

HOURS OF OPERATION DURING REGULAR SESSION

(Hours are subject to change due to special events. Summer and holiday hours may vary.)

UNIVERSITY CENTER

Monday - Friday 7:00 a.m. - 2:00 a.m.
Saturday 9:00 a.m. - 2:00 a.m.
Sunday 11:30 a.m. - 2:00 a.m.

UNIVERSITY CENTER ANNEX

Monday – Friday 7:30am – 5pm
Other Times As Needed to
Accommodate Programs

COMPUTER LAB

Open 24 hours except Saturday 2am – Sunday 3pm (access during normal building hours during this time frame)

HAWK'S NEST GAME ROOM

Monday - Friday 9:00 a.m. - 12 midnight
Saturday 3:00 p.m. - 12 midnight
Sunday 3:00 p.m. - 12 midnight

INFORMATION STATION

Monday - Friday 9:00 a.m. - 9:00 p.m.
Saturday CLOSED
Sunday CLOSED

BERT'S

Monday - Friday 8:00 a.m. - 12 midnight
Saturday 1:00 p.m. - 12 midnight
Sunday 3:00 p.m. - 12 midnight

STARBUCKS & SMOOTHIES

Monday – Friday
7:00 a.m. – 2:30 p.m.
5:00 p.m. – 9:00 p.m.

CAFETERIA

Monday - Friday

Breakfast 7:15 a.m. - 9:00 a.m.
Continental 9:00 a.m. - 11:00 a.m.
Lunch 11:00 a.m. - 2:00 p.m.
Deli 2:00 p.m. - 4:30 p.m.
Dinner 4:30 p.m. - 7:00 p.m.

Saturday

Lunch 11:30 a.m. - 1:30 p.m.
Dinner 5:00 p.m. - 7:00 p.m.

Sunday

Lunch 11:30 a.m. - 1:30 p.m.
Dinner 5:00 p.m. - 7:00 p.m.

For more information, contact the UC Senior Director at (910) 521-6584.

**BUILDING SCHEDULE
(2010-2011 Academic Year)**

May 9	Closed
May 10-August 4	Open 7am - 9pm; Weekends – 11:30am-9pm except as noted
May 15-16, 22-23	Closed
May 31	Open 11am - 9 pm (Memorial Day)
June 11	Open 7 am – 12 midnight (Project Graduation)
July 5	Open 11:30am-1pm & 7:30pm-6pm (Independence Day)
August 5-13	Open 7 am - 5 pm (Closed 8/7-8)
August 14	Open 8 am – 12 midnight (New Student Orientation)
August 15	Open 10am – 6:30pm
August 16-17	Open 7 am – 12midnight (NSO)
August 18	Open 7:30 am - 2 am (Classes Begin)
September 5	Close at 11 pm (Labor Day Weekend)
September 6	Open 11 am - 11 pm (Labor Day)
October 13	Close at 7:30 pm (Fall Break)
October 14-15	Open 7:30 am - 7:30 pm
October 16	Open 11 am - 7:30 pm
October 17	Open 11 am - 11 pm
November 23	Close at 7:30pm
November 24	Close at 7:30 pm thru November 25 (Thanksgiving)
November 26-27	Open 11 am - 7:30 pm
November 28	Open 11am - 12midnight
December 6-9	Open 7:30 am - 2 am (Exams)
December 10	Open 7:30 am - 7:30 pm (Dorms Close/Semester End)
December 11	Open 7:30 am - 2 pm (Commencement)
December 12	Closed
December 13-23	Open 7:30 am - 5:00 pm Closed December 18-19
December 24 - Jan 2	Closed (Christmas/New Year's)
January 3-7	Open 7:30 am - 5 pm
January 8	Closed
January 9	Open 3pm – 12midnight (Dorms Open)
January 10	Open 7:30 am - 2 am (Classes begin)
January 17	Open 11 am - 12 midnight (Martin Luther King Day)
March 4	Closes at 5 pm thru March 6 (Spring Break)
March 7	Open 7:30 am – 5 pm thru March 11
March 12	Closed
March 13	Open 3 – 12midnight
April 21	Close at 7:30 pm (Easter)
April 22-23	Open 11 am - 7:30 pm
May 2-5	Open 7:30 am - 2 am (Exams)
May 6	Open 7:30 am - 5 pm (Dorms Close/Semester End)
May 7	Open 7:30 am - 2 pm (Commencement)
May 8	Closed

**GAME ROOM HOURS
(2010-2011 Academic Year)**

May 9	Closed
May 10-August 4	Open 9 am - 9 pm
May 15-16 & 5/22-23	Closed
May 31	Open 3 pm - 9 pm (Memorial Day)
June 11	Open 9 am - 7 pm & 9 pm - 12midnight (Project Graduation)
July 3	Closed (Independence Day) through July 5
August 5-13	Closed (Open Upon Request)
August 14	Open 7pm – 12midnight (NSO)
August 15	Open 3pm – 10pm
August 16	Open 7:30pm – 12midnight
August 17	Open 1pm - 12 midnight (NSO/Family Ori)-Classes begin 8/18
September 6	Open 3 pm - 11 pm (Labor Day)
October 13	Close at 5 pm thru October 16 (Fall Break)
October 17	Open 3 pm - 11 pm
November 23	Close at 5 pm thru November 27 (Thanksgiving)
December 6-9	Close at 11 pm (Exams)
December 10	Close at 5pm (Semester End)
December 11	Open 9 am - 12 noon (Commencement)
Dec 12-Jan 8	Closed (open upon request)
January 9	Open 9 am - 12 midnight (Dorms Open)
January 17	Open 3 pm - 12 midnight (Martin Luther King Day)
March 4	Close at 5 pm thru March 12 (Spring Break)
April 21	Close at 5 pm thru April 23 (Good Friday)
May 2-5	Open 9 am - 11 pm (Exams)
May 6	Close at 5 pm (Semester End)
May 7	Open 9 am - 12 noon (Commencement)
May 8	Closed (Closed weekends until SSI starts)

**INFORMATION STATION
(2010-2011 Academic Year)**

May 9	Closed
May 10-August 4	**Open 10 am - 2 pm; Closed Weekends Except as Noted
May 22 & June 26	Open 7:30am – 1pm (NSO)
May 31	Closed (Memorial Day)
July 5	Closed (Independence Day)
August 5-13	Closed (Open Upon Request)
August 14	Open 7:30am – 1pm (NSO)
August 15	Closed
August 16-17	Open 9 am - 5 pm (Freshman Test/Parent Ori)
August 18	Open 9am – 9pm (Classes Begin)
September 6	Open 3 pm - 9 pm (Labor Day)
October 13	Close at 5 pm thru Oct 17 (Fall Break)
November 23	Close at 5 pm thru Nov 28 (Thanksgiving)
December 10	Close at 5 pm (Semester End)
December 11	Open 9 am - 12 noon (Commencement)
December 12-Jan 9	Closed (Open upon request) - Dorms open 1/9/Classes Begin 1/10
January 17	Open 3 pm - 9 pm (Martin Luther King Jr. Day)
March 4	Close at 5 pm thru March 13 (Spring Break)
April 21	Close at 5 pm thru April 24 (Good Friday)
May 6	Close at 5 pm (Dorms Close/Semester End)
May 7	Open 9 am - 12 noon (Commencement)
May 8	Closed

Tentative Schedules - Subject to Change Without Notice

THE JAMES B. CHAVIS UNIVERSITY CENTER/UC ANNEX

Dedicated to providing “The UNCP Personal Touch”

The James B. Chavis University Center/UC Annex exists to meet the social, cultural, educational, and recreational needs of the University community. It provides a common space where informal interaction enhances the quality of life on campus. While many of our programs are geared toward the needs of our students, we are the central gathering place for all members of the UNCP community--students, faculty, and staff--to meet, relax, and share experiences.

The University Center, commonly known as the UC, 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, an information station, a computer lab, 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 University Center and Programs department is committed to facilitating the educational process by providing services, programs, and activities, a laboratory experience for student growth, an arena for the development of cultural, social, leadership, and recreational awareness, and an environment of opportunity for student, faculty, staff, and community interaction. This is accomplished through the administration of programs and services, by providing guidance and resources to student leaders and organizations, and serving as the campus' central point of reference in regard to information, leadership development, student activities, and organizations.

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

Mission Statement:

The mission of the University Center and Programs department is to encourage and support the educational, social, and cultural enrichment of students by creating an environment of opportunity for student, faculty, staff, and community interaction.

Vision Statement:

The Chavis University Center/UC Annex will be the hub of campus life, a central gathering place, for relaxation, social interaction, education, and exchange of thought.

Historical Facts:

On May 8, 1987, the Board of Trustees of the University voted to name the University Center the **James B. Chavis University Center** in honor of Dr. James B. Chavis, Vice Chancellor for Student Affairs, and a dedicated employee of the University from 1964 to 1999. The 66,068 square foot facility was designed by Hayes and Howell Architectural Associates of Southern Pines, North Carolina. Construction on the 17,618 square foot Annex began in 2006. The facility, designed by Pearce, Brinkley, Cease and Lee Architects, opened in fall 2007.

The James B. Chavis University Center and the UC Annex is dedicated to enhancing The University of North Carolina at Pembroke's goal of offering a personalized setting for the continued excellence of the UNCP community. Designed to serve as a central facility for student life on campus and for student/faculty/staff interaction, the University Center/UC Annex has shifted the nucleus of the campus northward.

SERVICE AREAS:

Information Station

If you need help or general information about UNCP, stop by the Information Station, located on the first floor. The Information Station serves as a campus resource to provide information, directory assistance, lost and found services, locker checkout, shuttle service, a wake-up call/reminder service and approval of postings, etc. The Information Station is also a primary source of information about events and activities scheduled on campus.

Game Room - The Hawk's Nest

After classes, relax in the Game Room. Take advantage of the eight-lane bowling alley, billiard and ping pong tables, or just hang out to watch TV. We also sponsor various tournaments and promotions.

Bert's Café

The snack bar offers subs at Subconnections and wings at World of Wings--all at great prices.

Sodexo Dining Services

The cafeteria features a combination of exhibition cooking, several food stations including traditional entrees, hot grill items, pizza, salad, specialty sandwiches, potato, and dessert bars, rotisserie, and much, more -- with unlimited seconds!

OTHER ADMINISTRATIVE OFFICES:

Student Involvement and Leadership

The office's mission is to provide meaningful co- and extra-curricular developmental and educational opportunities for students in a highly personalized and student-centered educational environment in order to challenge students to embrace difference, adapt to change, think critically, communicate effectively, and become responsible citizens as outlined by the University's mission.

Student Government Association

The purpose of the Student Government Association (SGA) is to represent and safeguard student interests. It is basically a political organization providing students with an avenue for action in matters pertaining to student rights and welfare.

Association of Campus Entertainment

The purpose of the Association of Campus Entertainment (ACE), the entertainment branch of the SGA, is to plan, organize, and carry out a program of social activities. ACE members bring a variety of exciting entertainment to campus, including comedians, game shows, carnivals, and hypnotists. In addition, ACE sponsors Homecoming activities, dances, and movies.

Greek Life

The UNCP Office of Greek Life is committed to creating a values-based leadership experience for a lifetime by enhancing student development through active participation in Greek organizations. The Office of Greek Life supports and promotes academic excellence, student involvement in co-curricular activities, career development, social responsibility, alma mater allegiance, social justice, civic engagement, and cultural awareness.

Intramurals/Recreation

The Intramurals Program believes that leisure, physical activity, and enjoyment are vital to a person's total well-being. Based upon this belief, the intramural program provides a broad and diversified program of recreational sport activities for the University's students, faculty, and staff.

Career Services Center

The mission of The University of North Carolina at Pembroke Career Center is to provide a comprehensive program of career development services and activities for all students and alumni. The Career Center offers services to assist students in clarifying their career choices, defining their job search strategies, and pursuing internship/co-op, employment, and/or graduate school opportunities.

Counseling & Testing Center

The mission of the Counseling and Testing Center is to provide services of a primarily developmental and preventative nature to help students balance their lives.

MEET THE STAFF:

University Center

Cynthia Oxendine, Director	Suite 220	521-6584
Beverly Lowry, Game Room Manager		521-6609
James Oxendine, Interim Game Room Manager		521-6544
Penny Oxendine, Information Station Manager/Setups		521-6575/6584
Teresa Bryant, Facility Reservations		521-6899

Student Involvement and Leadership

Michael Severy, Director	Suite 225	521-6576
Symphony Oxendine, Associate Director	Suite 225	521-6577
Rebecca Fick, Assistant Director	Suite 225	521-6578
Lori Carter, Administrative Support Specialist	Suite 225	521-6482

Intramurals/Recreation

Justin Winans, Director	Suite 225	521-6586
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Greek Life

Chris Blackburn, Director	Suite 225	755-4048
Linda Davis, Administrative Support Associate		521-6207

Student Government Association/Association of Campus Entertainment

Rigoberto (Arjay) Quizon, President	Suite 225	521-6579
Kimberly Brassard, Vice President	Suite 225	521-6578
Cassie Vinson, ACE Coordinator	Suite 225	521-6585
Jermaris Genwright, ACE Assistant Coordinator	Suite 225	521-6585
Lori Carter, Administrative Support Specialist	Suite 225	521-6482

Career Services Center

Denisha Sanders, Director	Suite 210	521-6270
Mallory Bower, Assistant Director	Suite 210	521-6270
Brenda Jacobs, Administrative Support Specialist	Suite 210	521-6270

Counseling & Testing Center

Monica Osburn, Director	Suite 243	521-6202
George Gressman, Assistant Director	Suite 243	521-6202
Chris Corbett, Counselor	Suite 243	521-6202
Mark Schwarze, Counselor	Suite 243	521-6202
Lauren Rodefled, Counselor	Suite 243	521-6202
Kesi Thompson, Counselor	Suite 243	521-6202
Evelyn Cheek, Administrative Support Associate	Suite 243	521-6202

Sodexo Dining/Bert's Caf 

Mike Nance, Area General Manager		521-6360
Jim Halcombe, Operations Manager		521-6360
Cassandra Oxendine, Cafeteria Manager		521-6360
Janet Williams, Catering Manager		521-6360
Wendy Sampson, Purchasing		521-6360
Goldie Edwards, Marketing		521-6360

GENERAL INFORMATION:

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

The University Center and Programs facilities are open to all members of the campus community and guests as long as the utilization is consistent with The University of North Carolina policies, state and federal laws, and does not disrupt other usage of the facility. The building is wheelchair accessible with electronic doors at the main entrance, an elevator, and accessible restrooms on each floor. No bicycles, pets (except service animals), skate boards, or roller blades/skates are allowed in the UC/UC Annex. Gambling is prohibited. Anyone intoxicated or under the influence of drugs will not be allowed on the premises. No concealed weapons are allowed. The UC/UC Annex is not responsible for any losses or injuries suffered by any person as a result of a facility reservation and/or activities of the reserving organization. Non-university personnel seeking student contact must have the approval of the Senior Director. *Children under 16 years of age must have adult supervision.*

Academic Courses

The UC/UC Annex is regarded as non-academic facilities. With the exception of bowling classes/exams, academic classes, lectures, laboratories, tests, or any type of class for credit or non-credit may not be scheduled in the UC/UC Annex. Management reserves the right to provide exceptions for unique cases.

Access to Facility

For access after 2am, a UNCP Braves One Card is required; prior to 2am, users must show identification card if requested.

Automated Teller Machine

The Cash Points Automated Teller Machine is located outside the UC on the south side behind the cafeteria. The ATM provides 24-hour banking access. The machine is networked with American Express, Honor, Cirrus, Plus, Visa, MasterCard, and Discover. Problems should be reported directly to the State Employees' Credit Union in Pembroke at (910) 521-8881.

A BB&T ATM is located outside the cafeteria. The machine is networked with Star, Quest, Plus, Discover, Visa, Cirrus, MasterCard, AFFN, and Express Cash. Problems should be phoned in to 1-888-897-1008.

Bowling Lanes

The bowling lanes are located in The Hawk's Nest Game Room. The lanes are primarily for the use of UNCP students, faculty, and staff. Intramurals and scheduled classes have priority in using the bowling lanes. Reservations for use by University or community organizations can be made in advance (see *Reserving the Game Room*). Bowling equipment may be rented at the Check-Out Center. All posted guidelines must be adhered to or violators will be asked to leave. Anyone found misusing or abusing the furnishings or equipment in the game room is subject to campus disciplinary action and/or criminal prosecution for vandalism.

Building Security

A building security officer is available at the security room located behind Starbucks or at (910) 521-6543 between the hours of 4:00 pm - 12:00 midnight and 2:00am – 7:00am. University Police may also be contacted at (910) 521-6235. A building night manager is also on duty from 11:00 p.m. until 2:00 a.m. to assist with any problems.

Departmental Postal Boxes

Departmental mail boxes are located on the first floor of the UC. A drop box for intra-campus and outgoing mail is provided. Mail goes out at 2:00 p.m.

Change Machine

There is a change machine located inside the Hawk's Nest Game Room. The machine accepts one and five dollar bills in exchange for quarters.

Commuter Lockers

There are twenty-eight lockers available for check-out on the first floor of the UC. Lockers may be checked out through the Information Station by any UNCP commuter student. A locker rental agreement must be signed and on file. There is no charge for lockers; however, students must provide their own locks, which must be removed 15 days after the last scheduled class of the academic year. Lockers are issued at the beginning of each academic year for the entire year (unless a locker is vacated following the fall semester at which time it will be issued at the beginning of the spring semester) on a first-come first-serve basis. Locker Agreements are to be renewed at the beginning of each academic year.

Computer Lab

The computer lab is located on the first floor of the UC next to the front entrance and is open continuously (24 hours) except Saturday 2 am through Sunday 3 pm. The lab contains 24 computer stations including two wheelchair accessible stations, two network printers, two scanners and a copier.

Copier

A copier is located in the computer lab—students must use the Braves One card to make copies. Problems with the copier should be reported to the Information Station Manager. The University Center Office cannot make copies for conferences/meetings.

Emergency Procedures

(1) General Procedures for Emergencies:

- a. In critical situations, call 911. In non-critical situations, call the UNCP Police at 6235. If deemed necessary, call the UNCP Infirmary at 6219.
- b. State the nature of the emergency (fire, injury, etc.)
- c. Give the exact location of the emergency. Be specific.
- d. Give your name and the telephone number from which you are calling, where you may be reached, and any other requested information.
- e. Telephone, or have someone telephone, the Senior Director or Night Manager to notify him/her of the emergency.

(2) *Procedure for Fire Alarms:* Fire evacuation plans/routes are posted throughout the building.

- a. If a fire alarm is sounded, evacuate the building. Employees within each area should assist in evacuating their area.
- b. Proceed to the nearest exit; if that exit is blocked due to smoke or fire, proceed to the nearest alternative exit. Elevators are not considered to be exits; only doors that lead outside the building and open from the interior should be considered exits.
- c. Do not re-enter the building until University Police have given an all clear for re-entry.

(3) *Medical Emergencies:*

- a. In critical situations, call 911. In non-critical situations, call the UNCP Police at 6235.
- b. Call the University Infirmary at 6219.
- c. Reassure the victim that help is on the way.
- d. Telephone or have someone telephone the Senior Director or Night Manager to notify him/her of the emergency.

Faculty Lounge

The Faculty Lounge, located on the first floor on the south side of the building, provides faculty with a place to interact in an attractive setting. This area can be reserved for events that require catering.

Fireplace Lounge

The Fireplace Lounge is located on the first floor of the University Center and is complete with comfortable seating, music, big screen TV, a fireplace and much more. This lounge is an informal area, where students can meet friends, study, or just relax. The lounge can be reserved for various entertainment programs after 5pm only—exceptions must be approved by the Vice Chancellor for Student Affairs. No functions with alcoholic beverages will be held in the lounge; these functions must be held in the UC Annex.

First Aid Kits

First aid kits for the first floor are located at the Information Station and in the Game Room. On the second floor, the kit is located in the Student Life suite. All medication or supplies must be signed out when needed. The person receiving the medication must sign as the patient, and the person giving the medication signs as the nurse. Medication will not be given to children or persons under 18 years of age.

Furnishings

Persons shall refrain from placing their feet on the furniture or sitting on the tables. Equipment and furnishings shall not be removed from the building or within the building for any reason except upon written permission of the Senior Director.

Game Room - The Hawk's Nest

The Game Room, located on the first floor, is primarily for the use of UNCP students, faculty, and staff. Designated times for community use can be arranged. Children under 12 years old must be accompanied by an adult. Anyone found misusing the furnishings or equipment will be asked to leave. Billiards equipment may be rented from the Check-Out Center or individuals may supply their own if they choose to, but will be charged for table usage.

The following rules and regulations govern Game Room usage:

- * No gambling
- * No sitting on game tables
- * No food or drinks allowed in the bowling/billiards area
- * No abuse or misuse of game machines
- * No smoking
- * No profanity

Guests

Members are responsible for their guests at all times. Guests will be permitted to use the facilities when accompanied by their host.

Information Station

The Information Station is located on the first floor at the north entrance to the building. Services provided include:

- General UNCP Information
- Visitors Information
- Campus & Community Maps
- UC Daily Schedule of Events
- Campus & Community Events
- UC Lost and Found
- Commuter Lockers
- Bulletin Board Check-Out
- Newspaper Checkout
- Postings Approval
- Information on UNCP Services, Policies, Regulations
- Message Center
- Courtesy Phone
- Drop-off Center
- Book Exchange
- Wake-up Call/Reminder Service
- Shuttle Service
- Massage Therapy
- Postage Stamps
- Event Technical Assistance
- Umbrella Checkout
- Digital Communication System

Lost and Found

Lost and Found is located at the Information Station on the first floor. Lost/found items should be turned in to the Information Station attendant. Every effort will be made to return items to rightful owners upon identification. For additional information, refer to www.uncp.edu/uc/lostandfound/.

Meditation Room

The Meditation Room has an open-door policy and may not ordinarily be reserved. Exceptions may be made for campus organizations, students, faculty, or staff **only** in unique situations.

Movies

Event sponsors wishing to use 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 and Programs 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 Involvement and Leadership and is familiar with copyright

policies is: SWANK – 1-800-876-5577, mail@Swank.com – contact them directly for assistance.

Parking

Parking for patrons is available in the parking lot behind the UC. Handicapped parking is also available in this lot. Spaces can be reserved with advance notification to University Police. Visitor permits may be arranged in advance through the Cashier’s Office. The first row of parking spaces is reserved for faculty and staff.

Periodicals

The UC Information Station will accept magazines, flyers, departmental brochures, and other periodicals for distribution. A distribution box for the University newspaper, *The Pine Needle*, is also located inside the UC.

Policies are the rules that govern our activities. Know them. Ignorance is no excuse!

Policy Violations/Exceptions

Violations of the University Center/UC Annex policies may result in the loss of usage privileges or charges or both, whichever is appropriate. Exceptions to any UC/UC Annex policies/procedures should be directed to the Senior Director or the Vice Chancellor for Student Affairs. Requests for exceptions will be reviewed on a case-by-case basis.

Ride Board

The UNCP Ride Board is located outside the game room. Individuals needing a ride or looking for passengers to share expenses can fill out the appropriate forms and place them on the ride board.

Smoking

The UC/UC Annex are **smoke-free facilities**. Smoking is prohibited in all areas.

Student Groups

Recognized student groups cannot reserve rooms or tables until an *Information Update Form* is on file with the Offices of Student Involvement and Leadership and/or Greek Life. Each group’s scheduling should be handled by only one person and that should be done in person in Suite 220. **Non-Recognized** student groups, seeking to become a registered student organization, may make a maximum of three reservations for organizational meetings in the UC, prior to recognition by Student Life/SGA.

Suggestion Boxes

There are two suggestion boxes in the UC located at each entrance to the facility. Suggestion forms are provided for comments. These forms are read on a monthly basis by the Senior Director and submitted directly to the Vice Chancellor for Student Affairs who reviews the comments, directly addresses the appropriate person to handle the suggestion, and may respond in writing to the person who made the suggestion.

Telephones

Courtesy phones are located in the Information Station and the University Center and Programs office which accesses on-campus extensions. Courtesy phones are for conference/meeting participants for business-related calls only. Long-distance calls cannot be charged to this phone. Calls should be as brief as possible. Phones in administrative offices in the UC should not be used. Emergency telephones are located near Cash Points on the southern end of lot 16 and in lot 19 on the north side of the Givens Performing Arts Center.

TV Areas

There are two 25" televisions in the television booths located on the first floor of the UC. There are two 52" televisions in the lounge area, three 52" flat panels on the UC media wall, a 27" and a 42" in the Game Room, and two 42" in Bert's. Also, booths in the Game Room and Bert's have 15" televisions.

Vendors/Sales and Solicitation

Student organizations may use University facilities to carry out sales activities on the University campus. Only University-registered organizations will be allowed to sell articles in the UC, and a fund raiser form must be completed and on file with all necessary approval signatures. These organizations may sell provided there is no conflict with University-operated or contracted sales. The primary purpose of the sale must be to raise money for the benefit of the group and must be conducted by members of the group only. Sales and promotions must be conducted only at times and in locations approved. Outside vendors are prohibited as well as sales and solicitation by individuals or non-University groups. The only exceptions are vendors that are an integral part of a conference. Credit/phone card vendors are absolutely prohibited, as per a policy established in fall 1995.

ADVERTISEMENT POLICY:

The Office of 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 and Programs staff will immediately remove signs placed on glass and/or walls. **ALL** forms of advertisement must be approved through the Information Station 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. 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 entrance to the UC, in each entrance foyer, above the display case at the rear UC entrance, and above the Bookstore display—hooks are provided. For banner locations in the UC Annex, contact Facilities Operations. Banners (including all hanging materials) must be removed as soon as possible after the event.

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.

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/UC Annex without the consent of the Senior 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 Senior 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 Life/University Center/Greek Life and 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.

Marquees

The marquee located in front of the UC is primarily used to advertise campus events. Messages for the Student Involvement and Leadership/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 Senior 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.

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 Senior Director for University Center and Programs for authorization.

Amplified Sound

University Center and Programs 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 reservations for the remainder of the semester.

Audio/Visual Equipment

Arrangements for all audio/visual equipment to be used in the UC/UC Annex must be made through the reservations manager. 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 student 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 521-6254. A charge will apply for external groups.

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

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

Note: Due to the high loss associated with extension cords, we do not provide them.

Cafeteria

To reserve the cafeteria for an event, please complete a General Facility Use form or call the Student Affairs Office at (910) 521-6226. Catering must be handled through Sodexo Dining Services. Please call (910) 521-6360 or 775-4194.

Catering Statement: Refreshments

Sodexo Dining Services has the exclusive food and beverage contract on the UNCP campus. Food and beverage (including light refreshments) must be purchased from them. Exceptions to this policy can only be made by the Director of Dining Services in conjunction with the UC

Senior Director. Typically, exceptions will only be made when Dining Services determines that they will be unable to accommodate a specific request.

Checking Room Availability

Space availability checks and tentative reservation requests will be accepted over the phone at 521-6584. Tentative reservations may be made for space, 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 received in the UC and Programs Office.

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 reservations manager. If there are problems with a scheduled program during regular operating hours (Monday - Friday 8:00 am - 5:00 pm), contact the UC Senior 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.

Indemnification

The UC/UC Annex 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 Senior Director.

Grounds/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 Senior 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 breezeway for a total of eight spaces. Each space can accommodate two 24" x 72" tables. Set-ups cannot 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 area is twelve. To reserve a mall space, follow the same guidelines for other spaces. Reservations must be made in advance, with a minimum four (4) days notice. Tables will be reserved on a first-come-first-serve basis. Student organizations are limited to one table with three chairs per day.

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.

Reserving the Game Room

The Game Room Manager schedules the use of the Game Room. Special groups (youth, churches, schools, etc.) are allowed to use the Game Room at student rates according to the following guidelines:

- Advance reservations must be made by phone at (910) 521-6544 or in person, preferably with a two-week notice.
- Counselors/teachers/chaperones must remain with students at all times.
- Horseplay will not be tolerated.
- No free play is allowed.
- Birthday groups are allowed, pending availability—restrictions apply.
- The Game Room will not be closed to UNCP students to accommodate special groups.
- Anyone who does not abide by the rules will be asked to leave and may jeopardize future privileges to use the facility.

Set-Ups

All rooms have standard configurations. Should something other than the standard set-up be required, a fee will be charged to the sponsoring organization (see *Set-Up Fees*). Costs may also be incurred by the sponsoring organization if the event requires additional labor for clean-up. Every effort is made to accommodate set-ups, but cannot be guaranteed without advance notification. Set-up requirements should be submitted at the time of the reservation. Only the UC Senior Director is authorized to submit work orders to Facilities Operations for setups in the UC/UC Annex. Any changes to an event that may affect the facility utilized must be communicated immediately. To plan a successful event, timely communication is crucial. If there are any changes to sound requirements, room set up, number of attendees, time of event, etc., inform the UC and Programs staff in a timely manner. A change in one program often affects many other details in a facility. If there is any doubt about whether that information is relevant, please communicate it.

Set-Up Fees

The labor cost to accommodate set-ups involving staging, dance floor, audience seating, tables, tents, sound, and A/V will be charged to all external groups (see *Fee Structure for External Groups*). The fees will be assessed on a case-by-case basis as determined by Facilities Operations.

Rental Policy Premise

The UC/UC Annex facilities are funded primarily by student fees. The fair cost of use by organizations not affiliated with the University shall be borne by that group rather than by student fees. Rental fees will be charged to cover the direct as well as indirect costs of operating the facilities and services supporting the rental activity. University-affiliated and student organizations will not be charged a facility use fee. Groups with no university affiliation will be charged for usage. Any group or individual requesting the use of the facilities will be held liable for all damages. Applications for external groups are restricted to specific types of requests—see the Facilities Use Policy for External Organizations at www.uncp.edu/sa/forms/facilityusepolicy.pdf. Requests to use the facilities by external groups must be submitted at least **60 days** prior to the event. A certificate of liability insurance is required. Internal groups must submit requests at least **seven (7) days** prior to the event for venues except the mall which requires a **four (4) day** notice. Only approved campus

organizations may request to use facilities for dances. UNCP reserves the right to reject any facility request that may conflict with established policies or other campus events.

Facility Usage Fee Policy

External (off-campus) groups are charged a facility-usage rental fee (see *Fee Structure for External Groups*). A UNCP faculty/staff person cannot sign off on a form in order for an off-campus group to avoid a charge. Users who misrepresent an event or affiliation in order to avoid fees and charges will be charged appropriately, may incur additional charges and may have reservation privileges suspended. These determinations are made by the UC Senior Director or a designee. Fee waivers are approved at the discretion of the chancellor. Refer to the Facilities Use Policy for External Organizations at www.uncp.edu/sa/forms/facilityusepolicy.pdf for usage guidelines.

Fee Structure for External Groups (per day):

<u>Mall</u>	<u>\$ 50.00</u>
<u>Rooms</u>	<u>\$100.00</u>
<u>Annex Assembly Room</u>	<u>\$250.00</u>

***See additional fees below*

Basic Services/Equipment included in the above fees:

- 1) Normal Room Clean-Up
- 2) TV/VCR/DVD, Self-Contained Podium w/Microphone, Tripod

Cost for Equipment:

<u>Tripod</u>	<u>\$ 10.00</u>
<u>Piano</u>	<u>\$150.00</u>
<u>Podium w/microphone</u>	<u>\$ 25.00</u>
<u>*Sound System</u>	<u>\$100.00</u>

*Includes: 1 Mic, CD/Cassette Player, Speakers

External Groups Will Incur Set-up and/or Audio-Visual Fees:

Labor costs to accommodate set-ups will be charged to all external groups. Although the set-up fees are assessed on a case-by-case basis as determined by Facilities Operations, the standard set-up fee is \$11 per hour weekdays and \$16.50 weekends. Events outside the M-F 8am-5pm timeframe will also require a UC conference assistant to remain on duty for the duration of the event at a cost of \$15 per hour. Contact the Media Center at 910-521-6254 for A/V fees. All events must be staffed with appropriate security. Charges for security are \$20 per hour, per officer and are the expense of the user.

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).

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

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 Senior Director reserves the right to review each of these events before a reservation can be made.

A Certificate of Liability Insurance listing the University as an additional insured is required.

To Make A Reservation

The facility use forms are available on the University Center and Programs website: 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 (including setup time)
- 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*)

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 18, 2010 for the 2010-11 academic year. Student organizations must re-affiliate with the Office of Student Involvement and Leadership/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.
- Must be finished with the room by the time indicated.
- If an event is canceled, notification must be received within 48 hours to avoid loss of privilege to use the facility/fees.
- Reservations are tentative and subject to cancellation until approved.
- The nature of the event must be indicated. The reserving party is responsible for insuring that the area will be used for the program described. Facilities are not available for commercial solicitation, private events, or social functions.
- Priority access for reservations is given to regular University and or University Center and Programs/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 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.
- Space reservations must be approved Monday through Friday from 8:00 am to 5:00 pm by the UC Senior Director/Administrative Support staff.
- Due to high demand for 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 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 up to one year in advance for University departments only. External groups can not reserve space more than 60 days in advance of a requested date.
- Organizations cannot reserve a room for more than two consecutive weeks.
- Advance notification of a reservation is required.
- 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, except when approved.
- Meetings in the UC/UC Annex Assembly Room must adjourn by 11:45 pm, unless approved by the UC Senior Director. Meetings in the UC Annex conference rooms must adjourn by 5pm.
- Facility usage during scheduled holiday closings will not be approved.
- Charges will be assessed for events that require the building open beyond 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.
- **SMOKING** is prohibited in all areas; the UC and UC Annex are smoke-free facilities. Candle burning is prohibited.
- **Advertisements must be approved.** Do not attach to walls, ceiling, or glass without special permission from the UC Senior Director. Signs or posters should not be placed on walls, doors, or room dividers without prior approval (see *Advertising Policy*).
- External (off-campus) groups are charged for facility use (please refer to the *Fee Structure for External Groups*). Anticipated fees must be paid in advance. Invoices for any additional fees are mailed one week after events and must be paid within 30 days. Nonpayment will result in the loss of privilege to use the facility.

- All catering (including light refreshments) must be arranged through Sodexo Dining Services at (910) 521-6360 or 775-4194. Exceptions to this policy can only be made by the Director of Dining Services in conjunction with the UC Senior 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.
- Requests that conflict with other activities on campus will not be approved.
- 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 by student organizations requires that a faculty/staff advisor attend the function.
- University functions including/serving alcoholic beverages will be approved for the UC Annex Assembly Room only. External groups cannot serve alcohol unless approved by the Chancellor's Office.

For more information regarding specific guidelines pertaining to room usage, please contact the UC Senior Director.

CHANCELLOR'S DINING ROOM

The CDR can only be reserved for special functions of the Chancellor and Vice Chancellors. Maximum seating capacity is 58.

How to Reserve the Chancellor's Dining Room:

- (1) Contact the Chancellor's Assistant at 521-6205 to see if space is available.
- (2) Contact Sodexo at (910) 521-6360 to confirm arrangements and select menu.
- (3) Finalize the request by completing the Facility Use Form; submit to the Chancellor's Office for processing.
- (4) Complete the Dining Services Request Form.
- (5) Submit form to Dining Services.

UNIVERSITY CENTER ROOM CAPACITIES
(All rooms have standard configurations)

ROOM #	PRIMARY USE	CAPACITY
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 Senior 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

Event Planning Checklist

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 (wards, 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

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.

VEHICLE PROCEDURES

Users are responsible for knowing and observing the regulations as outlined in the UNCP Vehicle Use Policy. Please refer to www.uncp.edu/ba/policies/pp/pp0192.htm.

University Center Vehicles

The University Center (UC) owns one (2) Maxi-Van (max. capacity: 10) and one (1) Mini-Bus (max. capacity: 12, plus 2 wheelchair spaces). These vehicles are maintained by Motor Pool and must be picked up from and returned to Motor Pool. Usage fees are outlined on the request form.

Who Can Use a Vehicle

Vehicles may be used by any UNCP department/student group with an active account maintained by the UNCP Business Office. The reserving department/group is responsible for reviewing the UNCP Vehicle Use Policy prior to operating vehicles and is liable for knowing and observing all rules. For all student trips, an advisor's signature is required for approval of the trip. The advisor must accompany the group on the trip and may be held financially accountable for vehicle usage fees if funds are not available in the student account.

Who Can Drive a Vehicle

First-time users of UC vehicles must complete a Vehicle Driver Authorization Form. The authorization form must be renewed at the beginning of each academic year. Only University employees may operate vehicles. Use of state-owned vehicles by student employees (including work study) who are on the state payroll requires authorization by the appropriate Vice Chancellor, Dean, Department Chair or Director. Student employees must be driving the vehicle as it relates to their paid position and not just because they are on the state payroll. For student groups, the designated driver must be an active member of the organization. Student groups can use the shuttle bus only if a UNCP faculty/staff is driving the vehicle. The department reserving the vehicle is responsible for finding drivers who are eligible to drive the vehicles. Departments can contact Motor Pool to determine if drivers are on the certified driver list. Minimum age of drivers is 21 with a minimum of three years driving experience. All drivers are subject to a Motor Vehicle Record (MVR) check. An accompanying passenger may assist with driving only if he or she satisfies the eligibility requirements applicable to the vehicle in use.

To Request a Vehicle

Requests are accepted and processed on a first-come, first serve basis. Availability must be verified by contacting the UC and Programs Office at extension 6584. A *Vehicle Request Form* with all signatures, other information, and a passenger list must be submitted at least 14 days prior to the trip along with a copy of the driver's valid license. *A \$25 fee is charged unless a 24-hour cancellation notice is given.* Forms are available at www.uncp.edu/uc.

To Pick up a Vehicle

Keys must be picked up (and returned) to the UC and Programs Office. You will be required to sign for the keys. To pick up the keys, present a valid driver's license as well as an updated passenger list to the UC official who dispatches the keys. A copy of the passenger list must be presented to Campus Police prior to any group leaving campus. Ask for a copy of the *Vehicle Request Form* for your trip to record beginning and ending mileage. Take the keys and form to Motor Pool to pick up the vehicle. Please check fuel gauge before leaving campus. If fuel is low, please fill up at the Motor Pool pumps. A gasoline credit card is in the glove compartment

of the vehicle (use the credit card only for long-distance trips). If the card cannot be used to purchase gas, you must bring a gas receipt to the University Center and Programs Office so that a Request For Payment can be completed for reimbursement.

To Return a Vehicle

Return the vehicle to Motor Pool. If the vehicle is returned after 5:00 p.m. or on weekends, lock it and park it in the Facilities Operations parking lot. Upon return of the vehicle, please do a visual check to make sure trash has been removed and discarded and that the overall appearance of the vehicle is such that it is ready to be used again. Failure to do so could result in loss of privilege to use the vehicle in the future.

Return the keys and the *Vehicle Request Form* to the UC and Programs office by 12 noon the first business day following your return (*keys are not to be dropped in the Motor Pool Box*). The driver is responsible for accurately recording the beginning and ending mileage on the form. Failure to do so could result in excessive mileage charges. *If the keys, accompanying paperwork and/or the vehicle are not returned on time, there will be a \$25 service charge and revocation of reservation privileges for your organization until the fee is paid.*

Emergency Procedures/Reporting an Accident

Follow instructions found in the UNC Pembroke Vehicle Use Policy/Travel Packet located in the glove compartment. If an accident/mishap occurs, follow the emergency instructions included in the travel packet. Insurance information is included in the packet. Notify the UNCP Motor Pool office at (910) 521-6167 and UNCP Police at (910) 521-6000. The driver must complete an accident reporting form as instructed in the travel packet to be filed with Motor Pool within 24 hours of the accident unless circumstances dictate otherwise. In the event the vehicle can not be driven, contact the UNCP Motor Pool office by phone at (910) 521-6167) for instructions. If it is outside of normal working hours, contact UNCP Police at (910) 521-6000 or (910) 521-6235.

Expectations of Users

All travel must be related to official University business and comply with state and University policies, procedures, and regulations. State vehicles may not be used for personal usage nor loaned to other individuals. Users are representatives of UNC Pembroke when traveling. Each person is responsible for professional conduct and presenting a positive image while on any trip. Failure to properly represent the University may result in disciplinary action/judiciary charges. Smoking and alcoholic beverages are not permitted in any University vehicle.

Drivers' Responsibilities

Drivers must obey all local and state ordinances pertaining to the operation of motor vehicles. Drivers are responsible for the safety of all passengers, limiting occupants and cargo weight, ensuring that passengers use seatbelts (if equipped), inspecting the vehicle prior to leaving the parking site, monitoring the vehicle for proper operation, and reporting any problems to Motor Pool. In case of an accident, the reserving department is responsible for payment of the insurance deductible amount as well as damages not covered by insurance.