



MARTIN



***Boling University Center  
Policy Manual***



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## **BOLING UNIVERISTY CENTER**

On behalf of the University Center staff, we would like to welcome you to our facility. The Boling University Center (UC) is located in the heart of The University of Tennessee at Martin campus and is home to numerous student services as well as event spaces to support the needs of the students, faculty, staff, and community.

This manual has been developed to provide groups and individuals with information regarding the University Center operating policies and procedures. The UC administrative staff developed these policies and procedures in order for the services and facilities to meet the needs of and provide a safe environment for students, faculty, staff, and our guests.

### **Mission Statement**

The mission of the Boling University Center is to enhance the overall learning experience by supporting the student services that call the University Center home and by provide the wide range of support to various educational and recreational programming that promote faculty-student interaction and celebrate the difference among diverse community members.

### **Vision:**

The Boling University Center serves to support the programmatic activities of the campus community by offering students spaces to engage in civic, cultural, and social activities.

### **Core Values:**

1. Effective Communication – Properly communicate, both verbally and through written responses, the opportunities available to students and clients in the facility
2. Facilities Management – Work with Physical Plant Facilities employees to ensure that all spaces are kept clean and free of any safety hazards. Provide a safe place for students to congregate, present programming, etc.
3. Policies and Procedures – Student employees will be knowledgeable of the policies and procedures regarding the University Center and emergency protocols.
4. Cultural Awareness – Student employees will understand the importance of identifying the cultural needs of our campus community and customers. Actively confront acts of intolerance towards other students.
5. Leadership – Train student employees in the techniques of proper logistical planning, time management, customer service, etc. in order to prepare them for future employment opportunities.
6. Planning – Work with students to properly plan out logistics of upcoming events and time management skills
7. Technology – Student employees will be comfortable understanding the technology in the University Center and how to properly assist our customers and campus community

### **Program Goals**

1. Provide recreational space, programs and services that enhance student life.
2. Provide opportunities for student development and leadership experiences.
3. Provide space for community engagement opportunities.
4. Offer services for retail and professional development.

## University Center Directory

Bookstore	(731) 881- 7760
Career Planning and Development	(731) 881 – 7712
Catering (Sodexo Dining Services)	(731) 881 – 7994
Computer Store	(731) 881 – 7879
Office of Student Life	(731) 881 – 7755
Student Conduct	(731) 881 – 7703
Welcome Center	(731) 881 – 7757

*\*See Appendix A for a map of the UC*

### HOURS OF OPERATION

- When fall and spring classes are in session, the UC will operate on the following schedule:  
**Monday – Sunday: 7am – 11pm**
- The UC will close on university-recognized holidays.
- Summer and Break hours may vary. Check the UC website at [www.utm.edu/universitycenter](http://www.utm.edu/universitycenter) for posted break closing hours.

### GENERAL FACILITY POLICIES

- The UC is open to members of the public. Visitors to the facility are expected to adhere to established Facility policies, University regulations, Student Code of Conduct, as well as federal, state & local regulations and policies at all times while in the facility regardless of activity.
- At no time will alcohol or illegal drugs be tolerated. The sponsoring group is responsible for monitoring their guests for the abuse of these substances. Tolerance of such activity on the part of the event sponsors may be cause for immediate termination of the event and may result in limitations of future privileges for the organization.
- No smoking is permitted in campus buildings, nor 50 feet from each entrance.
- Animals are not permitted in the facility at any time except for service animals or law enforcement.
- The UC will not be responsible for any lost, stolen, or damaged personal property belonging to visitors to the facility. All lost and found items will be brought to the Office of Student Life and will be turned over to the Department of Public Safety.
- At no time may doors, fire exits, elevators, hallways, or foot traffic be blocked by individuals, an event or event set-up.
- Children/dependents, under the age of 16 must be accompanied and directly supervised at all times.
- Proper attire must be worn at all times, including shirt, pants and shoes.
- Parking, riding or walking of bicycles, use of skates (in-line or otherwise), or use of skateboards, scooters or hover boards will not be permitted indoors at any time.
- All vehicles must be parked in a legal parking spot and cannot be pulled under any awnings without prior approval of UC administrative staff. Should special arrangements for parking, loading or unloading be needed please contact the UC administrative staff to arrange for accommodations.

- All groups or individuals using the UC for meetings/events are responsible for the proper use of the facility, furnishings, and equipment. Any willful and careless damage to any property of the UC will be billed to the person(s) responsible.
- Furniture and equipment will not be removed from the building except as authorized by the UC administrative staff. Only the building staff will be authorized to relocate furniture or equipment within the building. Any costs associated with relocating furniture will be the responsibility of the requestor.
- The University Center follows the guidelines set forth by the UT Martin Department of Public and Student Handbook concerning weapons on campus.  
For additional information, please refer to their respective websites at [www.utm.edu/publicsafety](http://www.utm.edu/publicsafety) and [www.utm.edu/studenthandbook/student\\_handbook.pdf](http://www.utm.edu/studenthandbook/student_handbook.pdf).
- Failure to adhere to any of the guidelines may result in additional fees to the individual, department or group and could include the loss of privileges.

## **MEETING AND EVENT POLICIES**

Campus Event Services takes pride in our ability to provide meeting space in unique and special venues. Our staff will help create the right atmosphere for any meeting or event. Some events will require a meeting with Campus Event Services staff based on the nature of the event.

For assistance with planning your event, contact the Office of Student Life by email at [universitycenter@utm.edu](mailto:universitycenter@utm.edu), or call 731-881-7755.

### **General Reservation Guidelines**

- Space is available on a first come, first serve basis.
- Reservation sponsors will receive a confirmation email detailing the reservation information and including any costs associated with the reservation. Costs will be estimated based on the reservation information provided. If a reservation requires changes, the estimate may change accordingly.
- The UC reserves the right to deny use of the facility for reasons including, but are not limited to, previous cancellations without notice, outstanding debt/non-payment, inappropriate use of facilities, misrepresentation of sponsorship, or programming inconsistent with the mission of the University.
- Users who misrepresent an event or affiliation in order to avoid fees and charges will be charged appropriately and may incur additional charges and/or have reservation privileges suspended. The director or designee makes these determinations.
- UC staff will assign each reservation to the most appropriate space available that meets the needs of the requested reservation.
- UC reserves to the right to assign and reassign meeting space based on need, size, and best use of facility resources.
- Requests for specific rooms or space will be honored when possible.
- Reservation sponsors are responsible for damages to the facilities or equipment and for inadequate clean up. Applicable charges will be applied for repair, replacement, or cleaning. The general expectation is that a space is in the same condition when vacated as when the event began. Any materials (decorations, supplies, handouts, etc.) left behind will be considered abandoned and disposed of.
- All music played in the facility, whether live or produced through other technical means, must be of the 'radio version' variety. No other format will be acceptable. Exceptions to this policy will be considered if the event is limited specifically to UT Martin students and their adult guests (Adult guest is defined as a person eighteen years of age or older).

- All University policies and guidelines that apply to the use of the facility will be followed.

### **Student Organization Reservations**

- Requests for student organization space must be made through OrgSync, which is accessible by going through the organization's portal into the events section.
- Reservation requests for Registered Student Organizations (RSOs) are given priority booking.
- RSO reservation requests must be made a minimum of 7 days prior to the requested date. Requests for reservations made less than 7 days in advance may be granted if time, space, and staffing allow.
- Only RSO's in "good standing" with the University are allowed to make requests.
- The UC will refer to the roster of RSOs at <http://www.utm.edu/departments/studentorgs/organizations.php>.
- Each RSO may designate two scheduling officers. These officers are designated by the RSO and reported to the Office of Student Organizations. Only these two people and the advisor are permitted to make requests, cancellations, changes, or additions.
- Room requests will be accepted for the semester in progress. During the fall semester, requests for spring semester can be made after fall break. During spring semester, requests for the upcoming fall semester can be made beginning on the last day of spring semester classes.
- RSOs can request space for major, special, or annual events up to one year in advance.
- Final facility reservation details or changes in details to existing reservations must be received by the UC no later than 72 hours prior to the event. Changes to reservations made within 72 hours prior are not guaranteed to be honored.
- RSOs must adhere to the cancellation policy. Reservations cancelled without notification of the BUC will be recorded as a "no-show". Three "no-shows" in one semester can result in denial of future reservation requests and/or cancellation of space already reserved for the remainder of the semester.
- RSO's are not subject to Facility Fees, but may be subject to service fees to secure required equipment or for staffing beyond normal operations. In this case, an agreement with an estimation of charges will be prepared and agreed upon by the organization and the BUC.

### **University Department Reservations**

- Requests for space in the UC must be made through Perfect Forms by going online at [www.utm.edu/universitycenter](http://www.utm.edu/universitycenter).
- University department reservation requests must be made a minimum of 10 business days prior to the requested date. Requests made less than 10 business days in advance may be granted if time, space, and staffing allow.
- University departments may make reservations up to two years in advance.
- Final reservation details or changes in details to existing reservations must be received by the BUC no later than 72 hours prior to the event. Changes to reservations made within 72 hours prior are not guaranteed to be honored.
- University departments are not subject to facility fees (unless charging registration fees), but may be subject to service fees to secure required equipment or for staffing beyond normal operations. In this case, an agreement with an estimation of charges will be prepared and agreed upon by the department and the UC.
- Final reservation details or changes in details to existing reservations must be received by the UC no later than 72 hours prior to the event. Changes to reservations made within 72 hours prior are not guaranteed to be honored.

## **Outside Organization Reservations**

- Requests for space in the UC must be made through Perfect Forms by going online at [www.utm.edu/universitycenter](http://www.utm.edu/universitycenter).
- Organizations external to the University may request use of UC space a minimum of 10 business days prior to the requested date.
- Outside organizations are subject to facility fees and services fees. Please refer to the Facility Usage Classifications and Fee Structure section of this document for complete fee information.
- Outside organizations may begin requesting space after the first two weeks of the fall semester. Requests cannot be made for dates beyond the current fiscal year.
- University reservations will take priority over the requests of outside organizations. Requests for use of a specific space will not be guaranteed until two months prior to the event date.
- In some cases, a contract and proof of insurance will be required to conduct outside events. If necessary, the signed contract and proof of insurance must be submitted to the Office of Student Life three weeks prior to the event.
- All applicable facility and service fees for outside events must be paid or obligated a minimum of 10 business days prior to the event.

## **Reservation Process**

- Reservation requests are submitted online.
- Within three business days the applicant is contacted by UC staff to discuss space availability, applicable fees, and setup requirements. A meeting may be setup with applicant if needed.
- If fees are applicable, a University facility agreement for internal groups or a Contract for external groups may be generated and sent to the applicant.
- The applicant has three business days to respond to the agreement, acknowledging the approval of the estimated charges or making changes in the reservation request to meet their needs and budget. Once an agreement has been reached, the event is confirmed.
- Three weeks prior to event: if necessary, signed contracts and proof of insurance must be submitted.
- 10 business days prior to event: all applicable fees must be paid.
- 72 hours prior to event: deadline to make changes to setup details.

## **Reservation Cancellations**

- Any event or service that is canceled at the clients request must be submitted by email to University Center Administration ([universitycenter@utm.edu](mailto:universitycenter@utm.edu)) no later than 48 hours prior to the event.
- If the event is canceled in less than 48 hours before the scheduled event time, the client will be responsible for payment of all costs incurred by the Boling University Center, such as, but not limited to, set-up, tear down, tables, chairs, technical, and custodial. All or some of these services would have been done in less than 48 hours before the scheduled event.

## **Special Events**

Any reservation request that meets the following criteria may require meeting with a UC staff member to review the planning and arrangements. Reservations for these events will not be confirmed until the review of arrangements has been completed.

- Large Meal Function

- Staffing Requirements (technical assistance, security, custodial)
- Multiple bookings (multiple spaces or multiple dates)
- Conferences
- Special Setup Requirements (special A/V needs, Bands, DJs, Live Performers, Dances, Parties, Professional Speakers)

### **Food Service**

- All food service and catering in the Boling University Center is exclusive to Sodexo Dining Services. The use of outside food service is strictly prohibited. Groups in violation of this policy may be subject to a penalty of up to \$5 per participant of the event and loss of UC privileges.
- For catered events, the UC will supply the required tables, chairs, and staging. All table covers, skirting, and chairs covers are provided by Sodexo and should be part of your catering order. Applicable fees will apply.
- For catered events with menus of \$10 per guest or greater, the facility fee will be reduced to 25% of the normal fee.
- Food Service Contact: Sodexo Catering Manager, 731-881-7994

### **After Hours Requests**

- The UC can be reserved until 2am on Friday and Saturday nights only.
- An after-hours fee of \$25 per hour beyond 11pm will be assessed in addition to of any other applicable fees.
- Arrangements for after-hours usage must be made at least ten business days prior to the event and fee payment made at least 72 hours prior to the event. Arrangements must include a security plan (Risk Management Agreement). Failure to meet these requirements will result in cancellation of the event.
- The organization sponsoring the activity is solely responsible for the event and for the behavior of the participants and guests. Participants and guests (students and non-students) are expected to adhere to campus standards of behavior as outlined in the “UT Martin Standards of Conduct”.
- To schedule an after-hours event, the following guidelines must be met:
  1. Sponsoring organization identified
  2. Name and phone number of organization representative  
Description of activity  
If an entry fee is charged, a campus solicitation form must be executed.
  3. If the sponsoring organization is a student organization, an advisor *must* be in attendance at the entire event.  
Uniformed law enforcement officers may be required to supervise the event.
  4. After-hours event participants will be restricted to only the part of the building where the event is taking place. The entire facility is not available to the participants and guests.  
In the event that situations arise where the health and safety of event participants are at risk, University officials may require the cancellation of the event and remove participants and guests from the facility. In such a case, the sponsoring organization forfeits their right to recover facility charges paid for use of the facility.



### **Audio/Visual Requests**

- All groups with audio/visual requirements for their event must complete the Audio/Visual Requirements section of the Perfect Form Reservation Request for campus departments and outside organizations and through OrgSync for student organizations.
- All efforts will be made to honor audio/visual requests; however, requests will be subject to the availability of necessary equipment.
- It is the responsibility of the event sponsors to determine their audio/visual needs including contacting any guest presenters to get their audio/visual requirements.
- Any changes to a groups audio/visual requests must be submitted 72 hours prior to the event.
- Last minute changes or additions in audio/visual needs may not be honored and may be subject to additional fees.
- Events with audio/visual requirements take proper planning. Please contact or visit the UC Administration Office if you have any audio/visual questions and we will be glad to help you determine your needs.

### **Audio/Visual Technician**

- If your event requires the assistance of an A/V Technician, this request should be included on the Reservation Request form. Services fees may be applicable.
- Watkins Auditorium and Ballroom events with requirements beyond basic sound amplification (podium/mic) needs will be required to have an A/V Technician for the event.
- For student groups or University Departments, an A/V technician will be provided without charge for up to three hours for the event only. An A/V Technician for rehearsals will be subject to service fees for all groups.

### **Decorations**

- Groups are allowed to decorate in preparation for events or meal functions.
- Decorations must be applied with materials that will not cause damage to the walls and fixtures.
- Candles are only allowed for formal dining settings and ritual programs. Flames must be contained and measures taken to prevent wax from leaking onto tables, chairs, floors, equipment, etc. Prior approval must be granted by UC administration for candles to be used at any event.
- Glitter or confetti is not allowed.
- Clients are responsible for all damages and clean-up charges associated with decorations.

### **Event Admission and Ticket Sales**

- Any event taking place in the UC requiring an admission fee or a donation must complete a solicitation form. Solicitation form are completed on OrgSync when requesting space.
- Completed solicitation forms must be submitted a minimum of one week prior to the event.
- Students Organizations can sell event tickets at the front desk of the Office of Student Life. Please contact the Front Desk within the Office of Student Life in Suite 245.

### **Event Signage**

- The UC does allow event and directional signage to be posted during events and programs.
- The UC can provide directional signage specific to your event for a service fee.

- Please see visit the Office of Student Life for more information about signage placement and having signage produced.
- Any signage placed without prior approval will be removed.

### **Flyers, Posters, Signs, and Banners**

- Posting flyers, posters, etc. are only allowed on the bulletin boards of the University Center located on the first floor down the hallway from the Skyhawk Cafeteria.
- All signage must be approved and stamped at the Office of Student Life, Monday thru Friday 8am – 5pm. Any signage not stamped is subject to removal.
- No material or signs of any kind may be affixed to walls (painted or brick), ceilings, doors, or equipment. Any items posted in these areas will be removed and disposed of.
- Banners may be hung in the UC with the prior approval of the UC administration.

### **Film and Video Showings**

- Event sponsors wishing to use the UC and/or its equipment to show any portion of a film or video will be required to meet with UC administration. The organization representative must show a public performance license or proof of permission from the copyright owner to show the work publicly.
- Failure to show a public performance license or proof of permission will result in denial of the reservation request.
- Any attempt to deceive UTM or members of the UC staff to avoid obtaining a public performance license will result in event cancellation and may jeopardize the sponsoring organization's ability to reserve space.
- Unauthorized public viewing of copyrighted material is a violation of federal law. Violation usually results in a fine and/or criminal prosecution of the individual and a fine levied against the institution. Typical fines are in the tens of thousands of dollars. Be aware that ownership, rental, or borrowing a film/video from a library does not constitute public performance rights.

### **Information Tables**

- Student Organizations are allowed to setup informational tables to promote events and activities in the public areas of the UC with prior approval.
- Requests for information tables can be made through OrgSync two weeks prior to the requested date.
- Space is limited and will available on a first come, first serve basis.

### **Music/Amplification Systems**

- Any activities taking place in or around the UC using amplification equipment must comply with the university policy for such as stated in the University Handbook.
- All music must be "radio edit" and free of foul language and lewd material.
- Volumes levels will be monitored.
- Failure to comply with this policy could result in halting an ongoing program and loss of future UC privileges.
- Groups using an amplification system will be required to the check off on the section Use of Amplification Equipment document stating they understand and will adhere to this policy. This section is found under the event form on OrgSync while requesting space.

### **Sidewalk Chalk Advertising**

- The product being used must be a water-soluble material that will dissipate when exposed to the elements.
- Follow University guidelines regarding appropriate language use. Violation of student handbook rules and regulations can result in disciplinary action being imposed.
- Do not place messages within 25 feet of building entrances. Messages placed close to entrances can result in chalk being tracked into the building discoloring floors and floor covering.
- Do not place messages in areas protected from the elements, especially rain. The use of chalk requires rain to wash away the message when it is no longer relevant. Putting messages in covered areas prevents this from happening and messages last way longer than they are relevant.
- Refrain from the use of tonight, tomorrow, or other vague date references.
- Do not place chalk messages on walls or other vertical surfaces.

### **University Center Furniture and Equipment**

- Do not move furniture or A/V equipment. Only UC staff may move furniture and equipment. If you need to make changes, please contact the UC staff in the Office of Student Life.
- Do not re-configure or re-wire any A/V equipment, fixed or portable. If you have problems with A/V equipment, please contact the staff in the Office of Student Life.
- The UC provides tables and chairs for use inside the facility and in the immediate areas outside the facility.
- The UC does not rent out tables and chairs for private use.

## **FACILITY USAGE CLASSIFICATIONS AND FEE STRUCTURE**

Users of the Boling University Center may be subject to facility and service fees based upon the sponsoring organization and the type of event. Sponsoring an event entails reserving the required space and being an active participant in the planning and execution of the event.

### **Organization Sponsor and Event Type Classifications**

#### **A. University Department Activities**

- Includes academic and administrative departments.
- Activities directly related to the instructional mission of the University such as: credit bearing classes, faculty meetings, administrative meetings, forums, recruiting activities, etc.
- Primary participants are members of the University community. Guests, alumni, and potential students may attend depending upon the nature of the event.
- Are not subject to facility fees. Service fees *may* be applicable based on the nature of the event.
- A University facility agreement and certificate of insurance may be required dependent upon the nature of the activity.

#### **B. Registered Student Organization (RSO) Activities**

- Includes organizations officially recognized by the Office of Student Life (temporary or permanent status).
- Activities are scheduled, planned, and attended by students.
- Are not subject to facility fees.

- May be subject to service fees if necessary to secure needed equipment or labor beyond normal operations.
- A University facility agreement and certificate of insurance may be required dependent upon the nature of the activity.

**C. Revenue Generating University Department or RSO Activities**

- Activities sponsored by any University department or RSO that requires a registration or admission fee.
- Are subject to a *reduced facility fee*.
- Are subject to service fees for setup, technology, staffing, and cleanup.
- A University facility agreement and certificate of insurance may be required dependent upon the nature of the activity.

**D. University Co-Sponsored Activities**

- Activities sponsored by a University department or RSO and an outside organization.  
***Sponsoring an event entails reserving the required space and being an active participant in the planning and execution of an event.***
- Are subject to a *reduced facility fee*.
- Are subject to service fees for setup, technology, staffing, and cleanup.
- A certificate of insurance may be required dependent upon the nature of the activity.

**E. Outside Organization Activities**

- Activities sponsored by organizations external to the University such as private businesses, personal use events, etc.
- Subject to facility and service fees.
- A University facility agreement and certificate of insurance are required for all events.

**F. Outside Organization Activities – Government, Education, and Non-Profit Entities**

- Activities sponsored by government (city, county, state, federal) offices or departments.
- Activities sponsored by educational entities (schools) and their educational activities.
- Activities sponsored by 501c3 non-profit groups such as Lifeline, United Way, Kiwanis, Rotary, etc.
- Facility fees are waived unless the event incurs registration or an admission fee.
- Are subject to service fees for setup, technology, staffing, and cleanup.
- A University facility agreement and certificate of insurance are required for all events.

**Fee Discounts and Waivers**

- Request for discounts or exemption from facility and service fees must be made in writing to the Vice Chancellor for Student Affairs and Vice Chancellor for Finance and Administration. Requests will be reviewed and issued an approval or denial.

**Boling University Center- Usage Fees**  
**New Rates Effective July 1, 2017**

<b>Designated Space</b>	<b>Rate</b>	<b>Catered Events Meeting Menu Requirements</b>
Duncan Ballroom	\$400	\$300
Watkins Auditorium	\$300	\$225
Legislative Chamber	\$125	\$94
UC 217	\$30	\$23
UC 206 Single Room	\$50	\$38
UC 206 Double Room	\$100	\$75
UC 206ABC	\$175	\$132
UC 230 Single Room	\$50	\$38
UC 230 Double Room	\$100	\$75
UC 230ABC	\$150	\$113
UC 225 Single Room	\$30	\$23
UC 225 Double Room	\$60	\$45
UC 225ABC	\$90	\$68
UC 229	\$50	\$38
UC 231	\$40	\$30
UC 125	\$40	\$30
Public Display Areas (UC Hallways, Foyers, and Lobby's)	\$50	\$38

- The Facility Usage Fee includes a basic room setup for the space(s) that are being used.
- The basic setup includes: Tables and Chairs to the requested specifications, (1) head table, (1) podium, (1) microphone (for groups of 75 or more), and (1) display table. Tables required by Sodexo for food service are provided at no additional charge.

**Boling University Center Service and Equipment Fees**

- The University Center offers a wide variety of additional services and equipment to support your event functions.
- These services and equipment are list below with their respective service fees.

<b><u>Service/Equipment</u></b>	<b><u>Fee</u></b>	<b><u>Additional Information</u></b>
Additional Microphones	\$5 per microphone	Wired or Wireless. Includes mic stand if required. Subject to availability.
CD/Cassette Player	\$10 each	
TV/VCR/DVD Cart	\$25 each	
Laptop Cart and Digital Projector	\$25 each	
Digital Projector Only	\$15 each	
Audio Visual Operator	\$10 per hour	7 day noticed required to schedule an operator for your event. (3) hour minimum

<b>Speaker Phone</b>	<b>\$15</b>	<b>Must give at least 24 hour notice. Also requires a connection fee (\$40 estimated) to the University Telecom System. User is also responsible for any long distance charges.</b>
<b>Stage (6ftX8ft Sections)</b>	<b>\$5 per additional section</b>	<b>(1) Section is provided as needed at no charge.</b>
<b>Elevated Head table (for dining functions)</b>	<b>\$10</b>	<b>Provides stage required to setup a head table on stage risers.</b>
<b>Stanchions</b>	<b>\$5 per pole</b>	
<b>Pipe and Drape Booths</b>	<b>\$10 per booth</b>	<b>Includes (1) back drop, (2) sides, (1) table, and (2) chairs per booth.</b>
<b>Portable Sound Systems</b>	<b>\$25 per set</b>	<b>Includes: (1 or 2) Speakers as appropriate, Mixer/Amp, (1) Microphone and Stand.</b>
<b>Flags, Banners, Piano, Easels, Dry Erase Boards, Flip Chart Stands, and A/V Carts</b>	<b>Provided at no additional fee</b>	<b>Subject to availability; First Come, First Serve Consumable items such as markers and flip chart paper are not provided. Groups may have access to such items that have been abandoned by previous events, but their availability is not guaranteed.</b>
<b>Directional Signage for Events</b>	<b>\$3 per sign</b>	<b>Signs are 18 inches by 24 inches and may include program titles and event specific information. Event information must be submitted a minimum of 48 hours prior to the event in order to be included on signage.</b>

**Data and Telecom Services**

- WIFI is accessible in all areas and provides free guest access.
- Hard wire data connections and telecom connections are available for a service fee (estimated at \$40 each) and require a 24-48 hour notice to ensure their availability.

**University Center Event Space, Capacities, and Capabilities**

- The UC has multiple spaces available for events, meals, and entertainment space.
- Most spaces can be setup in a variety of formats and with different A/V arrangements to meet your needs.
- The most common setup arrangements include:
  1. **Meeting Style** – head table in front, chairs setup in rows in a theater arrangement
  2. **Conference Style** – Long tables setup in a rectangle with chairs around. Great for groups up to 24-30 that need to meet in a face-to-face arrangement.
  3. **Classroom Style** – head table in front, long tables arranged in a classroom format with chairs facing the same direction.
  4. **Meal Functions** – Most meal functions are setup with round tables that seat 8 people each. Conference style can also be used for smaller groups.
- The chart below provides the maximum people capacities of each space.

<b>Meeting Space</b>	<b>Theater (chairs in rows)</b>	<b>Classroom Style</b>	<b>Conference Setup (square)</b>	<b>Rounds (Meal Setup)</b>
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<b>Rooms 100 and 200 Watkins Auditorium</b>	<b>550</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
<b>Room 111</b>	<b>N/A</b>	<b>69</b>	<b>N/A</b>	<b>N/A</b>
<b>125 (Private Dining in Cafeteria)</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>40</b>
<b>206ABC (One room)</b>	<b>200</b>	<b>90</b>	<b>64</b>	<b>120</b>
<b>206A</b>	<b>50</b>	<b>32</b>	<b>20</b>	<b>32</b>
<b>206B</b>	<b>50</b>	<b>32</b>	<b>20</b>	<b>32</b>
<b>206C</b>	<b>50</b>	<b>32</b>	<b>20</b>	<b>32</b>
<b>206AB or 206BC</b>	<b>100</b>	<b>60</b>	<b>40</b>	<b>70</b>
<b>229</b>	<b>40</b>	<b>20</b>	<b>24</b>	<b>24</b>
<b>217</b>	<b>N/A</b>	<b>N/A</b>	<b>10</b>	<b>N/A</b>
<b>224 (Ballroom)</b>	<b>400</b>	<b>200</b>	<b>64</b>	<b>350</b>
<b>225ABC (one room)</b>	<b>80</b>	<b>40</b>	<b>32</b>	<b>64</b>
<b>225A</b>	<b>30</b>	<b>16</b>	<b>12</b>	<b>24</b>
<b>225B</b>	<b>30</b>	<b>16</b>	<b>12</b>	<b>24</b>
<b>225C</b>	<b>30</b>	<b>16</b>	<b>12</b>	<b>24</b>
<b>225AB or 225BC</b>	<b>60</b>	<b>40</b>	<b>24</b>	<b>40</b>
<b>230ABC (one room)</b>	<b>120</b>	<b>64</b>	<b>48</b>	<b>88</b>
<b>230A</b>	<b>40</b>	<b>24</b>	<b>16</b>	<b>24</b>
<b>230B</b>	<b>40</b>	<b>24</b>	<b>16</b>	<b>24</b>
<b>230C</b>	<b>40</b>	<b>24</b>	<b>16</b>	<b>24</b>
<b>230AB or 230BC</b>	<b>70</b>	<b>36</b>	<b>24</b>	<b>48</b>
<b>231</b>	<b>40</b>	<b>32</b>	<b>24</b>	<b>40</b>

**The University Center has rectangle tables in 6ft, and 8ft lengths and 5ft round tables.**

**Audio/Video and Presentation Capabilities**

- The University Center has a large inventory of A/V equipment and presentation items that can be setup for use in any of our meeting spaces.
- Inventory includes: Laptops, COW units (Computer on Wheels), Digital Projectors, Projection Screens, TV Carts with DVD/VCR consoles, PA systems, Microphones, Flip Charts, Dry Erase Boards, CD Boom Boxes, and Easels.
- Many of our event spaces have fixed A/V equipment. Please see the chart below to see which spaces are equipped with which technology.

<b>Meeting Space</b>	<b>PC and Projection</b>	<b>Projection Only</b>	<b>DVD/VHS</b>	<b>PA System</b>	<b>Wireless Microphones</b>
<b>Watkins Auditorium</b>	<b>X</b>		<b>X</b>	<b>X</b>	<b>X</b>
<b>Room 111</b>	<b>X</b>		<b>X</b>	<b>X</b>	
<b>125 (Private Dining in Dining Hall)</b>				<b>X</b>	
<b>206ABC (One room)</b>		<b>X*</b>	<b>X**</b>	<b>X</b>	<b>X</b>
<b>206A</b>		<b>X*</b>	<b>X**</b>	<b>X***</b>	
<b>206B</b>		<b>X*</b>	<b>X**</b>	<b>X***</b>	
<b>206C</b>		<b>X*</b>	<b>X**</b>	<b>X***</b>	
<b>206AB or 206BC</b>		<b>X*</b>	<b>X**</b>	<b>X***</b>	
<b>229</b>	<b>X</b>				
<b>217</b>					

<b>224 (Ballroom)</b>	<b>X</b>			<b>X</b>	<b>X</b>
<b>225ABC (one room)</b>					
<b>225A</b>					
<b>225B</b>					
<b>225C</b>					
<b>225AB or 225BC</b>					
<b>230ABC (one room)</b>		<b>X*</b>	<b>X**</b>	<b>X</b>	<b>X</b>
<b>230A</b>				<b>X</b>	
<b>230B</b>		<b>X*</b>	<b>X**</b>	<b>X</b>	
<b>230C</b>		<b>X*</b>	<b>X**</b>	<b>X</b>	
<b>230AB or 230BC</b>		<b>X*</b>	<b>X**</b>	<b>X</b>	
<b>231</b>					

- Spaces noted as “Projection Only” indicates the space is equipped with a digital projector/LED monitor and screen.
- Either a UC computer or a guest’s computer may be connected.
- Rooms 230ABC and 206ABC have DVD/VHS players as fixed equipment. They can be used to show media when the rooms are setup together. When the spaces are broken into single rooms, TV carts are moved in for your DVD/VHS requirements.
- Room 206ABC has a fixed PA system that covers the entire space and sound cannot be used independently in each room.

## **EMERGENCY ACTION PLAN**

### **Bomb Threat**

In the event you receive a Bomb Threat, remain calm and get as much information in regard to the following:

- Document exact words of the caller.
- Ask questions of the caller concerning the bomb.
  - Who are you?
  - What type of device is it?
  - When is it set to explode?
  - Where is it placed?
- Get description of caller.
  - Male or Female
  - Young, old, middle aged, or accent
  - Tone of voice, speech impediment
  - Is voice familiar?
  - Who did it sound like?
  - Time caller hung up
  - Background noises
  - Remarks
- Contact the Department of Public Safety immediately and give them any information you were able to obtain from the caller, as well as what time you received the call and where you are calling from.
- Inform your supervisor or department head.
- The police and building manager will be responsible for building evacuation.
- If you are instructed to evacuate the building, move a safe distance away from the building. Do not re-enter the building until told that is safe to do so by authorized personnel.



- If you should see a suspicious object or package, report it to the Department of Public Safety. **DO NOT TOUCH** it or move it in any way.

### **Fire Alarm Procedures**

If you smell smoke or other unusual odors suggesting a possible fire, immediately call the Department of Public Safety at 7777 and notify the Office of Student Life at 7755. If you discover an actual fire situation, you should:

- Alert other building occupants by immediately sounding the building fire alarm. To do this, pull a wall-mounted fire alarm pull station.
- Dial 911 and provide the location of the fire.
- Evacuate the building through the nearest exit, **DO NOT USE THE ELEVATOR**. Most stairways are protected from smoke and are the safest way out of the building. Never assume a fire alarm is false. If you hear a fire alarm sounding, exit the building immediately. **DO NOT** re-enter the building until it is safe to do so by either the police or the fire department.

### **Injury or Illness**

In the event that you are injured or witness an injury, immediately contact the Department of Public Safety at 7777 and notify the Office of Student Life at 7755.

For a seriously ill or injured person, you should:

- Call 911 or inform an Office of Student Life staff member or bystander to call. Make sure the bystander waits to verify the 911 call has been completed and comes back to notify you when all calls have been completed.
- Give the 911 operator as much information as possible about the injury or illness and the location of the victim.
- AED's are located on the 1<sup>st</sup> floor outside the Bookstore in the café hallway and on the 2<sup>nd</sup> floor of the UC across the hall from the Office of Career Planning and Development.
- Move an injured victim only if:
  - The scene is unsafe or becoming unsafe.
  - Another victim must be reached who may have a more serious injury or illness.
  - To provide proper care (i.e. someone has collapsed on a stairway and needs CPR, which must be performed, flat surface).
- Remain with the person until the police or emergency medical personnel arrive.
- If the injured person is an employee, contact their supervisor as soon as possible.
- Ensure that all witnesses remain at the scene of the accident. Get detailed witness statements from anyone who saw what happened.

### **Missing/Lost Child**

- If someone reports a child missing, immediately contact the nearest staff member on duty or call Public Safety at 7777.
- Get a detailed description of the child from the reporting person.
  - What he or she is wearing
  - Who is responsible for the child
  - The child's parent/guardian's name if different from that of the child or reporting person

- As designated, all available employees will monitor main entrances to the facility.
- The person reporting the missing child must remain on site to assist and speak with the Public Safety Officer responding to the emergency.
- If the child is found and appears to have been lost and unharmed, the child is reunited with the searching family member or guardian. Document who the child was turned over to.
- If the child is found accompanied by someone other than a parent or legal guardian, reasonable efforts to delay their departure will be used without putting the child, staff, or visitors at risk.
  - If possible, follow the person at a safe distance and record the direction of travel and any vehicle information if applicable.
  - Public Safety will be notified and given details about the person accompanying the child.

### **Power Failure**

During a power failure, patrons will be instructed to stop all activities.

### **Tornado**

Tornadoes can happen at any time. However, tornadoes are most likely to occur in the late afternoon on a hot spring day. The Department of Public Safety assists us by monitoring weather conditions and will call to alert the Office of Student Life from 8am – 11pm to notify of watch or warning being issued.

**Tornado Watch** - Conditions are favorable for tornadoes to develop. Listen for further instruction and/or the sounding of tornado sirens. Stay alert for sudden strong winds, rain, hail, or a funnel-shaped cloud. **BE PREPARED TO TAKE SHELTER.**

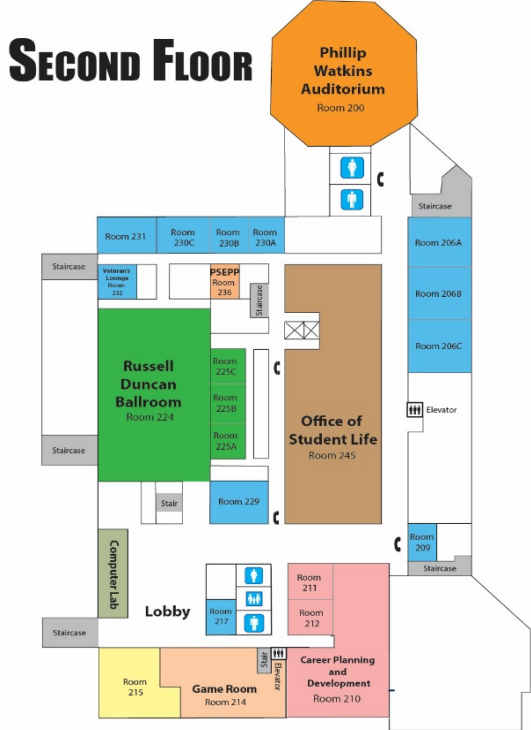
**Tornado Warning** – A tornado has actually been sighted or indicated on radar. **TAKE SHELTER IMMEDIATELY!** All employees should secure their offices (if time allows) and take the shortest route to designated safe zones. Supervisors shall see that work areas are evacuated and all staff have vacated offices.

In the event of a Tornado, the following safety procedures are recommended:

- Avoid upper floors and especially the top floor of a multi-story building whenever possible. The upper floors receive the full force of the winds.
- Spaces in the basement areas are better than locations on any other floor.
- Interior spaces- seek out spaces that form a part of a protected interior core, if possible.
- Avoid rooms with exterior walls, especially those facing south and west. Rooms facing north usually receive the least damage of all exterior rooms.
- A room that is completely interior protects against flying debris.
- Avoid interior partitions that contain glass.
- Avoid rooms containing windows.
- Avoid rooms with wide roofs that could collapse easily, such as the gym or pool area.
- If you are outside and cannot get inside, crouch for protection beside a strong structure, or lie flat in a ditch or low lying area then cover your head and neck with your arms or a piece of clothing.

**NOTE:** The Department of Public Safety gives the all-clear notification. Employees of the Office of Student Life and the University Center will assist in notifying patrons once the all-clear has been given from the Department of Public Safety.

**APENDIX A**



### Directory

**UNIVERSITY CENTER FEATURES**

- Computer Lab
- Phillip Watkins Auditorium
- Welcome Center
- Computer Store
- Bookstore (Barnes & Noble)
- Food Court
- Skyhawk Dining Hall
- Catering Office
- Sodexo Dining Services
- Career Planning and Development Services
- Student Conduct Office
- Game Room
- Russell Duncan Ballroom
- P.S.E.P.P. (Personal Safety & Empowerment Program Project)
- Office of Student Life
- Student Government Association
- Student Activities Council

**MEETING ROOMS**

- Room 111 Legislative Chambers
- Room 206 ABC
- Room 225 ABC
- Room 229 The Gene Stanford Room
- Room 230 A The Henry Allison Room
- Room 230 B The Earl Knepp Room
- Room 230 C The H.B. Smith Room

### Staff Directory

**FIRST FLOOR**

- **Computer Store – Room 108**  
Susie Lewis Director
- **Bookstore – Barnes & Noble – Room 113**  
Calitra Drone Store Manager  
Kelly Wheeler Assistant Manager

**SECOND FLOOR**

- **Sodexo Dining Services – Room 209**  
Ken Bullock General Manager  
Ben Marikie Operations Manager  
Anoush Lazarian Catering Manager  
Benjamin Long Executive Chef  
Ajentry Perry Sous Chef  
Jennifer Shell Administrative Assistant  
Crystal Davidson Purchasing Supervisor
- **Office of Career Planning and Development – Room 210**  
Mark McCloud Director  
Katie Mantooth Assistant Director  
Renard Miles Coordinator  
Annie Jones Career Counselor  
Melanie Young Career Counselor  
Amy Bates Administrative Assistant
- **Office of Student Conduct - Room 212**  
Shannon Perry Director  
Beth Parrish Administrative Assistant

**Second Floor Lobby**

- Room 100
- Room 107
- Room 110
- Room 113
- Room 120
- Room 124
- Room 131
- Room 209
- Room 210
- Room 212
- Room 214
- Room 224
- Room 236
- Room 245
- Room 245A
- Room 245M

**Veterans Lounge – Room 232**

- **P.S.E.P.P. (Personal Safety & Empowerment Program Project) – Room 236**  
Johna Webster PSEPP Coordinator
- **Office of Student Life – Room 245**  
Gina McClure Assistant Vice Chancellor for Student and Residential Life  
John Paul Robinson Administrative Assistant  
Rachel Stephens Coordinator

**University Center**  
 Frederick Mooney Director  
 Lindlee McCurley Assistant Director

**Student Activities Council**

**Student Government Association**

**Key**

- ♿ Restrooms
- ☎ Telephone
- 🛗 Elevator
- 📍 Information Desk
- 💰 ATM (Reelfoot, Simmons, Regions)
- 🏪 Skyhawk Card Cash to Card machine