

Facility Use External Application for the JAMES B. CHAVIS UNIVERSITY CENTER/UC ANNEX

Revised 1209

This application contains two pages.

Organization _____ Fax _____

Applicant's Name _____ Telephone _____

Local Address _____ E-mail _____

Date(s) of Event _____ Will admission/registration be charged? Yes No

Time Requested _____ to _____ Actual Time of Event _____ to _____

(Must be finished with the room by the time indicated; All events must adjourn by 11:45 p.m.)

LOCATION REQUESTED

- | | | |
|---|--|--|
| <input type="checkbox"/> UC Rooms <input type="checkbox"/> 213 <input type="checkbox"/> 233 <input type="checkbox"/> 251 | <input type="checkbox"/> Annex Assembly Room <input type="checkbox"/> Annex Rooms <input type="checkbox"/> 203 <input type="checkbox"/> 206 <input type="checkbox"/> 217 | <input type="checkbox"/> Faculty Lounge <input type="checkbox"/> Lounge (after 5pm) |
| <input type="checkbox"/> Mezzanine <input type="checkbox"/> Chancellor's Dining Room | <input type="checkbox"/> Mall | |

Purpose of Use/Type of Program: _____ Est. Attendance: _____

Is the Event: Private (for members of applicant organization only) Open to Campus Open to the Public

ROOM CAPACITIES




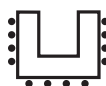

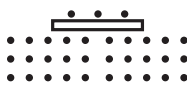
| | | |
|--|--|-----------------------|
| UC Lounge (400 theatre style; 250 banquet style) | UC Rm 213 (46) | UC Rm 233 (43) |
| UC Rm 251 (25) | Mall (12 tables) | Mezzanine (12 tables) |
| CDR (48) | Annex Rm 203 (24) | Annex Rm 206 (8) |
| Annex Rm 225 (8) | Annex Assembly Room (440 theatre style; 240 banquet style) | Annex Rm 217 (24) |

MATERIALS/EQUIPMENT REQUESTED (please specify number)

| | | | |
|---------------------|-------------------------|--------------------|-----------------------|
| Table _____ | Tripod _____ | Podium _____ | Speakers _____ |
| Chair _____ | Piano _____ | Microphone _____ | CD Player _____ |
| LCD Projector _____ | Electrical Outlet _____ | Wireless Mic _____ | Cassette Player _____ |
| Screen _____ | TV/VCR _____ DVD _____ | Sound System _____ | Other _____ |

Only the UC Director is authorized to submit work orders to Facilities Operations for setups.

SETUP STYLES – For Annex or Lounge only (please check one or attach a diagram)

- | | | | | | |
|---|---|---|---|---|---|
|  |  |  |  |  |  |
| <input type="checkbox"/> Banquet Style (6 or 8 chair table) | <input type="checkbox"/> Conference Style | <input type="checkbox"/> "T" Style | <input type="checkbox"/> "U" Style | <input type="checkbox"/> Seminar Style | <input type="checkbox"/> Theatre Style |

TECHNICAL/CATERING SERVICES

The UC will provide a student sound technician to assist with functions requiring A/V assistance. If you need network/internet/phone service, contact the DoIT Helpdesk at 521-6260. Contact Sodexo directly for catering services at 521-6360. All refreshments must be provided by Sodexo.

The facility use application is due 60 DAYS prior to the event. Please go to the next page to read the additional usage guidelines.

ADDITIONAL USAGE GUIDELINES

Please refer to the UC Policies and Procedures Manual at www.uncp.edu/uc and the UNCP Facilities Use Policy for External Organizations at www.uncp.edu/sa/.

- Consideration of application is restricted to: Groups involved in academic programs, and/or programs promoting the understanding of the arts and sciences and/or economic development; 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 which are co-sponsored by the University; and nonprofit groups with a 501C designation and whose purpose is of a charitable nature.
- External groups must provide a Certificate of Insurance – general liability insurance listing UNCP as an additional insured. Coverage will not be less than: Bodily injury \$500,000 each person, \$1,000,000 each occurrence and \$500,000 property damage each occurrence.
- Applicants are responsible for payment of fees in advance.
- Reservations are tentative and subject to cancellation until approved by the Vice Chancellor for Student Affairs. Reservations will be confirmed via email.
- Parking – If you have special parking needs or requests, please contact University Police at 521-6235.
- Advertisements posted on campus must be approved. Do not attach to walls, ceiling or glass.
- Cancellation must be received within 48 hours to avoid loss of privilege to use the facility/fees.
- Special permission is required to include vendors.

RENTAL FEE CHART

| | |
|----------------------------------|----------|
| Mall..... | \$ 50.00 |
| Rooms..... | \$100.00 |
| Annex Assembly Room/Lounge | \$250.00 |

Basic Services/Equipment included in the above fees:

- 1) Normal Room Clean-Up
- 2) TV/VCR/DVD, Podium

COST FOR EQUIPMENT

| | |
|---------------------------|----------|
| Tripod | \$ 10.00 |
| Piano | \$150.00 |
| Podium w/microphone | \$ 25.00 |
| *Sound System..... | \$100.00 |

*Includes: Podium w/mic, CD/Cassette Player, Speakers, and LCD projector

ADDITIONAL FEES FOR SET-UP, AUDIO-VISUAL, SECURITY, AND CONFERENCE ASSISTANT

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. All events must be staffed with appropriate security. Charges for security are \$20 per hour, per officer and are the expense of the user. Contact the Media Center at 910-521-6254 for A/V fees.

I agree to abide by the regulations governing use of space, understand the terms and conditions and accept the responsibility and liability as defined for the financial obligations.

I have read and fully understand the UC Policies and Procedures reservations guidelines: www.uncp.edu/uc.

I am also aware that failure to comply with these guidelines may result in the loss of privilege to use the UC/UC Annex for 30 days.

Applicant _____ Date _____

Approved _____ Date _____
University Center Director

Approved _____ Date _____
Vice Chancellor of Student Affairs

**CLICK SUBMIT TO SEND
THE APPLICATION VIA EMAIL.**

OFFICE USE ONLY