

APPLICATION FOR USE OF THE JAMES B. CHAVIS UNIVERSITY CENTER/UC ANNEX

The University of North Carolina at Pembroke

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 pm)

LOCATION REQUESTED:

UC Rooms 213, 233, 251 (*circle*)

Mezzanine

Chancellor's Dining Room

Annex Rooms 203, 206, 217, 225 (*circle*)

Annex Assembly Room

Mall

Faculty Lounge

Lounge (after 5pm)

TYPE OF GROUP:

University Dept/Committee

Off-Campus Group

Fraternity/Sorority*

Student Organization*

*If a student organization, printed name of Faculty/Staff Advisor: _____

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


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)


 Banquet Style
(✓ 6 or 8 chair table)

 Conference Style

 "T" Style

 "U" Style

 Seminar Style

 Theatre Style

TECHNICAL/CATERING SERVICES

For technical services, including A/V assistance and sound technician, contact the Media Center at 521-6254. If you need network/internet/ phone service, contact the UCIS Helpdesk at 521-6260. Contact Sodexo directly for catering services at 910-521-6360. All refreshments must be provided by Sodexo.

THE FACILITY USE APPLICATION IS DUE PRIOR TO THE EVENT:

FOUR DAYS FOR ON-CAMPUS GROUPS AND TWO WEEKS FOR OFF-CAMPUS GROUPS

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 _____

Faculty/Staff Advisor _____ Date _____

(*Signature – Indicates date and time availability)

Approved _____ Date _____

University Center Director

Approved _____ Date _____

Vice Chancellor for Student Affairs

*The Faculty/Staff Advisor signature is required for student organization functions in the UC Lounge and UC Annex. This signature indicates attendance throughout the entire event to provide support to the student organization and to allow for an additional point of view in circumstances where issues need to be discussed. If the advisor is not present, the event will be cancelled. Please initial if you feel extra security is needed for this event. _____

Revised 07/07/08

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 not be confirmed, however, if requests cannot be honored, the applicant will be contacted directly.
- 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	\$250.00

**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:

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

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

ROOM CAPACITIES:

UC Lounge (250)	UC Rm 213 (46)	UC Rm 233 (43)	UC Rm 251 (25)
Mall (16 tables)	Mezzanine (12 tables)	Faculty Lounge (42)	CDR (48)
Annex Rm 203 (24)	Annex Rm 206 (8)	Annex Rm 217 (24)	Annex Rm 225 (8)
Annex Assembly Room (440 theatre style; 240 banquet style)			

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.

Signed _____ Date _____

Applicant

<i>For Office Use Only:</i>	Rec'd Date: _____	Time: _____	Approval: _____
Room Rental: \$ _____	Budget: _____	Labor: _____	Budget: _____
Misc: (clean-up, A/V, reset, damages): _____	Budget: _____	Approval: _____	7/08

Return to: UNC Pembroke, Chavis University Center, P.O. Box 1510, Pembroke, NC 28372-1510