



Event and Conference Procedures

TO: UConn Stamford Faculty and Staff

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RE: UConn-Stamford Event and Conference Procedures

Title: UConn-Stamford Event and Conference Procedures

Author: Director's Office

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Applies To: Staff, Faculty, Clients of the Conference Center

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Description: Policy for the operation of Events and Conferences at UConn-Stamford

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TABLE OF CONTENTS

TABLE OF CONTENTS..... - 2 -
Purpose..... - 3 -
SECTION 1 - Hours..... - 3 -
SECTION 2 - Fees - 3 -
SECTION 3 - General Terms and Conditions - 4 -
SECTION 4 - Food Service - 6 -
SECTION 5 - Specific Terms and Conditions Applicable to Minors - 6 -
SECTION 6 - Specific Terms and Conditions Applicable to Contractors (Not CT State Agencies)
..... - 7 -
SECTION 7 - Mass communication of events - 7 -
SECTION 8 - Internal groups at UConn-Stamford - 8 -
SECTION 9 - Advanced Audio/Visual Needs and Availability..... - 8 -
SECTION 10 - Emergencies..... - 9 -
SECTION 11 - Smoking..... - 9 -
SECTION 12 - Parking..... - 9 -
SECTION 13 - Facilities roles and responsibilities - 10 -
SECTION 14 - UConn Police roles and responsibilities - 10 -
DISCLAIMER - 10 -
APPENDIX 1 - RENTAL FEES - 11 -

Purpose: These procedures set the guidelines at UConn-Stamford for facility and equipment usage by all departments, individual faculty, staff, student organizations, and external groups. The procedures also amplify and clarify applicability of the UConn Facility Use Agreement as it pertains to the UConn-Stamford campus. The purpose of this policy is to ensure that facility and equipment use is consistent with the mission, goals, and objectives of the campus, articulates acceptable use of facilities, identifies departments authorized to manage facility usage, address insurance, liability, and fiscal considerations. Changes to these procedures need to be coordinated with the Office of the Director.

SECTION 1 - Hours

1.1. The campus building hours are as follows:

Monday-Thursday: 7:00 a.m. - 10:00 p.m.

Friday and Saturday: 7:00 a.m. - 5:00 p.m.

Sunday: closed

1.1.2. The parking garage opens each day except Sunday at 6:30 a.m., closes at 11:00 p.m. Monday through Thursday and closes at 6:00 p.m. Friday and Saturday.

1.2. All events will be scheduled for start time no earlier than when the building opens at 7:00 a.m. and the stop time no later than 9:30 p.m. for Monday-Thursday and 4:30 p.m. on Fridays and Saturdays.

1.3. Any deviations from operating hours or event start and stop times will be coordinated through the Office of the Director by way of the campus Events Manager.

1.4. The UConn Police Department hours are 24 hours per day, 7 days per week. They will ensure the building is vacated by the closing time listed in paragraph 1.1.

1.5. The Facilities Department hours are flexible enough to be available during peak times during the day and evening.

SECTION 2 - Fees

2.1. All uses of the facility are subject to charges except when used for purposes normally associated with the daily operation and purpose of the campus. Fees are processed by the Assistant Finance Director with assistance from the Events Manager.

2.2. Facility equipment usage fees apply as follows:

2.2.1. University departments are typically not charged rental fees for use of university facilities as long as the use is within established academic and or programmatic parameters.

2.2.2. Groups or persons not associated with UConn-Stamford (including employees acting beyond the scope of their employment) will be charged facility rental fees.

2.2.3. Rental charges include use of facility and fixed equipment only, unless otherwise noted. Services and additional equipment will be charged separately.

2.2.4. Any organization requesting non-profit rates must have official non-profit status and provide proof of such (ex. Tax Exempt letter with ID #).

2.2.5. There is an expectation that internal UConn-Stamford faculty and staff who wish to co-sponsor an event with an outside agency, will have a solid commitment and presence of UConn-Stamford students, staff and/or faculty.

SECTION 3 - General Terms and Conditions

3.1. First priority of the use of the facility is given to university departments, programs and offices for curricular, administrative and other academic purposes. Users affiliated with the campus are considered to be registered student organizations, academic or professional organizations made up of persons of the staff provided such organization is open to all members of the staff, other recognized organizations drawing membership without restriction, UConn Foundation and alumni associations.

3.2. Conflicts in scheduling will be resolved in the “best interest of the University” and will be determined by the Office of the Director with assistance from the Events Manager. Factors to be examined may include, but are not limited to 1) academic consideration in the dispute, 2) the financial implications to the University as a whole, 3) the University-wide public relations opportunities involved, including student recruitment, 4) other commitments or factors affecting the University, and 5) inherent equity to all affected departments and/or students.

3.3. Spaces are available for use by reservation only. Requests for information or to reserve space should be made through our online [Event Registration Form](#). The campus Events Manager will coordinate details with the requester within 48 business hours of the request.

3.4. Requests for reservations must be received at least two weeks in advance of the anticipated use. Spaces are reserved on a first come-first served basis.

3.5. A designated contact person is required to assume responsibility for any event and that same person must be present during the event. If unable to be present, notify the Events Manager of who will be on-site during the event.

3.6. Cancellations must be received no later than five days prior to the event. In the event that the reservation is not canceled within this time frame, you will be charged for the duration of the original event reservation.

3.7. A Microsoft Outlook calendar for internal UConn-only offices will be maintained by the campus Events Manager. All events, internal and external, will be entered into that calendar. This will give those offices increased awareness of when visitors will be in the building and allows for widespread awareness of the schedule.

3.8. An additional Microsoft Excel spreadsheet will be maintained by the campus Events Manager and will be e-mailed to key offices in the building by the first business day of each month for that month's events.

3.9. Whitey Heist Park on Franklin Street may be reserved for approved activities in accordance with these procedures and university policy. Use of this outdoor area may not disrupt university functions or the neighborhood surrounding it. Outdoor cooking grills must have a non-flammable ground cover beneath, and cannot be located close to trees or structures. Tents cannot be attached or affixed to any structure, nor staked into the ground. Tents should be free standing and secured with appropriate weight to prevent unsafe conditions. Food trucks can be rented and set up in the park. Prior coordination with the Facilities and Police teams is mandatory. The park cannot be closed for private use only.

3.10. Conference event setup and cleanup times must be considered at all stages of event or conference. Allow at least 30 minutes for both setup and cleanup when scheduling events.

3.11. All deliveries associated with an event must be made through the side door on Franklin Street away from the main entrance near the dumpsters or loading dock of the campus building. The best address for GPS purposes is [20 Franklin Street](#).

3.12. The entrance on the corner of Franklin Street and Broad Street into the main concourse will not be used for loading or unloading. Those doors and the area beyond it are for academic and administrative purposes only. See paragraph 3.11 for options to load and unload.

3.13. If assistance is needed with loading and unloading, please contact the Events Manager at 203-251-8537 or our Welcome Center at 203-251-8514.

3.14. There is an expectation of understanding that our building isn't set up as a traditional catering facility, nor is it staffed as one. The customer/vendor should have enough manpower available to facilitate loading and unloading.

3.15. No items can be taped to any surface without prior coordination.

3.16. No permanent fixtures can be attached to any surface without prior coordination.

3.17. Approval of setup for any event with 200 or more people in areas not normally considered gathering space such as the Light Spine or Concourse, must include the UConn Fire Marshal's office. Any other area is exempt from coordination with the Fire Marshal unless input is needed to de-conflict any safety issues.

3.17.1. No open flames are allowed at any event. Sterno is allowed, but only 8 ounce cans or smaller.

3.17.2. Transmittal of plans can be made by the Events Manager by e-mail to firemarshall@uconn.edu. They can be reached at 860-486-4878. Be prepared to provide setup maps, plans for egress, etc. Allow at least 2 weeks for a response.

3.18. All major pedestrian pathways in a tabled event must provide 6 feet of clearance to allow for safe exit for all visitors in the event of an emergency.

3.19. Strict adherence to posted room capacities is mandatory to meet University Fire Department policy. See Appendix 1 for a listing of rooms and their capacity.

3.20. Any event being held in a room with 200 or more people projected to attend, must notify the University Fire Marshal for coordination at 860-486-4878 or firemarshall@uconn.edu. Be prepared to provide setup maps, plans for egress, etc. Allow at least 1 week for a response.

3.21. All major pedestrian pathways in a tabled event must provide 6 feet of clearance to allow for safe exit for all visitors in the event of an emergency.

SECTION 4 - Food Service

4.1. Catering: the campus Events Manager will provide a list of caterers with standing relationships with the campus, when requested. Ensure specific dietary concerns are communicated early in this process. Relationships with other catering companies is acceptable.

4.2. Alcohol: serving and consumption of alcohol on campus will be tightly controlled. A specific request to make alcohol available at an event will be made through the campus Events Manager who in turn will coordinate it with the UConn Police. Every effort should be made to serve alcoholic beverages only in areas away from academic activities and in enclosed spaces. Control of who is served is the responsibility of the caterer whose license and state liquor permit is provided upon booking an event.

4.3. Cooking requirements/restrictions: no propane, candles or open flames will be used anywhere inside the campus building.

4.4. Food Safety: safe food handling procedures should follow state law such as hairnets, gloves, etc. when preparing or serving food. Special requests must be coordinated with Facilities and the campus Events Manager.

SECTION 5 - Specific Terms and Conditions Applicable to Minors

5.1. Any program that will have minors in attendance requires special controls to reduce the risk to the university. Coordinate any events with minors in attendance with the campus Events Manager.

5.2. Minor children (under 18) are not to be left unsupervised anywhere in the campus building at any time.

SECTION 6 - Specific Terms and Conditions Applicable to Contractors (Not CT State Agencies)

6.1. Non-University Users: User shall maintain in full force and effect during the specified

program dates, at user's expense, a policy of insurance providing for liability coverage.

6.2. The contractor shall provide the University a certificate of insurance, from its insurance provider, thirty (30) days prior to the Event. The certificate must state that the Contractor is insured for the period of time covered by this Agreement with minimum Commercial General Liability coverage established at: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage coverage. Coverage shall include Premises and Operations, Independent Contractors, Products and Completed Operations, Fire Legal Liability, Contractual Liability and Broad Form Property Damage coverage. If a general aggregate is used, the general aggregate limit shall apply separately to the project or the general aggregate limit shall be twice the occurrence limit. The University of Connecticut and its Board of Trustees and their agents, officers and employees shall be named as *Additional Insured*.

6.3. For events involving physical activity, travel, or other risks of a hazardous nature, accident and health insurance protection covering participants may be required in addition to liability insurance.

SECTION 7 - Mass communication of events

7.1. Social Media: depending on the scope and type of the event, the official UConn-Stamford Facebook page and Twitter feeds can be used to advertise date, start time, and purpose of an event. All requests will be submitted through the campus Events Manager to the Office of the Director.

7.2. University Calendar: depending on the scope and type of the event, the official university and campus calendars can be used to advertise date, start time, and purpose of an event. All requests will be submitted through the campus Events Manager to the Office of the Director.

7.3. Visix: depending on the type of the event, the campus closed circuit video-based system can be used to advertise events. Specific parameters for type, size, and content exist. Contact the Technology Services section at 203-251-9599.

7.4. Press release: official university events can be publicized through local media outlets. Coordinate any official press release with the Office of the Director who will coordinate with University Communications.

7.5. Posting notices around the campus: notices are approved by the Director of Student Services in room 2.01. The classes offered by CITI are exempt from prior approval as the Events & Conferences department.

SECTION 8 - Internal groups at UConn-Stamford

- 8.1. SGA and Registered Student Organizations: work all events through the Student Activities Manager at 203-251-8489 first.
- 8.2. Fitness Center: coordinate all events with the Director of Student Services at 203-251-8487. The Director of Student Services will communicate details with the Events Manager.
- 8.3. UConn Bookstore: contact the campus Events Manager at 203-251-8537.
- 8.4. Art Gallery: contact through the Art Gallery committee lead who will communicate details with the Events Manager at 203-251-8537.
- 8.5. Concourse: contact the campus Events Manager at 203-251-8537
- 8.6. Experiential Learning Collaborative (Rotunda): contact the Director of the Experiential Learning Collaborative at 203-251-8471. The Director of the Experiential Learning Collaborative will then communicate any event directly with the campus Events Manager at 203-251-8537.
- 8.7. Light Spine: contact the campus Events Manager at 203-251-8537.
- 8.8. Connecticut Information Technology Institute (CITI): coordinate through their office at 203-251-9566.
- 8.9. Computer Labs: contact the campus Events Manager who will coordinate with the scheduler for that area. 203-251-8537.

SECTION 9 - Advanced Audio/Visual Needs and Availability

- 9.1. There are "High Tech" classrooms in the campus building available for scheduling. Ensure your reservation includes your needs. Call the Events Manager if you have any questions at 203-251-8537. The Events Manager will make the arrangements with the A/V Technician.
- 9.2. Most classrooms have PCs available for presentations. If in need of presentation equipment, coordinate those details with the Events Manager who will coordinate with Technology Services, as needed.
- 9.3. Microphones: roving microphones, static tabletop microphones, or lapel (lavalier) microphones are all available.
- 9.4. Hearing assistive devices are available upon request. Please ensure this need is identified in the event request ahead of time so the equipment can be made available.
- 9.5. Photography or video services are not provided by UConn staff and should be coordinated by the user.

9.6. Wireless network services are free and available at <http://wireless.uconn.edu> from any mobile device. UCONN-GUEST is a non-encrypted, non-secure wireless service that guests to UConn may use to access the internet. However, access to UConn resources may be restricted.

SECTION 10 - Emergencies

10.1. All emergencies or injuries must be reported through campus Police. They can be reached at 203-251-9508.

10.2. Any incident requiring evacuation of the building will be controlled by campus Police. The assembly area for visitors is St. Andrews church parking lot at 1231 Washington Blvd. If evacuation is necessary, visitors should take all belongings with them in case the building can't be reopened due to the severity of the incident.

10.3. Just prior to events starting in large spaces, a safety announcement must be read regarding the safe evacuation of the room/space in the event of an emergency. Example:

Ladies and gentlemen, may I have your attention for a brief announcement. Please take a moment and make a note of the nearest exit. If evacuation is necessary, please move calmly to the exit closest to you. Please note, the door you entered the room through, may not be the closest exit. Follow the directions of Campus Police. Do not use elevators during the alarm. Once outside the building, everyone must move to the parking lot of St. Andrews church between Washington and Franklin Street. Take all of your belongings with you in case a safe return won't be possible for hours or days due to the severity of the incident. Only when the "All-Clear" is announced by Campus Police, can you re-enter to the building.

SECTION 11 - Smoking

11.1. No smoking is allowed inside any state owned facility which includes UConn-Stamford.

11.2. Guests of the campus are asked not to smoke within 25 feet of any entrance and to properly dispose of any lighted smoking materials in an approved receptacle found around the exterior of the building.

SECTION 12 - Parking

12.1. Parking is in the campus parking garage across University Blvd from the campus building, for approved events. Visitors for approved events should only use the 2nd floor. Elevators and several stairwells are available to get back to street level. For GPS purposes, use this address for the garage: 1200 Washington Blvd, Stamford, CT.

12.2. Garage hours are Monday – Friday: 6:30 a.m. - 11:00 p.m.; Saturday: 6:30 a.m. – 5:00 p.m.; Sundays – the garage is closed. Overnight parking is prohibited.

12.3. Parking on Franklin Street in any area other than a metered parking spot is prohibited. Exceptions can be made for short-term periods to load or unload near the side entrance or on the ramp near the loading dock on the Franklin Street side of the building.

12.4. Parking for persons with disabilities is offered on a first come-first served basis. Three spots are located on Franklin Street next to the campus building. Fifteen spots are available on the first floor of the parking garage in the Faculty/Staff area along Washington Blvd. Wheelchair ramps and elevators are available. Please be sure to display your disability tag prominently.

SECTION 13 - Facilities roles and responsibilities

13.1. The campus facilities team can be utilized in a support role only. They should not be seen in the same light as a traditional catering staff.

13.2. In the case of event management, their primary responsibility is to the maintenance and upkeep of the campus building.

13.3. All events must be coordinated with Facilities, by way of the Events Manager well in advance so shift schedules can be adjusted, especially for large events requiring greater than normal assistance.

SECTION 14 - UConn Police roles and responsibilities

14.1. Additional manpower will be necessary for large events and must be coordinated with the Police by way of the campus Events Manager.

14.2. In regards to event management, the primary responsibility of the Police is to the safety and security of the campus and visitors.

14.3. All events must be coordinated with the UConn Police by way of the Events Manager well in advance so shift schedules can be adjusted, especially for large events requiring greater than normal assistance.

14.4. If there are any unsafe conditions or conditions that warrant the intervention of campus Police, full cooperation of attendees and staff is required.

DISCLAIMER: The campus reserves the right to deny the use of public spaces to departments, persons, or organizations that fail to observe these policies. During the duration of the event period, the sponsoring organization will be held responsible and liable for any damages, within its control, caused by the sponsoring organization, its guests, participants, staff, and vendors to campus building and grounds to include Whitey Heist Park on Franklin Street.

APPENDIX 1 - RENTAL FEES

Rental charges include use of the facility and equipment only, unless otherwise noted.

NOTE: Services, staffing, and additional equipment will be charged separately. The following list outlines the specific rentable spaces.

Available Facilities (max capacity)

Conference Rooms (up to 30 people)
Whitey Heist Park (100 people)
Rich Concourse (300-400 people)
Gen Re Auditorium/A1 (200 people lower level; 90 people upper level)
Atrium/Light Spine (150 people)
Art Gallery (70 people)
Multi-Purpose Room/MPR (50-125 people)
Experiential Learning Collaborative (Rotunda) (50-100 people)
Conference Rooms/1.05, 1.06, 1.07, 1.13 (up to 25 people)
Schreiber Reading Room (49 people)
Classrooms (24-48 people; technical capability varies)

How fees work

Rooms are rented on a half-day or full-day basis. Exact fees will depend on the organization making the reservation and the type/scope of the event.

Other charges (will vary based on scope of event):

Facilities additional personnel
Police additional personnel
A/V Technician
Tables
Chairs