

EDINBORO UNIVERSITY OF PENNSYLVANIA

UNIVERSITY CENTER -- Policy No. D046

Supersedes Policy (None)

Recommended for Approval By Dr. Naomi Johnson, Vice President for Student Affairs and Student Success

Approved By Frank G. Pogue, President on June 23, 2003

Review Date: As Required

INTENT

The University Center is a centrally located building, used for a multitude of activities for students, student organizations, and the entire campus community. The University Center's goal is to provide Edinboro University with modern, spacious, functional and flexible facilities to be utilized by the entire University community.

POLICY

Per Board of Governors Policy 1983-17, the University Center must function as an auxiliary operation and must be financially self-supporting. To accommodate this mandate, the University Center Advisory Board has developed user fees for meeting and activity spaces. These charges were developed with consideration of the funding source: the Student Building Assessment Fee and the Student Government Association. Emphasis is placed on serving students and student organizations by minimizing charges for these constituents.

The University Center Advisory Board has developed policies and modest rates for departments and non-student organizations on campus, as well as community users. Also, some personnel, equipment and setup fees are required to cover costs.

PROCEDURE

Reservations

All reservations in the University Center by on-campus groups are made through the Office of Student Activities and the University Center. All reservation requests by off-campus groups should be made through the Director of Conference and Convention Center. All reservations are made either on the standard University Center reservation form or an electronic form available on the EUP/University Center web site at least 3 days in advance for meeting rooms and 14 days in advance for programmable spaces. All reservation changes/cancellations should be made in writing and sent to the Office of Student Activities and the University Center.

Deadlines

In order to facilitate the hosting of an event as efficiently and effectively as possible, the University Center requires reservation requests for space. Deadlines below are the minimum time required; it is advisable to give as much advance notice as possible. Reservation requests for:

- **Standard meeting/conference room spaces** (e.g. third floor meeting rooms) should be submitted at least two full business days prior to the date of the event.
- **University Center programmable space** (i.e. Multipurpose room, MacCato's Bog) should be received at least ten business days prior to the date of the event.
- **Common Areas** (i.e. Lobbies, corridors, patios, etc.) should be submitted at least three full business days prior to the date of the event.

Requests not received within established timelines will be accommodated whenever possible.

To expedite the process, the following information will be requested when contacting the office:

- The **name of the organization** and the campus sponsor, if the group is not a faculty or staff member or recognized organization of the University.
- The **date(s)** for the program and any alternative dates that would work.
- The **time** of the program.
- The **name of the individual** who will be in charge of program arrangements (and on-site coordination if he/she is a different individual). Please provide address, email address, and phone number(s).
- Any **special services** needed, such as audio-visual, stage, physical setup, special equipment, lighting, sound, traffic control or security, ticketing and ushers.
- **Wood Dining Services** provides all catering services.
- If guests with **special needs or accommodations** are anticipated.

Cancellations

In order to ensure that the Office of Student Activities and University Center receives cancellations in a timely manner; all cancellations should be received **48 hours prior to the scheduled event**. Confirmed reservations not cancelled within 48 hours of a scheduled event may result in fees being assessed to cover labor costs involved in room setup.

Priorities for Facility Use Reservations

First priority for space assignments in the University Center shall be for University-recognized student organizations, programs, and activities specifically for students and daily activities provided for the student population. First Priority Groups can reserve both meeting rooms and programming space up to one year in advance.

First Priority Groups:

- University Center Advisory Board/Student Government Association
- Major Campus Event (Founder's Day, Torch Night, Conferences, etc.)
- Annual Events (Homecoming, Greek Week, Open House, etc.)
- Programs sponsored by recognized student organizations

Second priority for space assignments shall be for University Faculty, Staff, and Administrative groups. This group is defined as one directly affiliated with the University. Second Priority Groups can reserve both meeting rooms and programming space up to one semester in advance.

Second Priority Groups:

- Programs for students sponsored by academic or staff units of the University
- State Government organizations
- Programs sponsored by academic or staff units of the University

Third priority for space assignments shall be for non-University groups. A non-University group is defined as one not directly affiliated with the University. Third Priority Groups can reserve meeting rooms one semester in advance and programming space up to three months in advance.

Third Priority Groups:

- Off-campus, not-for profit, organizations
- Commercial, for profit, organizations

General Facility Procedures

In the interest of the personal safety of all University Center patrons, the following guidelines should be observed.

- Any space reserved is not to be used in excess of normal seating capacity.
- Fire regulations require that all aisles leading to exit doors should be clear and unobstructed.
- Exit doors may not be fastened or obstructed.
- Open flames are prohibited by fire code.
- Suspending materials from the ceiling, windows, or light fixtures is not permitted.
- Smoking and tobacco products are prohibited in the University Center.
- Any deviations will be considered by the Assistant Director of University Center.

Support Services

Reservation information should be as detailed as possible; the University Center is not responsible for providing items or services that are not requested when making the reservation. In cases where special or unusual services are necessary, sketches or

drawings are required. The use of decorations, props, posters, or displays should receive prior approval. Audio-visual equipment or special setup requirements desired should be requested at least two weeks prior to the event and should be made directly to the Office of Distant Education and Multi-Media Services or the Facilities Department. All work orders for special setups or delivery of equipment should have a Facilities Work request completed and be accepted by the Facilities Department 14 days in advance. When banquet service is required, the Wood Dining Service should be contacted directly.

Fees

Fees will be charged to for-profit groups. Student Organizations, University Groups, and community not-for-profit groups are not assessed a room rental fee (except for the Ropes Course). However, University Departments and community groups will be assessed a fee for University Center staff to open or close the building outside of normal business hours, technical support services, and for special room setups.

Fees assessed to for-profit groups are based on the individual room fees established.

Rental fees may apply to meeting room space and for programmable facilities in the University Center. Fees apply to an event time: 1/2 day (less than five hours), or full day (more than 5 hours).

When a program is extended past the normal closing hours of the building, a \$10.00 per hour fee will be charged (in addition to any applicable service rates). Note: Any event ending past 12:00 midnight requires the presence of University Police. The user should make arrangements for University Police coverage.

Any group failing to pay University Center charges when billed will be denied further usage of the University Center until the outstanding balance is paid. Off-campus organizations are required to pay a deposit *within 10 days after receiving an event confirmation*. Groups that fail to use reserved space without notifying the Director of Student Activities and University Center may lose reservation privileges.

The costs for individual events will vary from program to program depending upon the facilities and services needed. An estimate of expenses will be provided upon receipt of needed program information. A complete listing of room rental charges and other typical services is attached.

- **Setup** – Setup fees include the setup and tear down of room furnishings that differ from the standard setup designed for the room.
 - Setup rates are \$15 per hour for student organizations if set up by University Center staff. Setups by Facilities Department personnel will be billed based upon actual hours charged to the work order.
 - Academic and administrative departments are charged by the Facilities Department based upon actual hours charged to the work order.

- **Personnel** – Many events will require the presence of additional or specially trained personnel in order to insure safety, crowd control, or to operate technical equipment.
 - Rates are based on charges already established by the University Department providing the service or on University Center labor costs.
- **Damage** – Users will be assessed fees for repair and or replacement charges for damage to facility or furnishings and equipment based on actual repair/replacement costs.
- **Additional Clean Up** – This fee is unique to large programs held in the University Center and will apply only when additional custodial help has to be scheduled to clean up the facility.

Miscellaneous Information

- **Outdoor Events:** Because of close proximity to the University Center, the Basketball Court, Ice Skating Rink and MacCato's Patio may be reserved by the University Center for student events.
- **Parking:** Parking for workshops, camps and conferences should be scheduled through the University Police. For most events, the McComb Lot should be used for parking.
- **Building Hours:** Normal building hours are available on the University Center website. University Center building hours may be extended upon the receipt of a brief written justification. Requests for the use of the facility during times when the University is not in session will be assessed.
- **Alcoholic Beverages:** Alcoholic beverages are not permitted in the University Center.
- **Faculty/Staff Advisor** should be present for any activities or events held in the University Center.

Fee Schedule (subject to change)

University Center Space	Rental Fee 1/2 Day	Rental Fee Full Day	EQUIPMENT AND SPECIAL FEATURES AVAILABLE
Seminar Room (100)	\$ 40	\$ 80	Dry Erase Board, Portable Sound System. Permanent Seating Arrangement.
MacCato's Bog	\$ 50	\$ 100	Portable Sound System, Portable Lighting System. Permanent Seating Arrangement.
Multi-Purpose (250)	\$ 100	\$ 150	Sound System, Film Projectors, A-V Screen Theatrical Lighting System. Theater Style Seating
West Atrium	\$ 25	\$ 50	
South Atrium	\$ 25	\$ 50	
Rear Patio	\$ 25	\$ 50	
Room 301 (15)	\$ 30	\$ 50	Dry Erase Board,
Room 302 (24)	\$ 30	\$ 50	Dry Erase Board, Theater Style Seating.
Room 303 (24)	\$ 30	\$ 50	Dry Erase Board, Theater Style Seating.
Room 304 (24)	\$ 30	\$ 50	Dry Erase Board, Theater Style Seating.
Room 305 (24)	\$ 30	\$ 50	Dry Erase Board, Theater Style Seating.
Room 306 AB (60)	\$ 30	\$ 60	Dry Erase Board, Theater Style Seating.
Room 306 CD (60)	\$ 30	\$ 60	Dry Erase Board, Theater Style Seating.
Room 306 (100) (All 4 rooms)	\$ 50	\$ 90	Dry Erase Board, Flexible Seating Style Portable Sound System
Fitness Center Gym	\$ 50	\$ 100	2 Basketball Courts or 1 Volleyball Court.
Outdoor Basketball	NC	NC	
Aerobics Room	\$ 30	\$ 50	
Racquetball Court	NC	NC	
Universal Ropes Course	Apply	Apply	
Climbing Wall	\$ 40	\$ 80	

Notes:

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- Fees assessed to for-profit groups are based on the individual room fees established above.