

# Guide to Planning Successful Meetings and Events in the University Commons



## University Student Organizations Edition 2003-2004

University Commons and Student Activities  
Division of Student Affairs  
[ucommons@uwf.edu](mailto:ucommons@uwf.edu)  
<http://uwf.edu/ucommons>

**The University Commons is the Place to be for**

## Meetings and Special Events

The University Commons is equipped to meet the needs of student organizations, university departments, and community businesses and organizations for meeting and special events facilities and services. The Reservations and Conference Services Office is responsible for scheduling facilities and services for use and for customer consultation to determine usage requirements. The Production Services Office is responsible for setting up facilities in the Commons per customer needs, providing technical support (sound, lighting, audio-visual), and maintaining the cleanliness and appearance of designated spaces.

We want to help you make your meeting or special event a success. The purpose of this Guide is to help you understand what services are available and how you can help us serve you better.

Reservations .....	474-2408
	<a href="mailto:ucommons@uwf.edu">ucommons@uwf.edu</a>
Productions .....	474-2537
	<a href="mailto:comevents@uwf.edu">comevents@uwf.edu</a>
UC Administration .....	474-2406

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## Part 1: FAQ's

### What facilities are available in the Commons and what can they be used for?

The University Commons offers a variety of spaces for meetings and special events.

- The **Commons Auditorium** is a general purpose facility suitable for all sorts of activities from lectures and performances to luncheons and banquets to exhibits and receptions. The UC Auditorium is primarily intended for special events and large scale programs. Series reservations (i.e. regular weekly meetings) are generally not accepted.
- The **Nautilus Chamber (255)** is an ideal room for lunch or dinner meetings or other special functions. Overlooking the Great Hall, the Nautilus Chamber's high ceiling and upgraded furnishings make it a unique venue.
- The **University Commons Meeting Rooms (259, 260, 265, 268, and 272)** offer a variety of sizes and set-ups. UC Meeting Rooms are primarily intended for routine meetings, workshops, conferences and similar activities. Weekly series reservations are welcomed.
- **UC Conference Center** is primarily for conferences, workshops, and other special events and activities. Series reservations (i.e. regular weekly meetings) are generally not authorized and are subject to change to accommodate events and activities more appropriate to the facility's mission.
- **UC Concourse (west hall) and UC Galleria (Argos' entry hall) table spaces** are available for a variety of uses including rentals. Rental customers should contact the UCSA Administrative Services Coordinator @ 474-2406. All other users should contact the Reservations and Conference Services Office. The UC Galleria is also occasionally used for art displays and related activities.
- The **UC Great Hall** is primarily a public use space but is available for reservations for special events and activities. By its nature, the Great Hall is not suitable for events that require privacy or quiet nor for events that generate excessive sound.
- **Argos' Stage** (in Argos' Grill and Gameroom ) is primarily a public use space but is available for reservations for special events and activities. By its nature, Argos' Stage is not suitable for events that require privacy or quiet nor for events that generate excessive sound (except for authorized special events).
- The **UC Dining Room (Cafeteria)** is available for usage after operating hours and for limited usage during regular operating hours. Such usage must be approved by the UCSA Director and the Director of University Dining Services. Usage is generally limited to catered events.
- The **UC Patio** is primarily a public use space but is available for reservations for special events and activities. By its nature, the Patio is not suitable for events that require privacy or quiet.

### How do I reserve space in the University Commons?

Call the Reservations and Conference Services Office at 474-2408 or email your request to [ucommons@uwf.edu](mailto:ucommons@uwf.edu). Any of the staff can assist you with your reservations request but the Reservations Coordinator and Reservations Assistant are primarily responsible for assisting student organizations and university departments.

### **Can I book space for any day of the year?**

The University Commons, as a typical student center operation, depends primarily on student staff to provide most Production Services and student staff is not normally available during certain major holidays and breaks, therefore no reservations will be accepted for:

- Wednesday through Sunday of Thanksgiving Break.
- Immediately after Fall Commencement through January 2<sup>nd</sup>.
- One week after the end of summer term.

### **Are there any restrictions on which rooms I can use?**

Generally, we try to place you in the space of your preference. However, we are obligated to utilize the facility to its greatest potential so we will seek to place your meeting or event in the space most suitable for your program. For example, we would try to avoid putting a meeting with an anticipated attendance of 10 in one of the large Conference Center rooms that will accommodate 150. The University Commons administration reserves the right to reassign reserved venues to other similar facilities to accommodate program and maintenance requirements, inadequate staffing, or other special circumstances. Except in extreme situations, customer consultation and agreement will be sought before any changes are made.

### **Can I schedule a class in the Commons?**

In order to maintain general availability for meetings and special events, the University Commons is not available for academic classes or related activities (i.e. study groups, tutoring, etc.). Requests for academic use should be referred to the academic space coordinator in Records and Registration.

### **Can I get my reserved space set-up the way I want it?**

Most of the reservable spaces in the University Commons can be set-up in a variety of configurations. For example, we can set most rooms with rows of chairs, with rounds of 6 or 8 for dining (a round table with 6 or 8 chairs), with tables and chairs for a workshop or conference arrangement. Our Reservations and Production Services personnel will consult with you to determine the set-up that will best meet your needs.

It is important that you let us know as quickly as possible what your set-up needs will be. Plenty of advance notice will allow us to plan better to serve you better.

### **What if I need AV support, such as a podium or sound system?**

University Commons Production Services will provide AV support for all events in the Commons (including the Conference Center) for all customers. We also provide AV support for special events sponsored by organizations at other locations on campus. Arrangements can be made by calling the Reservations Office at 474-2408. Instructional/class activities requiring AV support are serviced by ITS. (See the appendix for a partial list of AV support items)

### **What if I need to reserve a space elsewhere on campus?**

University student organizations should make reservations for spaces other than the University Commons by calling the Reservations and Conference Services Office at 474-2408 or emailing your request to [ucommons@uwf.edu](mailto:ucommons@uwf.edu).

### **Can I show a movie, rented or personal copy, at an organizational event or activity?**

No, federal copyright law prohibits public exhibition; public exhibition would include anything outside immediate family and friends in your home. To legally show a movie in a public venue requires that copyright fees be paid with the exception to this being anything either in public domain or anything in the university film collection authorized for campus viewing.

**Must I have permission to do events?**

Certain student organization-sponsored events must be registered in advance with the University Commons and Student Activities department. Event Registration Forms (ERF) will be required for Registered Student Organization sponsored events that meet at least one of the following criteria:

- An event open to the public at which food will be served (this does not include refreshments at routine business meetings which are not advertised as open to the public).
- Any event at which alcohol will be served (vendor, free provided by sponsor, or BYOB).
- Any event featuring a non-University guest speaker.
- Any event open to the general public and/or advertised formally or informally off-campus.
- Any fund raising activity.
- Any distribution of written materials other than via approved bulletin boards.

For further clarification and information, view Handbook for Organizations and Activities on line at <http://uwf.edu/ucommons> under publications or come to our office for a copy.

**Are there any charges to my organization?**

For events sponsored exclusively by a student organizations there are generally no charges for routine work (access to space, set-up and clean-up services, and basic AV support). The table below outlines charges applicable to student organizational events.

Student Organization Schedule of Event Services Fees	Charge
Failure to cancel at least 24 hours in advance a reservation that results in a staffed set-up and strike.	\$16.00 minimum
Providing technical support staff during events after midnight.	\$15.00 per hour
Significant reset required to a standard set-up.	\$16.00 minimum
Excessive clean-up due to food (excluding catered events), decorations, or other activities.	\$16.00 minimum
Damage or loss of equipment checked out to group.	Direct cost to repair/replace
Student organization is sponsoring or hosting the event for a non-University entity <b>and</b> participants are charged admission or any other fee to participate.	E Rate plus any other applicable costs
Student organization is sponsoring or hosting the event for a non-University entity <b>but</b> no admission or other fees are charged.	50% of E Rate plus any other applicable costs
Event involves only a student organization <b>and</b> non-student participants are charged admission or any other fee to participate, while UWF students are free.	No charge
Any charges from other departments (police, facilities management, etc.) will be charged directly to the organization.	Direct costs

## **Part 2: Select UCSA Policies and Procedures**

### **University Commons Reservations and Conference Services**

Student organizations can reserve any available space in the University Commons or in any other campus facility by contacting the Reservations and Conference Services Office. The Reservations and Conference Services Office serves as a one-stop-shop for student groups making reservations, initiating appropriate permission forms, and processing work orders and service requests necessary for the event or activity

University departments can reserve any available space in the University Commons by contacting the Reservations and Conference Services Office. Generally the Reservations and Conference Services does not assist departments with reservations for facilities other than the University Commons..

Individuals, businesses, and community organizations can reserve any available space in the University Commons or in any other campus facility by contacting the Reservations and Conference Services Manager or the Coordinator of Conference Services in the Reservations and Conference Services Office. Rental rates are organized into different categories that provide for discounted rates to schools and non-profit entities. Conference Services serves as a one-stop-shop for non-University sponsors making reservations, initiating appropriate permission forms, and processing work orders and service requests necessary for the event or activity. Additionally, the Reservations and Conference Services staff will coordinate contact with the University's catering office.

See the University Facility Use Policy (appended to this policy) for the general policy governing the use of facilities by organizations, departments, and non-University sponsors.

### **Facility Scheduling Procedures for Student Organizations**

The Manager of Reservations and Conference Services is responsible for coordinating reservations and work orders related services for University Student Organizations on campus. The Reservations Coordinator (OPS Student/Graduate Assistant) is responsible for the daily operation of this area.

- Student organizations may make reservations by telephone, in person, by memo, or by e-mail. Organizations may send a diagram of the requested set-up.
- When the reservation process is initiated, a preliminary confirmation ("HOLD") will be sent to the organization.
- Each organization may be required to provide an account number or federal identification number or social security number of responsible party for any applicable charges.
- The organization will be responsible for completing any required approvals (ERF Form) in a timely fashion.
- The organization is responsible for providing the Reservations Coordinator and/or Production Services Manager with set-up and technical requirements at least one week prior to the event.
- When all set-up and technical requirements are provided, a final confirmation will be issued.
- It is the responsibility of the client to review the final confirmation for accuracy.
- Failure to notify Reservations and Conference Services within 24 hours prior to an event of the cancellation of a reservation requiring a set-up will result in an appropriate labor charge (See fee schedule).

- For events or meetings co-sponsored by a University department or student organization and any off-campus organization or sponsored/hosted by a department or student organization for an off-campus entity, the University department or student organization is considered the responsible party. Applicable fees will be assessed.
- All reservations, unless otherwise noted, should be made ten (10) business days in advance of the requested date(s). Final attendance and setup requirements are required at least five (5) business days in advance. **No event should be advertised until the reservation is confirmed and all approvals are obtained.**
- All reservations, unless otherwise noted, are on a first-come, first-serve basis. However, the UCSA management reserves the right to adjust reservations to accommodate maximum utilization of the facility. In addition, certain urgent and high priority events may take precedence over existing reservations.
- Since the UCSA does not have the resources to service each standard meeting room after each use, those meeting rooms with standard set-ups should be left in the same condition as when the meeting started. If tables and chairs are rearranged by the user, the user is responsible for returning the room to the original set-up. Any damage to the room(s) or loss of equipment will be the responsibility of the sponsoring organization. There will be a clean-up charge for any facility that is not returned in the same condition, as well as a charge to groups leaving food items in a meeting facility (excluding catered events - food service will clean-up food remains).

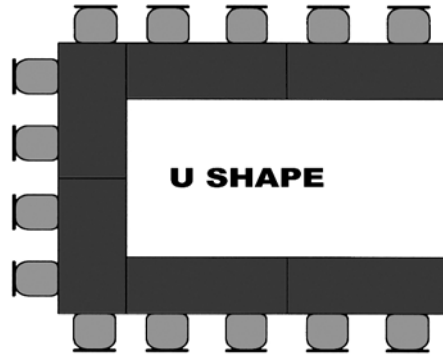
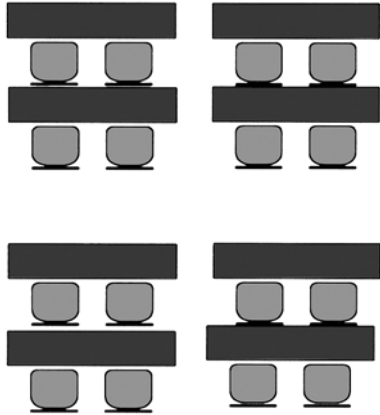
### **University Commons Production Services**

University Commons Production Services provides facility and technical support for special events. Production Services are provided for Student Organizations, Departments (for non-instructional/class events only), and Conference Services customers in all campus facilities. Instructional/class activities requiring a.v. support is serviced by ITS.

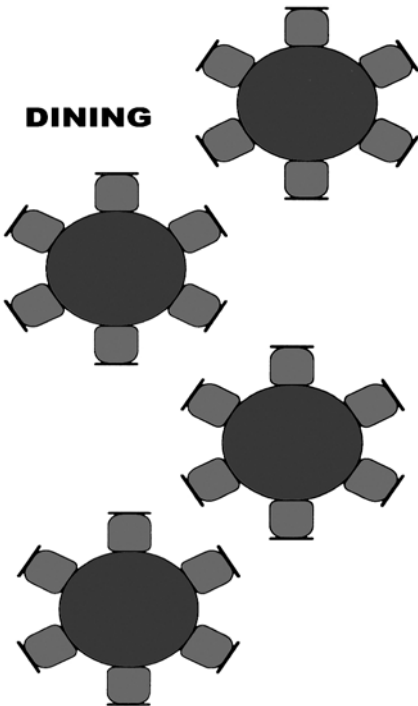
The Production Services staff will provide set-up and clean-up as required for all events in the University Commons and for any events sponsored by Conference Services anywhere on campus. Types of set-ups and the extent of services provided will vary by event. Technical equipment will be provided to non-academic departments during business hours; an hourly fee will be assessed to departments requiring technical personnel support. (See Event/Technical Services Fees for student organizations and departments, maintained by operations staff.)

### Part 3: Typical Set-up Styles

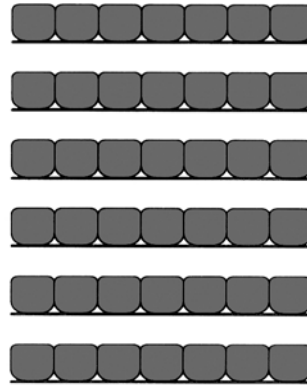
#### WORKSHOP



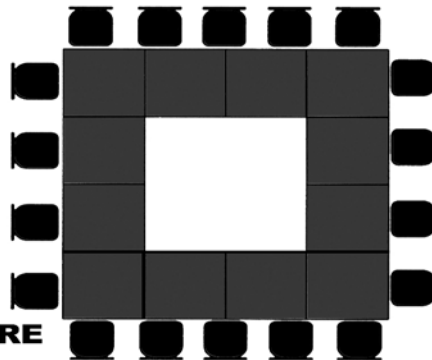
#### DINING



#### LECTURE



#### HOLLOW SQUARE



#### **Part 4: Partial AV List**

The following equipment is generally available for events coordinated through the University Commons.

- Boom Box, portable
- Cassette, Double Deck, auto rev.
- CD Player, 5 disc
- DVD Player
- Dry Erase Board, portable
- Film Projector, 16 mm
- Karaoke Machine
- Lights, portable
- Microphone, corded
- Microphone, hand held, wireless
- Microphone, lapel, wireless
- Microphone stands
- Overhead Projector
- PA System, portable
- Piano, Grand Kawai (available only on the ground floor of the Commons)
- Podium
- Screen, portable
- Sound cart, mixer amp & CD player
- Television
- Television/VCR cart
- VCR
- Video Projector, 1200 lumens
- Video Projector, 600 lumens

**Part 5: Rate Fee Schedule**

University Commons

“E” RATE

- (1) Revenue Generating Co-Sponsorship Facility Fee  
 (2) Non-Revenue Generating Co-Sponsorship Facility Fee  
 (3) Revenue Generating Department Facility Fee

<b>Facility</b>	<b>Category</b>	<b>Minimum -- Four Hours</b>	<b>Per Hour -- After Four Hours</b>	<b>Daily Limit</b>
UC Auditorium or Great Hall	E (1)	90.00	7.50	120.00
	(2) (3)	45.00	3.75	60.00
UC Auditorium and Great Hal	E (1)	150.00	10.00	190.00
	(2) (3)	75.00	5.00	95.00
UC Commons Meeting Rooms (ea)	E (1)	20.00	5.00	40.00
	(2) (3)	10.00	2.50	20.00
UC Nautilus Chamber	E (1)	20.00	5.00	40.00
	(2) (3)	10.00	2.50	20.00
Cafeteria	E (1)	90.00	7.50	120.00
	(2) (3)	45.00	3.75	60.00
UC Conference Center (including prefunction areas)	E (1)	110.00	10.00	150.00
	(2) (3)	55.00	5.00	75.00
UC Conference Center - per room, Conference Lounge	E (1)	45.00	5.00	65.00
	(2) (3)	22.50	2.50	32.50
Library Green, North Green, other campus greens	E (1)	20.00	-	20.00
	(2) (3)	10.00		10.00
Argos' Grill & Game Room	E (1)	40.00	5.00	65.00
	(2) (3)	20.00	2.50	32.50

Note: E Rate (1) represents a 50% decrease of C Rate; E Rates (2) and (3) a decrease of 75% of C Rate. This formula will apply to other facilities not specifically listed above.

Note: This fee is designed to offset direct and indirect costs associated with events that generate revenue or involve non-University agencies or organizations.

\*See University Policy on Facility Use.