

# **JAMES B. CHAVIS UNIVERSITY CENTER/ANNEX**

## **Club/Organization Guidelines for Room Reservations**

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**This packet is designed to assist you in making reservations in the UC/UC Annex. Hopefully, it will answer any questions you may have. Please pay close attention to the listed guidelines and follow them, so that we can avoid any conflicts. In an effort to make the reservation process as smooth as possible, we ask that each club/organization assign one person to be responsible for reserving space. This will eliminate late/duplicate requests. Two persons should be assigned to be trained on the sound system if your organization plans to hold events in the UC lounge or UC Annex.**

The University Center, commonly known as the UC, and the University Center Annex has facilities and services for practically all of your daily needs. Included within the UC are lounges, conference rooms, food services, bowling lanes, a game room, administrative and student organization offices and much more. The UC/UC Annex is more than just facilities and services; it is also people and programs. Whether it is to become involved in the various student organizations, watch TV, or attend a movie, you'll find it in the University Center/UC Annex.

The administrative office of the University Center/UC Annex is located on the second floor in Suite 220, within the Student Life Suite. The office is open from 8:00 am to 5:00 pm, Monday - Friday. The staff of the University Center is dedicated to making your experience satisfying and enriching. Feel free to drop by - we are here for you.

All meetings/programs/activities in the UC must end by 11:45 pm. The UC Annex conference rooms can be reserved between 7:30am-5pm Monday-Friday. The UC Annex Assembly Room can be reserved between 7:30am-11:45pm. In order to provide students with an area for study groups, the UC lounge is open until 2:00 am daily. The computer lab is the only area that will remain open after 2:00 am. For access after 2:00am, a UNCP BravesOne Card is required and must be presented to the night manager. A night manager/building security is on duty from 4:00pm – 7:00am to monitor the facility/activities and to assist students.

***Polices are subject to change without notice. Please call the UC Office at 521-6584 for the most up-to-date information.***

### **RESERVATION POLICIES:**

#### **Access to the Facility**

If your program is before normal operating hours, special arrangements must be made to open the building/conference rooms. On weekends, University Police normally opens the facility. If for any reason you arrive for your program and the facility/conference rooms are locked, please

contact University Police at (910) 521-6235. Occasionally, this may require them to contact the UC Director for authorization.

### **Amplified Sound**

University Center staff reserves the right to restrict/deny the use of or turn off any amplified sound system that interferes with the normal operations of the UC/UC Annex or surrounding spaces. No amplified sound is allowed in conference rooms. Groups using amplified sound must be respectful of other facility users. If asked to lower the sound level, do so immediately. Failure to do so will result in the cancellation of your reservations for the remainder of the semester.

### **Audio/Visual Equipment**

Arrangements for all audio/visual equipment to be used in the UC must be made through the UC Director. All requests for audio/visual equipment must be made at the time of the room reservation. Equipment not in the inventory of the UC should be requested from the Media Center at least one week prior to the event to insure availability. Technical services staff are available to assist you. In addition the Media Center is available as needed. The event sponsor is responsible for all fees for the use of A/V or other equipment, in excess of the basic equipment provided.

The following equipment is available for use in the UC/UC Annex:

- Floor Podium w/Mic
- Tri-pod
- Portable Screen
- LCD Projector (Room 213, Lounge and Annex Assembly Room Only)
- Sound System: Wireless Mic, CD Player, Cassette Player, Microphones (UC Lounge and Annex Assembly Room only)
- TV/VCR/DVD
- Marker Board
- A/V Cart
- U.S. & N.C. Flags
- Piano

### **Catering Statement: Refreshments**

Sodexo Food Services has the exclusive food contract in the UC/UC Annex. Food and beverage (including light refreshments) served in the building must be provided by Sodexo. Exceptions to this policy can only be made by the Director of Food Services in conjunction with the UC Director. Typically, exceptions will only be made when Sodexo determines that they will be unable to accommodate a specific request.

### **Checking Room Availability**

The availability of a room may be checked by calling 521-6584. Tentative reservations may be made for space in the UC, but must be confirmed or released within seven days of the original request. An actual reservation is not made until the Facility Reservation Request Form is submitted to the UC Office.

### **Composites**

Composites are considered an external group function. Fraternal composites must be arranged by the photographer or through the Office of Greek Life. A charge is assessed to the company

for use of the facility. Any group who arranges for composites should notify the company 60 days in advance so that the proper paperwork can be completed. Failure to follow procedure will result in your group being charged for the facility usage by the external group.

### **Confirmation**

Reservations submitted electronically will be confirmed through email. If a request cannot be honored, the applicant will be contacted directly.

### **Emergencies/Concerns**

Any concerns (i.e. room temperature, room set-up, spills, accidents, etc.) should be reported as soon as possible to the UC Director. If there are problems with a scheduled program during regular operating hours (Monday - Friday 8:00 am - 5:00 pm), contact the UC Director in Suite 220 or at (910) 521-6584. If the program is after 5:00 pm, contact the night manager in the Game Room at (910) 521-6544, the night manager in the Information Station at 910-521-6575, or the building security/night manager at (910) 521-6543.

### **Game Room - Hawk's Nest**

The game room, located on the first floor, is primarily for the use of UNCP students, faculty, and staff. We encourage clubs/organizations to use this facility. We offer a discount rate for group use. The game room manager schedules the use of the billiards tables and bowling lanes.

Advance reservations must be made by phone at (910) 521-6544 or in person, preferably with a two-week notice.

### **Indemnification**

The UC is not responsible for any losses or injuries suffered by any person as a result of a room reservation and/or activities sponsored by the reserving organization. However, these incidents should be reported to the UC Director.

### **Lawn Reservations**

Reservations for outdoor facilities must be made through the Student Affairs Office located in Lumbee Hall. A General Facility Use form must be completed and approved by the UC Director for use of the University Center and UC Annex lawns.

### **Mall Area**

The Mall Area is the brick area inside the UC. There are four mall spaces on each side of the breeze-way for a total of eight spaces. Each space can accommodate two six foot tables. Set-ups should not interfere with or impede the flow of traffic. For safety reasons, the UC restricts the number of tables in public areas and hallways. The maximum number of tables allowed in the mall areas is sixteen. To reserve a mall space, follow the same guidelines as for the other spaces in the UC. Reservations must be made in advance, with a minimum of (4) days notice. Tables will be reserved on a first-come-first-serve basis. Student organizations are limited to one table per day.

## **Movies**

Event sponsors wishing to use the UC/UC Annex facilities to show films or videos for public viewing to the University and community (both free and with admission charges) are required to show proof of permission from the copyright owner to show the work publicly. Proof of copyright/approval is required to be in the UC Office at least 48 hours prior to the event. Failure to do so will result in the cancellation of the reservation. Sponsors can obtain a Public Performance Video Tape License through the film company. The film company who currently works with UNCP Student Life and is familiar with copyright policies is: SWANK – [www.swank.com](http://www.swank.com) - 1-800-876-5577, [mail@swank.com](mailto:mail@swank.com) - contact them directly. All costs associated with such requests are the responsibility of the student organization.

## **Night Managers**

There are three night managers on duty each night in the UC - one in the Information Station, one in the Game Room and one in the security booth. A night manager is on duty in the UC Annex Sunday through Thursday from 5pm – 9pm. If you need assistance, e.g., A/V equipment, rooms unlocked, etc., please check with them.

## **Who May Reserve Space**

The UC/UC Annex offers conference and meeting facilities on a first-come first-serve basis to the following two classifications of facility users:

(1) *Affiliated Group*: Any group established by the Chancellor or established by virtue of an explicit delegation of the Chancellor's authority to a particular administrator, faculty member, staff member or to the student body, the faculty, or the staff. These include official recognized student organizations, departments, divisions, programs, committees, and the Alumni Association.

- Officers of officially recognized and registered student organizations. (See *Student Groups*).
- Student organizations who are trying to organize may reserve space for three organizational meetings, prior to official recognition. (See *Student Groups*).
- Students who wish to use space on an occasional basis, as available, e.g. study sessions.
- Non-student UNCP organizations, e.g., faculty departments, committees, Alumni Association, etc.

(2) *External*: Groups other than recognized student and/or campus organizations that are legally separate from the University, even though some of the members or participants may be University personnel, alumni or students (see *Facilities Use Policy for External Organizations* at [www.uncp.edu/sa/forms/facilityusepolicy.pdf](http://www.uncp.edu/sa/forms/facilityusepolicy.pdf)).

(3) *Sponsored External Group*: An external group sponsored by an affiliated group.

A Certificate of Liability Insurance listing the University as an additional insured is required. For external groups, considerations of application are restricted to

- Groups involved in academic programs, and/or programs promoting the understanding of the arts and sciences and/or economic development
- Local, state and federal governmental agencies
- Organizations established by and/or financially supported by governmental entities
- Private organizations providing programs which are consistent with the educational, research, and public service missions of the University and that are co-sponsored by the University.
- Nonprofit organizations whose purpose is of a charitable nature. A letter of exemption from the IRS (501C) with an employer identification number must be attached to the application when submitted.
- Recruitment events – events arranged by commercial organizations for the purpose of employee recruitment, training or meetings. The UC Director reserves the right to review each of these events before a reservation can be made.

### **To Make a Reservation**

The facility use forms are available on the University Center website: [www.uncp.edu/uc](http://www.uncp.edu/uc) by clicking on the reservations link. We will need the following information to insure that your event goes smoothly:

- Date of the event
- Time of the event - start/finish
- Title of the event
- Sponsoring group
- Contact person and phone number
- Date request is made
- Estimated attendance
- Special set-up requirements
- Audio/visual requests
- Will the event be catered? (See *Catering Statement*)

### **Instructions for Submitting Online UC Facility Requests**

- 1) Access the UC website at [www.uncp.edu/uc](http://www.uncp.edu/uc).
- 2) Click on the Reservations link.
- 3) Click on the Facility Use Form for Internal Groups link.
- 4) Complete the PDF form.

If you are requesting either the UC Lounge or the UC Annex, your organization advisor must approve the request. Be sure to type the advisor's name and email address in the

Location Requested section of the form—Do NOT type the advisor signature at the bottom of the form.

- 5) Type your name as the applicant and the date in the signature section of the form.
- 6) Click on File and Save As and name the document.
- 7) Use your email account to email the completed form as an attachment to the UC email account: [uc@uncp.edu](mailto:uc@uncp.edu).

If using the UC Lounge or UC Annex, you must email the completed form to the organization advisor (you should contact the advisor prior to submitting the form to them). Once the advisor approves the request, the advisor clicks on the Submit button to submit the approved form to the UC Office. Once the form is approved by the UC Office, you will receive a confirmation email.

### **Guidelines for Reserving Space**

- Complete a UC/UC Annex Facility Reservation Request Form on the University Center website: Internal Groups - Due 7 days prior to the event; External Groups: Due 60 days prior to the event. The forms are available at <http://www.uncp.edu/uc/reservations/>.
- The books open for reservations for student organizations on August 19, 2009 for the 2009-10 academic year. Student organizations must re-affiliate with the Office of Student Life/Greek Life before facility reservations for social events can be made.
- Applicant is responsible for the proper use of the facility and equipment, proper conduct of the organization's members and guests, and agrees to respect the rights of groups using the facilities in adjoining areas. You must be finished with the room by the time indicated on your request form.
- If your meeting or event is canceled, please **inform the University Center Director at least 48 hours prior to the scheduled date**. Failure to give proper notice may subject your organization to the loss of privilege of reserving a room in the Center for 30 days. No penalty is involved when cancellation occurs before this specified time.
- **All reservations are considered tentative and subject to cancellation until the Facility Reservation Request Form has been signed and approved by the UC Director and the Vice Chancellor for Student Affairs.**
- The nature of the event must be indicated. The reserving party is responsible for insuring that the area is used for the program described. Facilities are not available for commercial solicitation or private (personal) events.
- Priority access for reservations is given to regular University and or Student Affairs functions based on the University calendar. All other requests will be accepted on a first-come, first-serve basis.
- The room preferred will be assigned when available. However, the Director reserves the right to determine the appropriate use of the spaces within the UC/UC Annex and to adjust space assignments to accommodate as many users as possible according to numbers expected. If it is determined that an event scheduled for a space is not appropriate to the location or if scheduling conditions/staffing limitations deem it necessary, the event may be relocated or canceled at the discretion of the Director, at which time you will be notified.
- Space reservations must be scheduled Monday through Friday from 8:00 am to 5:00 pm by the UC Director/Administrative Support.

- Due to the high demand for UC/UC Annex space, events will be scheduled back-to-back if a room setup change is not required. If the scheduled event requires any preparation or set-up time, this must be noted in the documentation and is considered part of the reservation time.
- A tentative hold on a facility may be made with the UC Office in accordance with stated policies and procedures. A tentative hold must be confirmed within seven days by completing and submitting a facility use form at <http://www.uncp.edu/uc/reservations/>.
- Requests for the use of space will be accepted at the beginning of the academic year.
- No organization will be allowed to reserve a room for more than two consecutive weeks.
- Advance notification of a reservation is required.
- All reservation requests are subject to availability.
- The lounges, café, snack bar, game room, malls, mezzanine, and hallways are “public space.” Access to these areas cannot exclude students, faculty or staff.
- Meetings in the UC must adjourn no later than 11:45 pm. The UC lounge has extended operating hours until 2:00 am each day. However, this is to accommodate study groups; reservations for clubs/organizations do not extend past 11:45 pm. Meetings in the UC Annex conference rooms must adjourn by 5pm and events in the Annex Assembly Room must adjourn by 11:45pm.
- Facility usage during regularly scheduled holiday closings will not be approved.
- Charges will be assessed for events that require the building open outside of regular operating hours, services for special set-up/break-down, additional staff, or damage repair.
- Abuse and/or damage of the facilities, furniture, or equipment may result in additional charges and/or loss of future facility privileges.
- Furniture set-ups must be left as they are found; failure to do so may result in additional charges for resets. All furniture and equipment within the UC/UC Annex must remain in the facility and within the area assigned. This applies to plants as well.
- **No candle burning** is permitted in the University Center/UC Annex spaces.
- **Nothing** is to be attached to the walls, ceilings, or glass in the UC or UC Annex spaces without special permission from the UC Director. Signs or posters should not be placed on walls, doors, or room dividers without prior approval.
- **SMOKING** is prohibited in all areas; the UC/UC Annex are smoke-free facilities.
- All reservations are considered tentative and subject to cancellation until the Facility Reservation Request Form has been properly filled out and signed by all authorities.
- External (off-campus) groups will be charged for the use of the facility (please refer to the *Fee Structure for External Groups*). Groups that fail to pay will not be allowed to use the facility in the future.
- All catering (including light refreshments) must be arranged through Sodexo Food Services at (910) 521-6360. Exceptions to this policy can only be made by the Director of Food Services in conjunction with the UC Director (see *Catering Statement*). Sodexo is located in the cafeteria on the first floor of the University Center.
- Tables are not to be moved without special permission from the Director.
- The UC Director reserves the right to deny a reservation request if it conflicts with other activities scheduled on the UNCP campus.

- Technical services staff are available to assist with equipment requests that adhere to submission restriction timelines and will be assigned to cover events scheduled in the UC/UC Annex. The Media Center is also available to assist with events and can be contacted at (910) 521-6254. Charges will apply for external groups.
- Late requests cannot be honored due to equipment, staff, and time limitations.
- Use of the Faculty Lounge, UC Lounge, and the Annex Assembly Room by student organizations requires that a faculty/staff advisor attend the function.

For more information regarding specific guidelines pertaining to facility usage, please contact the UC Director or refer to the *University Center Policies and Procedures* manual at [www.uncp.edu/uc](http://www.uncp.edu/uc).

### **ADVERTISEMENT POLICY:**

**The Vice Chancellor for Student Affairs reserves the right to approve any and all advertisements. All advertisements must include contact information for responsible party including phone number! Unapproved advertisements and those posted without contact information will be removed and discarded. Postings will not be placed in glass cases.**

### **Posting**

Printed materials may be posted only on designated bulletin boards; nothing may be posted on any other surface. UC staff will immediately remove signs placed on glass and/or walls. **ALL** forms of advertisement must be approved through the Information Station or the UC Office at least one week prior to the event to assure maximum exposure and will remain posted for a period not to exceed three weeks, with the exception of banners (see banner policy). Anything posted without approval will be removed by a staff member. Offensive, obscene, inflammatory advertising, etc. will not be permitted. No posters are permitted in which alcohol consumption or alcohol sales are part of the advertisement. Posters and flyers must provide the name and contact information of the sponsoring organization or group. Posters should be no larger than 24" x 17" in size, unless otherwise approved. Only four (4) advertisements per event will be approved.

### **Banners**

Generally, banners are not permitted, but exceptions can be made for special events and programs. All banners must include the sponsor's name and the date of the event. No commercial advertising can appear on the banner. Banners may only be hung the day before and the day of the advertised event. Banners not advertising a specific event can hang for two weeks. Banners may be hung in the six designated banner areas, with special permission. Banner areas are located on either side of the columns at the front (west) entrance to the UC, in each entrance foyer, above the display case at the rear (north) UC entrance, and above the Bookstore display—hooks are provided. Banners (including all hanging materials) must be removed as soon as possible after the event. The UC cannot accept responsibility for stolen or damaged banners.

### **Bulletin Boards**

Display boards, located throughout the building, are a great way to reach a targeted audience. There are four bulletin boards in the UC for advertisements, one of which may be reserved. To reserve a bulletin board, contact the Information Station at (910) 521-6575. The board may be

reserved for a two-week period by recognized student groups, UNCP departments, divisions, or programs. Boards can be reserved beginning August 19, 2009 for the 2009-10 academic year.

### **Decorations**

Time allowed for decorating will be determined by the availability of the facility and must be arranged through the UC Office. The UC is not responsible for any injuries that might occur while an individual or group is decorating for an event. Nothing is to be attached to the walls, ceiling, glass or other surfaces of the UC without the consent of the UC Director. UC staff will immediately remove any items placed on glass and/or walls. All decorations to be used during an event must be approved in advance by the UC Director. Anything that could damage facilities including, but not limited to, painting, stapling, gluing, tacking, nailing, craft glue, hay, and glitter is prohibited. Only beige masking tape should be used to attach decorations. All decorations, including helium balloons, must be removed immediately following the event. Failure to do so may result in extra charges to the event sponsor.

### **Electronic Message Board**

Electronic message boards are located throughout the UC to inform students/faculty/staff and guests of various activities scheduled in the UC/UC Annex. Messages are placed on the board on a first-come-first-serve basis and space availability. *Messages for the Student Affairs Offices have priority.* Messages that do not serve the intended purpose of the message system will not be posted. Anyone requesting a message to be displayed should type the message and bring it to the Information Station one (1) week prior to the scheduled event.

### **Marquee & TUN (The University Network)**

The marquee located in front of the UC is primarily used to advertise campus events. Messages for the Student Life/University Center/Greek Life and Student Affairs Offices have priority. However, events that are pertinent to the University will be advertised as well, at the discretion of the UC Director. Individuals interested in advertising an event should contact the UC Office at (910) 521-6584 one week in advance. Messages for The University Network (TUN) display located outside the cafeteria must be submitted two weeks prior to the event. Messages for the VitalCAST displays located outside Bert's and in the Information Station must be submitted three weeks in advance.

### **Event Coverage Policy for UNCP Clubs/Organizations**

It is expected that all parties involved will give thoughtful attention to proper event planning and agree to take all necessary steps before, during, and after an event to ensure its success. The following guidelines must be followed for a club/organization when hosting events on campus:

- The University reserves the right to implement special requirements or conditions not specifically outlined in this policy due to safety concerns or liability issues. In addition, the advisor or Student Affairs staff may request extra security through University Police for events they believe warrant extra security. Arrangements, including all associated costs, for extra security are the responsibility of the student organization. The level of security required for an event will be primarily determined by the following: type and time

of event; location; expected attendance; whether the event is closed or open to the public; entry fee; and the expected level of potential risk to the safety and well being of participants, staff, and community members. Additional factors may also be considered as deemed pertinent by administration and campus safety personnel.

- Metal detection **may be required** for any non-seated, general admission, or open to the public events. It may also be required for other events if deemed necessary by the appropriate scheduling office and/or University Police. The event sponsor will be responsible for all associated costs. University Police and Student Affairs staff has the right to cancel any event at any time if safety is a concern. Any security risk event **will be** monitored by University personnel.
- The faculty/staff advisor's role is to advise student organizations in the planning and successful implementation of their major events, etc.; to work with the students to coordinate all aspects of the event from beginning to end; and to be a dependable resource for them. Events that are held in open areas (UC Lounge, UC Annex, or outdoor venues) require the presence of the student organization's faculty/staff advisor regardless of the size of the event. The advisor's presence provides additional support and perspective. The advisor must be present for the event in its entirety. Advisors should arrive at least one-half hour before the event and must remain until the crowd disperses. The event may not start until the advisor is present. If the advisor does not show up, the event will be cancelled. If the advisor leaves before the event is over, the event will be stopped by University Police, the facility manager, or other Student Affairs staff. If the faculty/staff advisor is unable to attend an event, the student organization is responsible for finding a Student Affairs staff member to attend the event or the event must be rescheduled.

Failure to comply with specific provisions as outlined in this policy may result in the organization being subject to UNCP's designated judicial process. Sanctions may include, but are not limited to, organizational discipline, financial repayment of damages, and suspended use of specific University facilities.

Requests for exceptions to any aspect of this policy must be submitted in writing to the Vice Chancellor for Student Affairs at least 30 days prior to the event for review by the facility manager. Requests will receive a written response within 10 business days of the date of receipt.

**Event Planning Checklist**  
(Guide for a Successful Event)

Initial Planning

- \_\_\_\_\_ Review Facility Use Policy
- \_\_\_\_\_ Meet with Advisor (student groups only)
- \_\_\_\_\_ Form a Committee
- \_\_\_\_\_ Schedule Planning Meetings

Event Details

- \_\_\_\_\_ Event Confirmation Received
- \_\_\_\_\_ Pre-event Meeting with Facility Coordinator Scheduled
- \_\_\_\_\_ Request for Extended Hours Arranged (early/late access)
- \_\_\_\_\_ Certificate of Insurance (external groups only)
- \_\_\_\_\_ Rental Fees Paid (external groups only)
- \_\_\_\_\_ Event Designation: Open to the Public or Closed Event
- \_\_\_\_\_ Notification of Cancellation (within 48 hours)
- \_\_\_\_\_ Registration Table/Materials
- \_\_\_\_\_ Entertainer/Performer Confirmed
- \_\_\_\_\_ Entertainment Contract Completed
- \_\_\_\_\_ I-9 Completed
- \_\_\_\_\_ Employment Verification Completed
- \_\_\_\_\_ Emcee Selected and Confirmed
- \_\_\_\_\_ Notification to the Office of Student Life (student organizations only)
- \_\_\_\_\_ Advisor Attendance Confirmed (student organizations only)
- \_\_\_\_\_ Photographer Confirmed
- \_\_\_\_\_ Media Coverage Arranged
- \_\_\_\_\_ Copyright Laws (if showing a movie)

Facilities

- \_\_\_\_\_ Location(s) Selected
- \_\_\_\_\_ Rain Location Reserved (if applicable)
- \_\_\_\_\_ Facility Request Form(s) submitted and approved
- \_\_\_\_\_ Set Up Date/Time Included on Request Form
- \_\_\_\_\_ Set Up Confirmed (i.e. tables, chairs, stage, trash cans, etc.)
- \_\_\_\_\_ Tent(s) Needed
- \_\_\_\_\_ Facility Secured for Rehearsals

Audio/Visual/Lighting

- \_\_\_\_\_ Equipment Ordered
- \_\_\_\_\_ Media Center Notified
- \_\_\_\_\_ Load-In/Load-Out
- \_\_\_\_\_ Sound Technician Requested
- \_\_\_\_\_ Sound Check Scheduled
- \_\_\_\_\_ Additional Power/Lights for Outside Events Requested

\_\_\_\_\_ Network/Internet/Phone Access Requested

Accessibility/Special Needs

\_\_\_\_\_ Meeting with Disability Support Services

\_\_\_\_\_ Wheelchair Access

\_\_\_\_\_ Interpreter

Decorations

\_\_\_\_\_ Approval of Decorations Secured

\_\_\_\_\_ Banners Approved and Work Order Submitted to Request that Banners be Hung

\_\_\_\_\_ Tablecloths (Order through Sodexo)

\_\_\_\_\_ Other

Food

\_\_\_\_\_ Appointment with Sodexo Catering Scheduled

\_\_\_\_\_ Menu Selected

\_\_\_\_\_ Dining Request Form Submitted

\_\_\_\_\_ Set Up Time Included on Dining Request Form

\_\_\_\_\_ Catering Tables Included on Facility Request Form

\_\_\_\_\_ Alcohol Permit

\_\_\_\_\_ Other

Funding

\_\_\_\_\_ Budget/Estimate Cost of Event

\_\_\_\_\_ Fundraiser

\_\_\_\_\_ Apply for SGA Funding (student organizations only)/Approved

\_\_\_\_\_ Co-Sponsorships Confirmed

\_\_\_\_\_ Admission Fees

Parking/Transportation/Accommodations

\_\_\_\_\_ Visitor Parking Permits

\_\_\_\_\_ Secured Parking Location for Participants

\_\_\_\_\_ Shuttle from Exterior Lots Arranged

\_\_\_\_\_ Overnight Accommodations

\_\_\_\_\_ Travel Accommodations

Printed Materials

\_\_\_\_\_ Programs Ordered

\_\_\_\_\_ Directional Signs Ordered and Work Order Submitted to Request Signs Posted

\_\_\_\_\_ Signs for Event

\_\_\_\_\_ Name Tags

Publicity

\_\_\_\_\_ Invitations Created and Distributed

\_\_\_\_\_ Flyers Created and Distributed

\_\_\_\_\_ Banners

\_\_\_\_\_ Signs Posted

\_\_\_\_\_ Newspaper Ad

- \_\_\_\_\_ Marquee
- \_\_\_\_\_ This Week
- \_\_\_\_\_ The University Network
- \_\_\_\_\_ Emails
- \_\_\_\_\_ Event Website Updated
- \_\_\_\_\_ List on Other Websites (i.e. Face book)
- \_\_\_\_\_ Announcements at RA/Floor Meetings
- \_\_\_\_\_ This Week
- \_\_\_\_\_ Table Tents
- \_\_\_\_\_ Other
- \_\_\_\_\_ Photo Release for Participants

#### Security

- \_\_\_\_\_ Security Reserved
- \_\_\_\_\_ Crowd Control
- \_\_\_\_\_ Metal Detector
- \_\_\_\_\_ Wristbands and/or Hand Stamp

#### Other

- \_\_\_\_\_ Giveaways
- \_\_\_\_\_ Maps
- \_\_\_\_\_ Tickets and Ticket Takers
- \_\_\_\_\_ Flip Charts/Markers
- \_\_\_\_\_ Cash Box/Change
- \_\_\_\_\_ Water for Speakers
- \_\_\_\_\_ Evaluation Sheets for Participants
- \_\_\_\_\_ Concessions
- \_\_\_\_\_ Approval of Vendors
- \_\_\_\_\_ Judges (if applicable)
- \_\_\_\_\_ Recognition (awards, plaques, certificates, etc.)

#### Event Day

- \_\_\_\_\_ Check to See that Rooms are Open and Arranged Properly
- \_\_\_\_\_ Check to See that Equipment is Working
- \_\_\_\_\_ Reimbursement/Check Ready

#### Post Event

- \_\_\_\_\_ Remove all Signs and Flyers
- \_\_\_\_\_ Clean Up
- \_\_\_\_\_ Evaluation Forms
- \_\_\_\_\_ Thank You Letters

**UNIVERSITY CENTER ROOM CAPACITIES**

(All rooms have standard configurations)

<b>ROOM #</b>	<b>PRIMARY USE</b>	<b>CAPACITY</b>
UC 213	Multi-purpose room with conference table and executive style chairs, projection screen and podium. Carpeted. Wall-mount TV/VCR. Surveillance Camera. 971 sq ft (23')	Seats 20 around tables with perimeter seating for 26. Closed square setup.
UC 233	Conference room with chalk and tack boards, and lectern. Conference table seating for small meetings. For small meetings. Carpeted. Wall-mounted TV/VCR. 471 sq ft (16')	Seats 19 around tables with perimeter seating for 23. May be arranged theater style, seating 42 (two-week advance notice required).
UC 251	Formal atmosphere - "Senate Room" with dry erase board, projection screen, and podium w/mic. A u-shape setup with 3 extra long conference tables. Carpeted. Wall-mounted TV/VCR. 628 sq ft (22')	Seats 25 with room perimeter seating for 20. Room cannot be rearranged.
Bert's	Space cannot be reserved.	Seats up to 100.
Cafeteria	Special reservation requests only. Note: Set up may affect seating capacity.	Seats up to 390 (not available until after 7pm dinner).
Chancellor's Dining Room	Special occasions/dinners, and formal affairs. Set up dining-room style with tables/chairs.	Seats 58 maximum. Confirm with the Chancellor's Office.
Lounge	Informal lounge furniture arranged in small groupings for study, relaxation, conversations. Wood parquet dance floor used for movies, conferences, formal presentations after 5pm only (exceptions must be approved by the UC Director or the Vice Chancellor for Student Affairs). Area can be used before 5pm for events that need visibility, i.e., blood drive. Permanent stage, large-screen TV, projection screen, and upright piano.	Seats up to 250 banquet style and 400 theatre style.
Faculty Lounge	Formal atmosphere. Special occasions, functions, receptions that require meals. Use by student organizations requires a faculty/staff advisor attend.	Optimal seating capacity is 42. With head table - 52.
Annex Assembly Room	Room can be used for conferences, presentations, fairs, movies, etc. Wood dance floor for dances. Permanent stage, two dressing rooms, sound system equipment, screen, LCD projector. Warming kitchen for catering. Folding tables/chairs. Grand piano.	Banquet – 272 w/dance floor (240 for external groups); 200 w/o dance floor Standing – 988 Theatre – 440 Booth Tables – 70 (24x72); 48 (30x72)
Annex 203	Formal atmosphere. Conference table seating. Wall mount flat screen TV. Serving cart.	Seats 24 – Can be arranged.
Annex 206	One long rectangle table w/seating	Seats 8
Annex 217	Tablet arm desks. Wall mount flat screen TV. Serving cart.	Seats 22