
Doolittle Institute Facility Policy

I. Goals

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

- 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, and 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 promptly, using the following decisions.

- **AFRL**
All AFRL Directorates (e.g.: AFRL/RW, AFOSR, 711HPW, AFRL/RQ, AFRL/RI) may use the facility free of charge if it is in the scope of technology transfer and transition activities where the partner intermediary is performing its role as an intermediary to develop collaborative, technical relationships and promote better communication between Air Force Laboratories and third parties. DI will schedule AFRL reservation requests based on occupancy requirements and room availability. AFRL's facility usage outside the scope of the PIA is subject

to a room rental fee at a discounted rate. All AFRL/RW room reservations must be approved by the Branch Chief before requesting a reservation.

- **Non-AFRL Requests**
All non-AFRL requests are subject to rental fees and require Doolittle Institute Director's approval. Discounted rates may be available for government and non-profit organizations.
- **Bumping Rights**
When requirements dictate, the AFRL/RW PIA Program Manager can 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.
- **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. For safety and security purposes, meeting titles with personally identifiable information will not be displayed.

III. Room Rental

Our hours of operation are **8:00 am – 5:00 pm** Monday-Friday, excluding government holidays. Special requests for early arrival and/or late departure for setup and teardown will be handled case by case. Please coordinate all room rentals with the

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DI Reservation Coordinator via one of the following ways:



WEBSITE www.doolittleinstitute.org
EMAIL info@doolittleinstitute.org
PHONE 850.226.4383

The facility room rentals include the choice of 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 dates/ 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. Day of setup changes may result in additional charges. Fees include room rental & use of AV equipment.

IV. Parking

Doolittle Institute is limited to 22 spaces outlined in green at the front entrance. Parking in any other retail space is prohibited, and the individual will be asked to move their vehicle. It is preferred that all guests utilize the side door entrance and parking area that is located behind the facility. Figure 2 clearly illustrates available parking spaces and directions.

We ask that meetings with 50 or more attendees provide a parking assistant(s) to direct guests to available parking spaces.

V. Refunds

To receive a refund, meetings/events must be canceled NLT fifteen (15) business days before 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.

VI. Facility Rates

Room 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 30 business days prior to the scheduled meeting.

VII. Refreshments

A variety of refreshments are available in Doolittle Institute's kitchen. Prices of Refreshments can be found in Table 2. Please note that refreshments are cash only.

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Table 1. Room Rental Rates

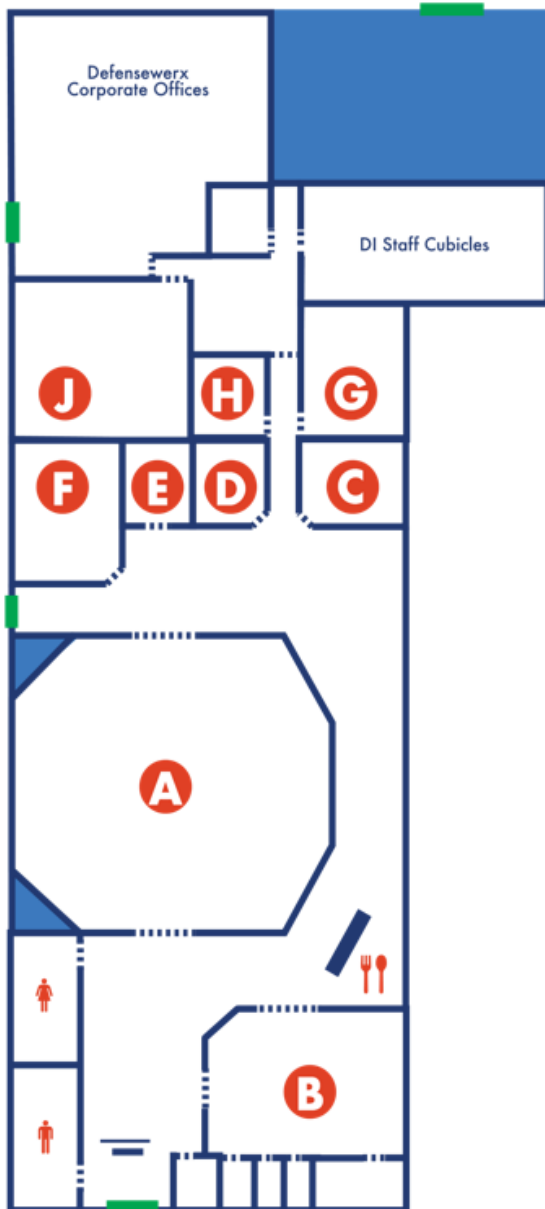
Room	Occupancy	Cost/Day
<i>Trophy Collaboration 1</i>	12	\$100
<i>Wagner Collaboration 2</i>	8	\$100
<i>Kollsman Collaboration 3</i>	8	\$100
<i>Octane Collaboration 4</i>	22	\$200
<i>Mitchell Classroom 1</i>	24	\$200
<i>USS Hornet Classroom 2</i>	8	\$100
<i>Raider Classroom 3</i>	35	\$300
<i>Shangri-La Auditorium</i>	104	\$800

TABLE 2. TYPICAL REFRESHMENTS

Beverages:	
<i>Coffee</i>	\$1.00
<i>Hot Tea</i>	\$1.00
<i>Hot Chocolate</i>	\$1.00
<i>Frothed Milk Topping</i>	\$1.00
<i>Bottled Water</i>	\$1.00
<i>Cold Drinks</i>	\$1.00
<i>Energy Drinks</i>	\$2.00
<i>All Snacks</i>	\$1.00

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Doolittle Institute Schematic Floor Plan



The Doolittle Institute's 21,000 square foot facility accommodates a variety of events, including SPRINTs, IDEs, workshops, classes, 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 32. 32' x 27'

Figure 1

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Doolittle Institute Parking Map



Figure 2

Designated parking at the front entrance of Doolittle Institute is limited to 22 spaces outlined in green. These spaces are typically reserved for Designated Guests. We request that all visitors utilize the side door entrance and available parking area at the rear entrance.

To access the rear parking area:

- Pass through the break in the shopping center buildings and turn between "Papa Murphy's Take N Bake Pizza" and "The Prescription Place." Continue past the "Terminix," drive straight back around the retention pond.
- Take note of the "Entrance" signs and park either in the spaces surrounding the retention pond or in the parking lot closest to the entrance to the right of the rear of the building. Proceed to the side entrance marked "Doolittle Institute." If locked, please ring the doorbell. (Note: the DEFENSEWERX door is for DEFENSEWERX Corporate employees only and not open to attendees.)