

# Doolittle Institute Facility Scheduling and Rental Fee Policy

## I. Goals

With respect to the Doolittle Institute facility located in Niceville, Florida, Doolittle Institute (DI) goals are to provide:

- A worry-free environment for decision makers
- An open atmosphere for interactions among government, industry, academia, and the public sector
- Accommodations to allow attendees to create collaborative, speedy and innovative solutions to science and technology challenges, technology transition and transfer opportunities, workforce development, along with other areas of interest.

## II. Process

The use of the state-of-the-art facility will be reviewed, prioritized, and scheduled in a timely manner, using the following considerations:

- **AFRL**

All AFRL Directorates (e.g.: AFRL/RW, AFOSR, 711HPW, AFRL/RQ, AFRL/RI) may use the facility free of charge, with the Munitions Directorate (AFRL/RW or "RW") having the highest priority. RW leaders (Branch, Division Chiefs, Front Office staff, etc.) have a standing daily reserved room (room location may vary). AFRL reservation requests will be scheduled by DI based on occupancy requirements and room availability. If an AFRL/RW requestor requires a different location because no DI rooms are available, DI will coordinate the availability of other facilities (e.g., UF-REEF, UWF, industry partners, commercial facilities, etc.).

- **Non-AFRL Requests**

All requests must have a direct or indirect benefit to AFRL. Reservation requests (government, industry, academia, public sector) will be processed on a first-come, first-served basis; however, RW will retain "bumping" rights, in most cases until 30 days from the scheduled activity. All non-AFRL requests will be submitted to the AFRL/RW Program Manager for review. DI will email an event summary stating DI's

recommendation, how allowing facility use benefits AFRL, potential conflicts, room designation, a summary of other users and AFRL/RW's standing daily reserved room designation.

- **Bumping Rights**

When requirements dictate, the AFRL/RW program manager retains the ability to deny requests or bump non-AFRL users. In most cases, non-AFRL/RW users will be "locked in" 30 days out from the planned event; however, in rare cases, if AFRL/RW mission requirements dictate, AFRL may bump inside of 30 days. If that happens, DI will attempt to secure other appropriate facilities for the non-AFRL/RW user.

- **Meeting Titles**

So that attendees may find their reserved space quickly, meeting titles and locations will be digitally displayed in our facility's common areas. Please keep this in mind when entering your meeting title.

## III. Room Rental

Our hours of operation are **8:00am - 5:00pm** Monday-Friday, excluding government holidays.

Special requests for early arrival and/or late departure for setup and teardown will be handled on a case-by-case basis.

Coordinate all room rentals with the DI Reservation Coordinator via one of the following ways:

<b>WEBSITE</b>	www.doolittleinstitute.org
<b>EMAIL</b>	info@doolittleinstitute.org
<b>PHONE</b>	850.226.4383

The facility room rentals include three classrooms (35/24/8 seats), four collaboration rooms (12/8/8/22 seats), and one auditorium (104 seats). The floor plan is depicted in Figure 1. Additionally, coordinate all set-up/dry run date/times with the DI Reservation Coordinator. Organizational POCs are responsible for their room set-up/tear-down and reconfiguration to the original state. All set-up/tear-down/dry run days require room rental payment. Date or setup changes may result in additional charges. Fees include room rental & use of AV equipment. Excessive use of DI staff will result in additional fees of \$75/hour.

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### IV. Refunds

To receive a refund, meetings/events must be cancelled NLT fifteen (15) business days prior to the event. If the organization fails to cancel reservations within the allotted timeframe, refunds will not be granted. A 15% service fee will be charged to cover refund processing fees.

### V. Rental Rates

Rental rates are listed in [TABLE 1](#). Fees may be paid by cash, check, or credit card. Date or setup changes in room rental may result in additional charges. Fees must be paid no later than 15 business days prior to the scheduled meeting.

TABLE 1. NICEVILLE FACILITY RENTAL COSTS

Room	Occupancy	Cost/Day
Raider Classroom 3	35	\$300
Mitchell Classroom 1	24	\$200
Trophy Collaboration 1	12	\$125
Wagner Collaboration 2	8	\$95
Kollsman Collaboration 3	8	\$95
USS Hornet Classroom 2	8	\$95
Octane Collaboration 4	22	\$200
Shangri-La Auditorium	104	\$600

### TYPICAL REFRESHMENTS:

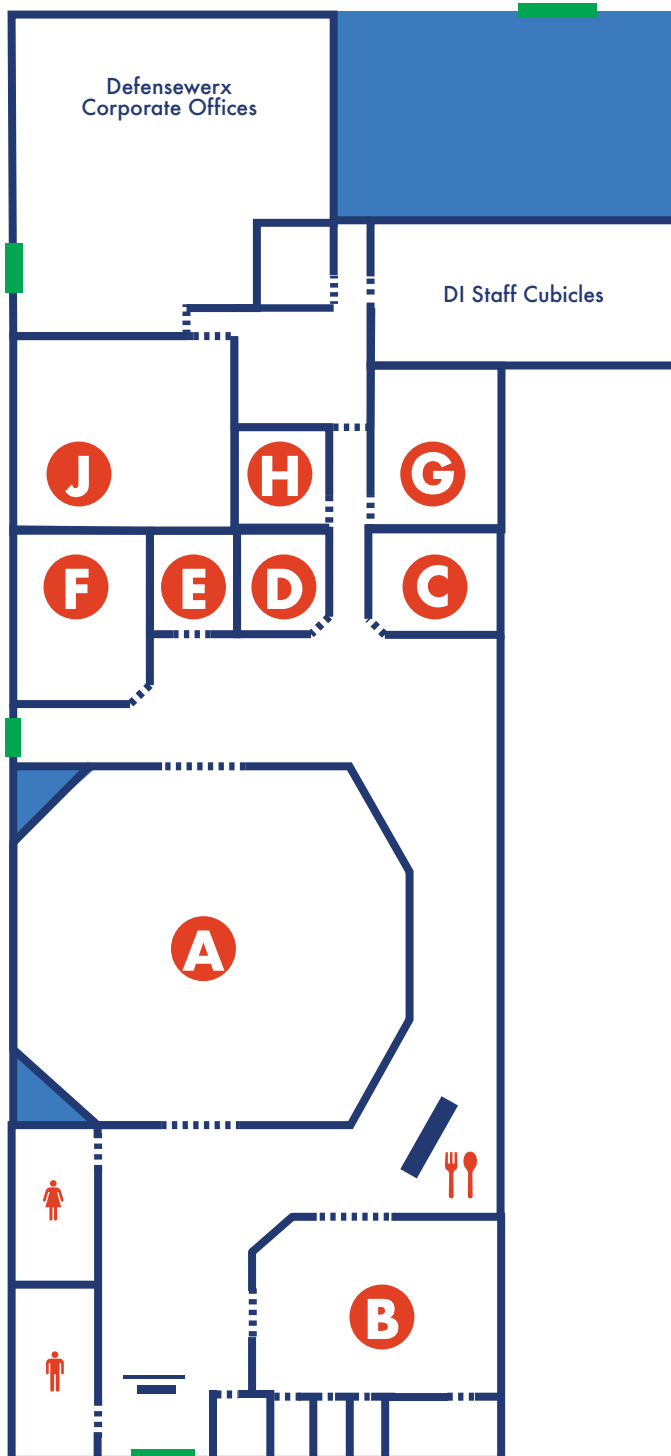
#### Beverages:

Coffee	\$1.00
Hot Tea	\$1.00
Hot Chocolate	\$1.00
Frothed Milk Topping	\$1.00
Bottled water	\$1.00
Cold Drinks	\$1.00

All Snacks:	\$1.00
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SEE NEXT PAGE FOR SCHEMATIC FLOOR PLAN

## Doolittle Institute Schematic Floor Plan



The Doolittle Institute's 21,000 square foot facility accommodates a variety of events, including SPRINTs, IDEs, workshops, classes, coworking space, and meetings.

- A** Shangri-La Auditorium  
Seats 104. 53' x 56'
- B** Outside Loop  
w/Hot Desks & Breakout Rooms. 27' x 39'
- C** Trophy Collaboration 1  
Seats 12. 17' x 21'
- D** Wagner Collaboration 2  
Seats 8. 14' x 17'
- E** Kollsman Collaboration 3  
Seats 8. 14' x 17'
- F** Octane Collaboration 4  
Seats 22. 21' x 27'
- G** Mitchell Classroom 1  
Seats 24. 21' x 25'
- H** USS Hornet Classroom 2  
Seats 8. 15' x 17'
- J** Raider Classroom 3  
Seats 35. 32 x 27'

## Doolittle Institute Parking Map



### VI. Parking

Parking is limited. Please carpool, ride share, or park in one of the designated areas. Please avoid parking in spots designated for GNC, Jin Jin Chinese restaurant, or Andy's Nail Spa. There is additional parking and entrances for event attendees behind the Doolittle Institute. Follow the building and go around the back to find them.

In addition to the designated areas, the Doolittle Institute has an Event Parking lot 700 feet east of our building. Look for the small sign with the Doolittle Institute and Defensewerx logos.