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## **INTRODUCTION TO CONFERENCE POLICIES AND PROCEDURES**

The University of North Carolina at Charlotte (the “University”) operates its facilities in compliance with the laws of the State of North Carolina and local laws and regulations. The responsibility for enforcement of these laws and regulations rests with the conference planner and organization (the “Client”). Failure to comply or enforce such laws will result in loss of the privilege to utilize University facilities.

University reserves the right to deny use of its facilities if that use is not in the best interest of University or if the event conflicts with regular University operations.

University reserves the right to schedule activities and events in the appropriate locations, taking into account the size, accommodations, traffic and general nature of the event, and to schedule the necessary support services staff to ensure safe operation of the event.

**The Conference Agreement along with this document (the “Specifications”) constitutes the entire understanding between University and Client.**

## PLANNING YOUR PROGRAM

The Conferences, Reservations and Event Services Department (CRES) works closely with Client to coordinate conferences occurring on the University's campus. The office, located in the Bonnie E. Cone University Center, provides a "one-stop shop" for meeting and recreational facilities, housing, food service, parking and other services.

The University hosts numerous conference groups involving more than 16,000 participants each year, in addition to supporting a large enrollment in its academic program. Space on campus is at a premium. Therefore, early planning is a vital component of the conference process.

Space for fall and spring activities is typically reserved according to the following schedule, per University Policy Statement #21 <http://www.uncc.edu/unccatty/policystate>. Requests for space must be received a minimum of 10 business days in advance. All requests will be processed as quickly as possible.

- Non-affiliated groups and organizations may not reserve space on campus more than 45 days in advance during the fall and spring academic terms when classes are in session (exception, fall and spring break).
- Sponsored, non-affiliated groups and organizations may have space reserved on campus by the sponsoring affiliated department more than 45 days in advance but must comply with the University's policy regarding the scheduling of space.
- Affiliated groups and organizations may reserve space on campus according to the University's policy regarding the scheduling of space.

All conference inquiries should be directed to one of the following persons:

Ann Benson, Director of Conferences, Reservations & Event Services  
704.687.2390  
[aebenson@uncc.edu](mailto:aebenson@uncc.edu)

Alicia Clapp, Assistant Director of Conferences  
704.687.4994  
[anclapp@uncc.edu](mailto:anclapp@uncc.edu)

Marie Rutherford, Conference Manager  
704.687.2659  
[mruther7@uncc.edu](mailto:mruther7@uncc.edu)

Meagan Flood, Administrative Assistant  
704.687.2842  
[mflood3@uncc.edu](mailto:mflood3@uncc.edu)

Mailing address:

Conferences, Reservations and Event Services  
The University of North Carolina at Charlotte  
Bonnie E. Cone University Center  
9201 University City Boulevard  
Charlotte, NC 28223  
<http://conferences.uncc.edu>

## MEETING & RECREATIONAL FACILITIES

The University allows a variety of meeting/recreational facilities to be reserved by conference groups. The Bonnie E. Cone University Center offers the most meeting space on campus followed by the James H. Barnhardt Student Activity Center. There are other facilities that accommodate meeting groups such as academic classrooms, recreational fields, and athletic complexes. See Appendix A for campus and facility maps.

### **Bonnie E. Cone University Center**

The Bonnie E. Cone University Center serves as one of the primary meeting facilities on campus, offering 30,000 square feet of conference space. This space includes a 600 seat lecture hall, the C.A. McKnight Auditorium, as well as a variety of rooms for break-out sessions or meeting spaces for as few as 12 or as many as 190. The John Paul Lucas Room seats over 300 audience style or 200 banquet style and features parquet flooring. When reserving space in the Cone University Center outside of normal operating hours, there will be a charge assessed for a building manager to be on site. This includes early openings and late closings. Regular operating hours during the academic year are:

**Monday-Friday (7 am-11 pm) Saturday (12 pm-11pm) Sunday (1 pm-11 pm)\***

**\*These hours are subject to change without notice and are not valid when the University is closed for holidays or semester breaks.**

Room	Aud Style	Class-Room	Class-room	Class-room	Class-room	Round tables	Round tables	Conf Square	Conf U
		18" w/2 chairs	18" w/3 chairs	3x6 w/2 chairs	3x6 w/3 chairs	w/6 chairs	w/7 chairs	# people	# people
109								16 FX	
110								16 FX	
111 Combined	60	30	45	24	36	42	49	30	30
111A	30	10	15	8	12	18	21	20	15
111B	30	10	15	8	12	18	21	20	15
112 Combined	90	44	66	34	51	66	77	40	40
112A	30	16	24	12	18	24	28	20	18
112B	60	28	42	22	33	42	49	30	30
113 Combined	60	28	42	20	30	42	49	30	28
113A	30	12	15	10	12	18	21	20	15
113B	30	12	15	10	12	18	21	20	15
207								12 FX	
208	50	20	30	18	27	42	49	28	23
210 Combined	180	90	135	52	78	108	126	52	47
210A	60	32	45	22	33	48	56	28	27
210B	80	36	54	30	45	60	70	40	37
265									20 FX
268 Combined				56 FX					
268A				32 FX					
268B				22 FX					
AfterHours							250 FX		
McKnight	600 FX								
J.P. Lucas Room	300			72	108	174	203		
347								15 FX	
348A								20 FX	
348B		24 FX							

**FX = Fixed set-up (These figures do not reflect additional space needed to accommodate staging, projection equipment, etc.)**

**James H. Barnhardt Student Activity Center**

The James H. Barnhardt Student Activity Center is another large space frequently used for conference events. It features the Halton Arena with a seating capacity of 9,500 and five hospitality salons that can be used individually for small meetings and meal functions or combined for larger events accommodating up to 500 audience style. In addition, the facility includes 4 recreational courts, aerobics studio, fitness room, and food court. When reserving space in the Student Activity Center outside of normal operating hours, there will be a charge assessed for a building manager and/or event manager to be on site. This includes early openings and late closings. Regular operating hours during the academic year are:

**Monday-Friday (7 am-11 pm) Saturday (12 pm-11pm) Sunday (1 pm-11 pm)**

**\*These hours are subject to change without notice and do not reflect times when the University is closed for holidays or semester breaks.**

Room	Aud Style	Class-Room	Class-room	Class-room	Class-room	Round tables	Round tables	Conf Square	Conf U
		18" w/2 chairs	18" w/3 chairs	3x6 w/2 chairs	3x6 w/3 chairs	w/6 chairs	w/7 chairs	# people	# people
1 Salon	100	28	42	20	30	60	70	36	36
2 Salons	200	56	84	40	60	120	140	n/a	n/a
3 Salons	300	84	126	60	90	180	210	n/a	n/a
4 Salons	400	112	168	80	120	240	280	n/a	n/a
5 Salons	500	140	210	100	150	300	350	n/a	n/a

(These figures do not reflect additional space needed to accommodate staging, projection equipment, etc.)

**Belk Gymnasium**

The Belk Gymnasium houses classrooms, an indoor pool, three recreational courts, and a weight room. When reserving space in the Belk Gymnasium outside of normal operating hours, there will be a charge assessed for a building manager and/or event manager to be on site. This includes early openings and late closings. Regular operating hours during the academic year are:

**Monday-Thursday 8 am-10 pm                      Saturday 2 pm-8 pm**  
**Friday 8 am-8 pm                                      Sunday 4 pm-10 pm**

**\*These hours are subject to change without notice and do not reflect times when the University is closed for holidays or semester breaks.**

**Recreational Playing Fields and Athletic Complexes**

There are several recreational playing fields and athletic complexes throughout campus. These multipurpose fields and facilities are able to accommodate a variety of sports and events. A field manager and/or event manager may be necessary for certain events. A charge will be assessed for a field manager and/or event manager to be on site.

**Academic Space**

Rooms may be reserved in academic buildings, based on availability. Academic space includes tiered lecture halls that seat up to 230 and classrooms for 50-180.

## **YOUR ONE-STOP SHOP FOR ALL CONFERENCE NEEDS**

CRES is dedicated to providing high quality services in an environment that meets the needs of the Client. Acting as representative agent of all reserved space on campus, CRES will assist with every need from contracting space to catering and event needs. Estimated fees for all services are a part of the signed Conference Agreement with final charges compiled on one invoice. CRES is your contact for all the following services:

### **Catering**

All food consumed on campus must be prepared by the University Catering Department. CRES will guide the client through the entire process from initial menu discussion to final presentation. The University Catering Department can meet any conference need -- from box lunches for a few people to served meals for hundreds. Sample menus can be obtained on the web by clicking on the catering link at <http://conferences.uncc.edu/catering>.

For catered events, groups will be billed for the guarantee number, due three business days in advance of the event, or the actual number, whichever is greater.

### **Audio/Visual Equipment**

While it is not mandatory to use the University's audio/visual equipment, basic equipment (microphone, overhead projector, TV/VCR, etc.) is included in the cost for all Cone University Center and Student Activity Center rooms. CRES will assist with the renting of all University equipment and applicable charges will be listed in the Agreement and on the final invoice. In some cases, where higher end equipment is rented, a technician is required and the client will be billed an hourly rate for this service.

### **Directional Signage**

All conference groups are required to have a sign (25 letter maximum) placed at the University's main entrance on Highway 49. Cost for this sign is listed as a direct charge in the Agreement. Additional signage of the "real estate" type can be provided for an extra charge. All requests for signage must be made at least 10 working days prior to the beginning date of the conference.

**Parking**

Parking for visitors is available in Visitor Parking Decks or metered spaces. Parking is enforced from 8:00 am until midnight Monday through Thursday and 8:00 am until 5:00 pm on Friday (except when the University is closed). There is no charge for parking in these locations on the weekend. Parking at reserved spaces on campus are enforced 24 hours 7 days a week.

The prices for parking on campus Monday - Friday are as follows:

Visitor Parking Deck Fees	\$1.00 per half hour	\$6.00 maximum per day per visit
Parking Meter Fees	\$0.25 for 20 minutes	

There are three visitor decks on campus, Union Visitor Deck, Cone Visitor Deck and East Visitor Deck. Parking tokens or permits can be provided for conference guests at a charge of \$4.00 per vehicle per day. Tokens allow parking in visitor decks only and permits allow parking in residential/commuter lots only. The Client must notify CRES on or before the guarantee date the number of parking tokens or permits required. Tokens and permits will be available for distribution at registration time. Unused tokens can be returned to CRES at the end of the event for full credit. The final cost for parking will be included on the final invoice. Fees for parking are subject to change without prior notification. Visitors are responsible for any parking citations received on campus.

Visit the University website at <http://www.parking.uncc.edu/> for more information

**Venture Activities**

University offers teambuilding activities through the Venture program. Venture is a highly developed, nationally recognized program, offering indoor and outdoor challenges including the Team Challenge Course, High Team Course, and an Indoor Climbing Wall. Venture activities allow team members to focus on the process of teamwork by accomplishing challenging tasks in a new environment. A number of outdoor and indoor activities are available and can be tailored to the specific needs of the group. Program rates vary depending on the size of the group and the type of activity so it is easy to fit a Venture outing into any budget. For more information, visit the University website at <http://www.uncc.edu/venture>.

## GENERAL FACILITY GUIDELINES

1. Facilities authorized for use by conference groups may not be transferred, assigned or loaned to another organization without prior written approval from CRES.
2. Regulations for crowd control, health, and safety as well as other reasonable time, place, and manner restrictions may be imposed upon a group utilizing University facilities at the discretion of a University official.
3. Furnishings and equipment must be kept in original layout. Equipment cannot be removed, with the exception of that equipment specifically designated for on-campus usage and approved for such use in advance by CRES.
4. No scotch tape, staples, masking tape, or thumbtacks are to be attached to the walls, desks, cabinets or doors. An organization taping up flyers will be subject to charges for the removal of the flyer, repair of the surface if necessary, and may be required to forfeit the use of space.
5. Gambling is not permitted in University facilities.
6. Possession and consumption of alcoholic beverages is not allowed in any space unless the space is designated for such use, appropriately reserved, an Acknowledgment of Responsibility Form is completed, and use is in accordance with all applicable State Laws and University policies.
7. Failure to comply with general operating rules that have been set to facilitate the proper operation of the building physical plant may result in action to deny privileges to any individual or group. Examples include tampering with thermostats, failure to maintain adequate entrance and access to building, etc.
8. It may be necessary to relocate a function to best use the facilities available. This determination will be made by the Director of Conferences, Reservations and Event Services. If this is necessary, all parties will be notified as far in advance as possible and every effort will be made to find suitable alternate facilities.
9. Routines that involve stacking and/or pyramids are not allowed in the Lucas Room, Aerobics Room or Gym 025.
10. Persons using space are responsible for leaving the room in a neat and orderly state (i.e., straighten chairs and pick up trash). Persons who leave a disorderly room may be liable to a service charge for resetting the room in addition to any normal charges that would be applicable.
11. All sales, assemblies, solicitations of charitable contributions and distributions of information and materials on campus are governed by state and federal laws and University Policy Statement #21.
12. Use of pyrotechnics or other fireworks in any room or open space is not permitted without advance approval.
13. Due to the inherent safety and fire hazards that can be created, the following guidelines apply to decoration of University facilities:
  - All decorative materials shall be intrinsically flame proof or fire retardant or so rendered by treatment with solutions. Fresh cut trees are not permitted. Door decorations should not exceed 50% of the door space.
  - Do not block passageways, exits or fire protection equipment with any decoration.

- Electrical devices, lights, etc. shall be U.L. approved. All electrical cords shall be checked for frayed parts, loose connectors, etc.
- Candles, gas or oil fired lanterns, etc., producing an open flame are not allowed, with the exception of food service events where candles are placed in approved protective containers. CRES must approve usage of candles in writing.
- Decorations must be removed immediately following an event.

### **Pool Guidelines**

When renting the pool, the number of participants determines the number of lifeguards required. Lifeguards will request participants to clear the pool 5 minutes prior to the scheduled ending time. Following is a list of pool rules.

1. No more than 75 individuals may be in the pool at one time.
2. Swimmers must shower before entering the pool area.
3. University lifeguards have the right and duty to close the pool at anytime there is a question of the safety of the swimmers.
4. No diving from the side into the pool is permitted where the depth is less than 10 feet of water.
5. Swimmers must be able to swim 25 yards in a comfortable manner in order to go in water over their heads. The pool ranges in depth from 4 feet to 13 feet.
6. No running or horseplay is permitted.
7. Smoking, food, all beverages, and any glass or breakable containers are strictly prohibited in the pool area.
8. No street shoes are permitted on the pool deck.
9. Do not talk with lifeguards while they are on duty except in the case of an emergency.
10. Pets, except for service animals, are not allowed in the building.
11. Only appropriate swimming attire is allowed. (no cut-offs, etc.)
12. Children not meeting height requirements (50 inches) and who do not know how to swim are not allowed in the pool without an adult in the water with them.
13. For youth groups, at least one adult supervisor of the group must remain in the pool area while the group is swimming. This person should identify himself or herself to the lifeguards.
14. No individual is permitted to take a floatation device (kickboard, pullbuoy, etc.) into deep water without first swimming 25 yards in a comfortable manner.

## GENERAL CONFERENCE INFORMATION

The following information is provided to answer basic questions concerning the University and its policies. For more information or clarification, please contact CRES.

### Accessibility

Physical facilities provided by the University under a Conference Agreement are required to meet the architectural accessibility guidelines associated with Section 504 of the Rehabilitation Act, or of the Americans with Disabilities Act. All other accommodations to permit the participation of persons with disabilities in the conference are the sole responsibility of Client; the University shall have no responsibility to provide such special accommodations. It is the responsibility of Client to notify CRES of any and all persons who might require special accommodations before the early registration date for a conference.

### Advertising

Client agrees that no advertisement or other public statement made by Client or its agents in connection with the Agreement, in any manner or medium, shall assert or imply that University supports, approves or endorses any product, service, interest, position, or ideology of Client. Client shall not appropriate or make use of the University's name or any of the University's trade or service marks or property, in advertising or otherwise, without prior written consent of the University.

### Computer Labs

The University does not rent its computer labs. CRES can arrange to rent computer(s) from an off-campus source for a conference group to use if notification of such is given at least three weeks prior to the beginning date of the conference. The charge for this service will appear on the final invoice.

### Conference Agreement/Billing

Confirmation of space and estimated charges appear on the Conference Agreement signed by both parties (the University and the Client). This agreement is executed early in the planning process. It outlines all space needed and the times reserved as well as equipment, personnel, parking, insurance, and catering needs. The agreement also contains the estimated charges for the event. In most cases, payment of charges is due *before* the event with a final invoice being completed no later than 10 days after the event. All monies are due within 30 days of invoice.

### Copies/Faxes

CRES will make available its services to photocopy information for clients provided sufficient notice is given. There is a cost per sheet for copies. Fax services are also available for a per sheet charge. Contact CRES for further information.

Damage Charges

Any damages to residential or meeting facilities are the responsibility of the Client. In every case, all charges will be specifically itemized and documented on the final invoice.

Emergency Notification

In the event of an emergency, conference participants should locate the nearest phone and call Campus Police (x2200 on-campus or 704/687-2200) or 911. Blue lights are noticeable throughout the campus and indicate emergency phone locations. Calls from these phones are answered by the Campus Police Dispatch Office.

Inclement Weather

In the event of inclement weather, please call 704-687-2877 for information about closings or delays. The following television and radio stations also will broadcast closing or delay information.

WBTB Channel 3 (CBS)	WBT-AM (1110 AM)	WWMG-FM (96.1 FM)
WCNC-TV Channel 6 (NBC)	WBT-FM (99.3 FM)	WKKT-FM (96.9 FM)
WSOC-TV Channel 9 (ABC)	WDAV-FM (89.9 FM)	WRFX-FM (99.7 FM)
WCCB-TV Fox 18	WFAE-FM (90.7 FM)	WLYT-FM (102.9 FM)
	WCHH-FM (92.7 FM)	WSOC-FM (103.7 FM)

**No events may be held on campus if the University is closed due to inclement weather. However, whenever possible, we may be able to delay and/or reschedule your event.**

Insurance

All non-affiliated clients are required to provide comprehensive general liability insurance with a minimum coverage of \$1 million for bodily injury and property damage, but such insurance limits shall not limit Client’s obligations to indemnify. A certificate of insurance naming the University as an additional insured and specifying the event will be attached to the Agreement by Client prior to execution. Agencies of the State of North Carolina must provide a letter from their legal officer noting that they are self-insured by virtue of their State agency status.

Medical Emergencies

The University has a campus health service, Brocker Health Center, which is available 8:00a.m. to 5:00p.m., Monday through Friday. Conference guests may select Brocker Health Center or any medical facility for medical services. Seriously ill guests and emergency cases are referred to University Hospital, an independent agency adjacent to the University. In all cases fees for such services are the responsibility of the conference guest rather than the University.

Guests/participants are urged to review personal insurance plans to be sure adequate coverage for emergency treatment and/or hospitalization is available. The Health Center staff does not process insurance claims; information pertinent to insurance claims will be given to the patient at the time of service.

PLEASE NOTE: An adult must accompany University guests under the age of 18 for any medical treatment, and provide a signed parental/guardian consent form permitting treatment. Parent(s)/guardian(s) will be notified by Health Center staff to verify permission to treat.

#### Rain Site for Outdoor Activities

Conferences using outdoor facilities are strongly encouraged to arrange for a rain site. In the event of inclement weather or wet fields, groups may be asked to discontinue use of playing fields to prevent damage to the field. It is the responsibility of Client to request a rain site in advance at the time of booking the outdoor space. Failure to do so may result in the cancellation of the event due to inclement weather.

#### University Access Fee

A University Access Fee will be applied to groups conducting programs/events on campus with overnight accommodations or use of recreational facilities. The cost is \$1.00 per participant per day. The encompassing fee allows participants' access to the University as well as usage of some recreational facilities during the group's stay on campus. These facilities include the swimming pool (during open swim hours only), unreserved outdoor space (sand volleyball court, basketball court, tennis courts located along Highway 49, etc.), basketball court located in Belk Gym (during open "free" play hours only), Atkins Library, SAC Gameroom (game fees apply) and SAC Fitness Center (access to Fitness Center available only to participants 18 years or older – fitness classes are not available for conference participants). While utilizing these facilities, all participants must have proper conference identification. In some instances, photo identification may be required. For youths (under age 18), adult supervision must be present at all times when participants are using these facilities. During open "free" hours, youth groups are allowed up to 5 participants at any one time to use the pool. If the group desires a "formal" pool time in their program, they are required to reserve the pool outside of open hours and pay for lifeguards.

#### Youth Groups

Client will appoint and will have in attendance throughout the conference at least one (1) adult chaperone or advisor for each twenty-five (25) youth participants. One such chaperone or advisor shall be appointed to serve as Group Leader. The Group Leader will be notified of any policy violations or problem situations involving youth participants for whom the Group Leader is responsible.



## APPENDIX A

Provided upon request.