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# Doolittle Institute Facility Policy

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## 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.
- Accommodations which allow attendees to create collaborative, speedy, and innovative solutions to science and technology challenges, technology transition and transfer opportunities, and workforce development.

## II. Process

The use of the state-of-the-art facility will be reviewed, prioritized, and scheduled as promptly as possible.

- All reservations must be made using the web portal. No reservations are "Booked" until you receive written confirmation and any required invoices are paid.
- All reservations are subject to cancellation (with full refunds) in the event of a high-priority PIA event at the discretion of the Doolittle Institute Director.
- AFRL/RW may use the facility free of charge, depending on availability, at the discretion of the Doolittle Institute Director.
  - Projects within the PIA scope will have scheduling priority over non-PIA-related AFRL/RW or third-party requests.
  - If you'd like to utilize Doolittle's Tech Transfer team for a PIA event, please email: [techtransfer@doolittleinstitute.org](mailto:techtransfer@doolittleinstitute.org)
- All non-AFRL/RW requests are subject to rental fees at the discretion of the Doolittle Institute Director.
  - Room rental payments are due within fifteen (15) business days of written reservation confirmation.
  - Failure to pay the invoice within 15 business days may result in the reservation being canceled.

## III. Room Rental

Our hours of operation are 8:00 am – 5:00 pm Monday-Friday, excluding government holidays. Fees include room rental & use of AV equipment.

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

All setup/tear-down/dry run days require room rental payment. Day of setup changes may result in additional charges. Any additional fee assessments will be due within 15 business days. Organizational POCs are responsible for setting up/tear-down their rooms and reconfiguring them to their original state.

Please coordinate all room rentals with the Doolittle Institute Reservation Coordinator.

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. IV.

## IV. Meeting Titles

- Meeting titles and locations will be digitally displayed in our facility's common areas so that attendees may find their reserved space quickly. Please keep this in mind when entering your meeting title.
- Meeting titles with personally identifiable information will not be displayed for safety and security purposes.

**Meeting attendees are required to sign in daily for safety and security purposes.**

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### V. Security & Restricted Access

For any meeting CUI or above, you must discuss your requirements with the Operations Support Manager before the meeting is scheduled.

The government POC for meetings is responsible for ensuring all security requirements are met before the meeting, including:

- Clearing all security requirements with their organization security manager and following organization protocols for all related meetings with restricted access requirements.
- Safeguarding all materials and ensuring all in attendance are cleared for access PRIOR to displaying any restricted information
- Meeting POC/host organization will confirm that security requirements have been cleared with requesting organization's security manager prior to restricted access meeting reservation confirmation by DI.

DI does not provide network systems for restricted access meetings nor storage for any restricted access materials. DI can conduct virtual (ZoomGov/MS Teams) meetings up to CUI with prior coordination.

Doolittle Institute requires a minimum of fifteen (15) business days to accommodate requests with **restricted access requirements**. (e.g.: ID Checks, Single point of Entry, Window-Free Room, Etc.)

### VI. International Visitors

International Visitor Request forms must be submitted thirty (30) days before the meeting start date.

### VII. 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. Room rental payments are due within fifteen (15) business days of written reservation confirmation.

### VIII. Refunds

Rescheduled/cancelled meetings/events must be made NLT fifteen (15) business days before the event in order to be eligible for a refund. If within fifteen (15) business days, there will be no refunds available. If rescheduling an event, a new reservation request is required.

If the organization fails to cancel reservations within the allotted timeframe, refunds will not be granted. For any refunds, a 15% service fee will be charged to cover any processing fees.

### IX. Parking

Doolittle Institute is limited to 27 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.

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

### X. Refreshments

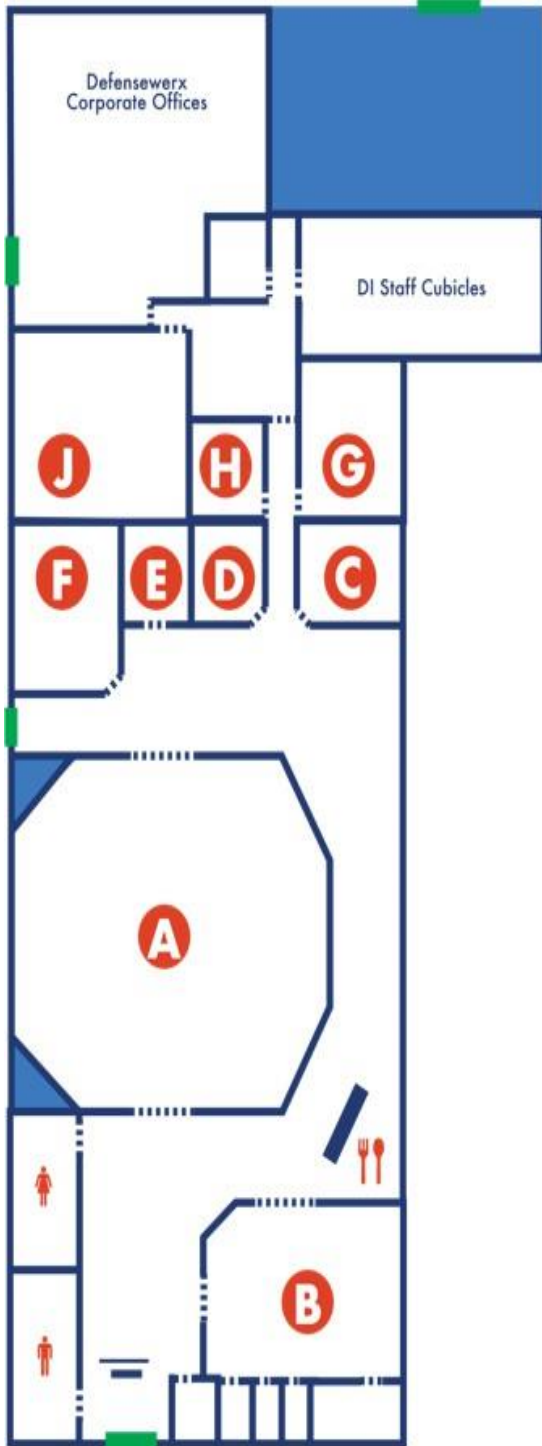
Doolittle Institute's kitchen offers a variety of refreshments. The prices of Refreshments are in Table 2. Please note that refreshments are cash only.

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

<b>TABLE 2. TYPICAL REFRESHMENTS</b>	
<b>Beverages:</b>	
Coffee	\$1.00
Hot Tea	\$1.00
Hot Chocolate	\$1.00
Frothed Milk Topping	\$1.00
Bottled Water	\$1.00
Cold Drinks	\$1.00
Energy Drinks	\$2.00
All Snacks	\$1.00

## Doolittle Institute Facility Policy



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

THE DOOLITTLE INSTITUTE – 1140 JOHNS SIMS PKWY E STE 1 – NICEVILLE FL 32578