the robotics and drone fields and seasonal playing elements for practice, testing, and competitions at no charge. In addition to providing the competition fields and game elements for practice, testing and competitions at no cost to Hillsborough County schools and students, FCDI is responsible for facilitating, organizing, managing and hosting robotics events, educational and training programs at the STEM Center.

Both HCPS and FCDI commit to collaborating in the organization, management and hosting of robotics events and programs at the STEM Center and to work together to increase student access to robotics and STEM opportunities. Both organizations have firm codes of professional conduct and comply with Title VII of the 1964 Civil Right Act, as amended, and the Florida Human Rights Act Of 1977, and do not discriminate on the grounds of race, color, national origin, religion, sex, age, handicap, or marital status or in any form or manner regarding its students, employees or applicants.

General Facility Use Information

FCDI and HCPS staff aim to be responsible stewards of the Roark STEM Center and to make it available in good condition and readiness for all related events and programs. Those using the facility must also be good stewards of the space.

Significant amounts of time and financial resources are being invested in building out the STEM Center with the goal of expanding access and opportunities to youth interested in STEM careers and hoping to build academic and workforce skills to sustain them well into the future.

To that end, the use policies and procedures outlined here are intended to mitigate loss, unsafe or inappropriate facility use through proper risk management, and facilities maintenance by both hosts and facility users.

How to Reserve Facility Use

Organizations wishing to reserve STEM Center use for robotics, drone or related STEM Competitions, training or education programs must complete the online STEM Center Use Request form here: Amanda Roark STEM Center at Adams MS | AMRoC

The form must be completed fully by the official event organizer of record at least 30 days before an event, with all necessary contact information, including set up and breakdown dates and times in addition to event date(s) and times, where relevant, and all needed equipment and related spaces must be noted on the form or they will not be made available.

Once dates are confirmed available, a **facility use agreement** must be completed confirming details and any fees, and the **Certificate of Insurance and refundable cleaning deposit, unless otherwise agreed, must be submitted no later than 7 days before the event.**

Facility Use Protocols

- HCPS/FCDI Youth Safety protocols and Codes of Conduct must always be followed in the Roark STEM Center.
- Use only contractually approved facility spaces. If you did not reserve cafeteria or teacher lounge areas, you cannot use them.
- Use only agreed upon equipment. If you did not reserve use of FCDI technical equipment, or fields, you cannot use them.
- Areas marked off-limits in the venue, are off-limits. FCDI staff will always be on site to assist with any needs so please inquire first about any needs.
- NO weapons of any kind are permitted in or around the STEM Center. Anyone violating this policy will be referred to law enforcement officials and FCDI & HCPS may take any necessary steps to exclude the visitor from the STEM Center regardless of whether such visitor possesses a valid concealed weapon license.
- NO Open containers are permitted in the STEM Center. Please use refillable water bottles, or beverages with secure fitting screw tops or lids to prevent sticky spills or damage to electronics.

- Please be sure to return spaces to their original or better condition before leaving the STEM Center (see checklists on pages 4 and 5).
- One person per organization should be the main contact before an event, but please make sure we also have the names and contact information for lead event organizers for the event day.
- Event signage/posters should only be installed with permission, and only with easily removable gaffers or painter's tape. NO glues, staples, pins, thumb tacks, nails, or similar items can be used to affix signage. Event signage cannot cover venue signage. All event signage must be removed at the end of the event.
- Please do a full sweep of bleachers and pit areas before leaving to ensure that all litter including wrappers, water and soda bottles, and any type of trash is collected and disposed of properly.
- Please do a full sweep of boys' and girls' restrooms throughout the day to ensure toilets aren't clogged, and trashcans are regularly emptied. Also review again before leaving to make sure both restrooms are tidy with no paper on the floor and all trash properly secured.
- Make sure all trash is double bagged and left inside the back and front entrances to the gym for easier pick up by HCPS janitorial services. (Bags will be provided)
- If cafeteria and teachers' lounge are used, please make sure all food is removed, and those spaces are tidied. All trash bags in the cafeteria/lounge area should be placed inside the cafeteria, by the front double doors.
- Event organizers must remain on site until all participating youth have approved pick-ups. Please do NOT leave the venue until all youth in your program are accounted for.
- Events running more than hour over the scheduled end time may be subject to overtime fees at $50/hour to cover staff and related expenses.

Additional Information

- The STEM Center can seat about 300 people in the bleachers.
- The "Pit" area in the gym can accommodate about 15-18 teams of 5-15 students comfortably.
- If your event will have more teams, we recommend reserving the cafeteria for pit use. The cafeteria can hold about 25-28 teams comfortably.
- Power distribution and Wi-Fi can be a challenge in the gym, so we recommend bringing plenty of extension cords and power strips and advising participating teams to come properly equipped. A Wi-Fi hotspot is recommended for running tournament software.
- While food may be stored in the teachers' lounge refrigerator, there is nowhere to cook - and no cooking is allowed - and event organizers must supply their own paper plates, cups, napkins and utensils.
- Parking is in the center field of the track and can be organized along two or more rows head-to-head. We recommend one way traffic around the track to avoid accidents.

Other forms accompanying this guide:

- ✓ STEM Center Use Agreement
- ✓ Pre- and post-event Checklists
- ✓ Post-event inspection Checklist
- ✓ Wayfinding and Facility Maps

Pre- and Post- Event Checklists

Pre-Event Checklist

- ☐ Online Reservation form completed (Amanda Roark STEM Center at Adams MS | AMRoC).
- ☐ Dates and facility spaces requested approved.
- ☐ STEM Center Use Agreement completed – provided upon review and approval of reservation request form and requested spaces and equipment.
- ☐ Event insurance naming FCDI and HCPS on insurance certificates for the duration of the event, in the amount of $1,000,000 per occurrence / $2,000,000 aggregate submitted no later than 7 days prior to an event.
- ☐ $200 refundable cleaning deposit provided, no later than 7 days before the event, unless otherwise agreed.
- ☐ Venue walk-through scheduled (highly recommended).
- ☐ Event day contact information provided to FCDI.
- ☐ All relevant Facility Use protocols – like Code of Conduct, and proper use of the STEM Center, including designated use areas, and practices, etc., have been conveyed to event participants.

Post-Event Checklist

- ☐ Conduct full sweep of all utilized spaces, including gym, restrooms, cafeteria and teachers' lounge if relevant, to ensure all trash is picked up and disposed of properly
- ☐ Make sure all trash is double bagged and left inside the back and front entrances to the gym for easier pick up by HCPS janitorial services. (Bags will be provided)
- ☐ If cafeteria and teachers' lounge is used, please make sure all food is removed, and those spaces are tidied up. All trash bags in the cafeteria/lounge area should be placed inside the cafeteria, by the front double doors.
- ☐ All organizer event signage carefully removed.
- ☐ Complete final venue walk-through with onsite administrative staff.

FCDI Contact Information:

Terri Willingham,
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Hillsborough County PUBLIC SCHOOLS Preparing Students for Life

AMANDA ROARK S.T.E.M CENTER

FCDI The Foundation of Innovation

STEM CENTER POST-EVENT INSPECTION CHECKLIST

This checklist, completed together by facility user and STEM Center representative, is required upon termination of any event or reservation, prior to departure. Any concerns should be submitted in writing to management no later than 72 hours after the event, but in all cases this list must be signed to acknowledge the inspection.

Date of Event: _____ Time Duration: _____

Evaluate each item by circling to indicate the task as acceptable or unacceptable (as applicable) for the facility.

Acceptable	Assessment	Description
Y/N/NA	$_____	Excess debris picked up from floors/area used by the guests.
Y/N/NA	$_____	All trash bagged. All decorations, food, cups, and trash must be placed in garbage bags and set outside of the hall.
Y/N/NA	$_____	Check for any stains, spills, or excessive debris
Y/N/NA	$_____	If teacher lounge used, wiped out any spills in the refrigerator, microwave, warmers, cabinets, floor, etc. Removed all food & personal belongings from refrigerator and/or cabinets and drawers. All food items removed from the kitchen area at the end of the event.
Y/N/NA	$_____	Restrooms, parking lots, and areas accessed by the guests intact and free of debris.
Y/N/NA	$_____	Did the event end on time as specified in the rental agreement? Time specified in rental agreement: _____. Time vacated from property: _____. All individuals, food, and equipment must be out of the STEM Center by the end time of the contract .
Y/N/NA	$_____	The responsible party and guests were cooperative with requests or direction from staff, including pre-event requirements.
Y/N/NA	$_____	No behavior occurred that would reflect negatively on the STEM Center.
Total	$ _____	

Facility user is solely responsible for repairs or damages resulting from actions of guests and staff. Any violations of the contract or addendum rules may result in forfeiture of cleaning deposit or permission to use the facility again. Damages/fees that exceed the security deposit are the responsibility of the facility user to pay within 30 days. .

This inspection was completed at the end of the event indicated above. All relevant observations and documentation have been made, including photos if necessary. Contacts are available desiring to share additional comments.

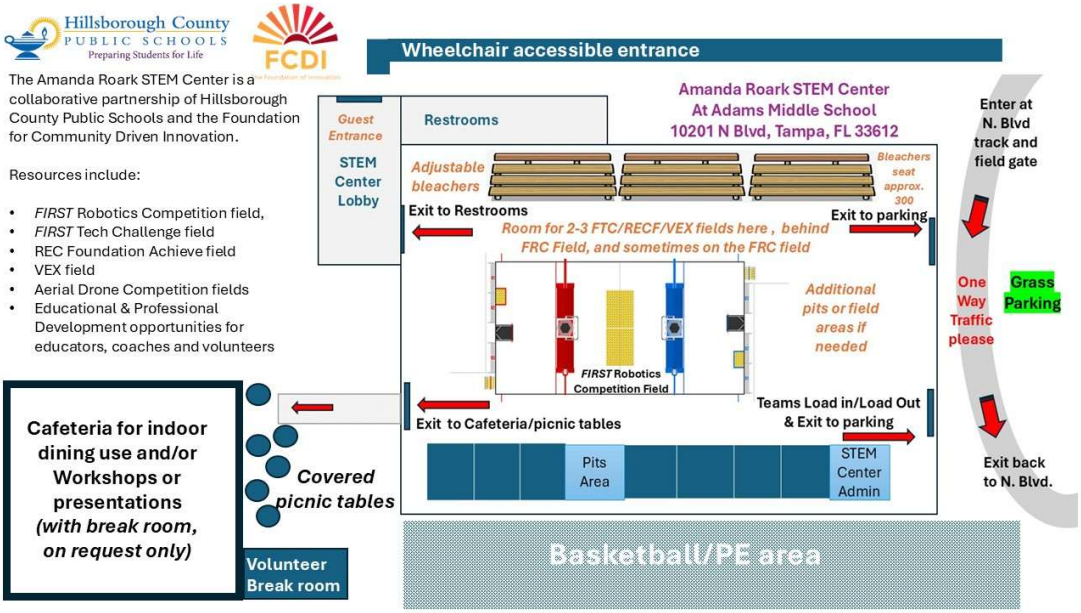
AMANDA ROARK S.T.E.M CENTER

Wayfinding Map

Amanda Roark STEM Center at Adams Middle School
10201 N Blvd, Tampa, FL 33612



Facility Layout



The Amanda Roark STEM Center is a collaborative partnership of Hillsborough County Public Schools and the Foundation for Community Driven Innovation.

Resources include:

- *FIRST* Robotics Competition field,
- *FIRST* Tech Challenge field
- REC Foundation Achieve field
- VEX field
- Aerial Drone Competition fields
- Educational & Professional Development opportunities for educators, coaches and volunteers