

Guide to Planning Successful Meetings and Events in the University Commons



**University Departments Edition
2002-2003**

University Commons and Student Activities
Division of Student Affairs
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
	ucommons@uwf.edu
Productions	474-2537
	comevents@uwf.edu
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** 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 reservations 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. 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 2nd.
- 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 events 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 departments 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 departments should make reservations for spaces other than the University Commons with the appropriate office or administrator. The University Telephone Directory lists contact information for other facilities.

Are there any charges to my department?

While the University Commons is primarily funded by student fees, we do receive a limited allocation of E&G funding to support housekeeping and provide basic event services for departments. For events sponsored exclusively by a department during regular business hours (M-F 8 am - 5 pm) 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 departmental events.

Department Schedule of Event Services Fees	Charge
Departmental events occurring outside of regular business hours (M-F 8 am - 5 pm).	\$8.00 per hour
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.	\$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
Event involves a non-University cosponsor or the department is sponsoring or hosting the event for a non-University entity and participants are charged admission or any other fee to participate. (Ref. University Policy SA-02.00-0601)	E Rate plus any other applicable costs
Event involves a non-University cosponsor or the department is sponsoring or hosting the event for a non-University entity but no admission or other fees are charged. (Ref. University Policy SA-02.00-0601)	50% of E Rate plus any other applicable costs
Event involves only a University department and participants are charged admission or any other fee to participate.	50% of E Rate plus any other applicable costs
Any charges from other departments (police, facilities management, etc.) will be charged directly to the department.	Direct costs

Part 2: Select UCSA Policies and Procedures

University Commons Reservations and Conference Services

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.

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.

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 Departments

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

- Departments may make reservations by telephone, in person, by memo, or by e-mail. Departments may send a diagram of the requested set-up.
- When the reservation process is initiated, a preliminary confirmation ("HOLD") will be sent to the department.
- Each department will be required to provide an account number for any applicable charges.
- The department will be responsible for completing any required approvals (University Co-Sponsorship Form) in a timely fashion.
- The department 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).

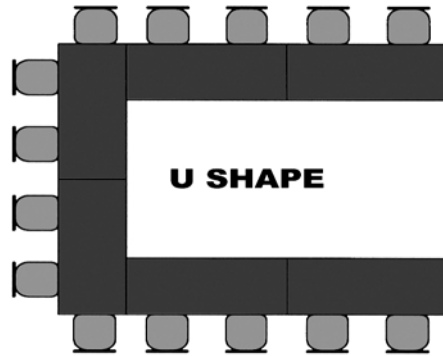
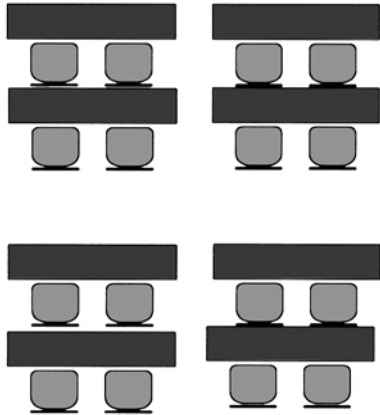
University Commons Production Services

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.)

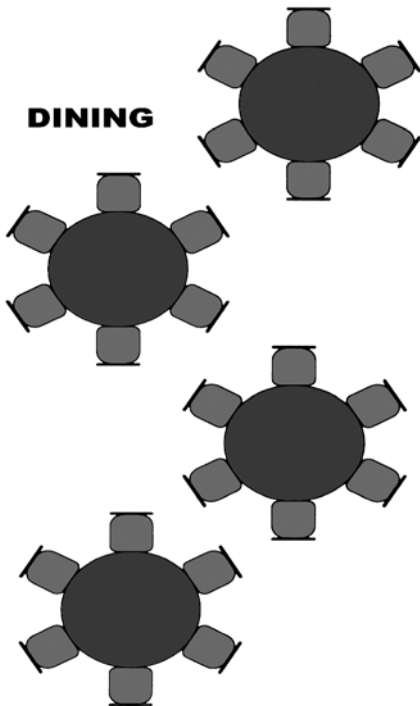
Part 3: Typical Set-up Styles

WORKSHOP

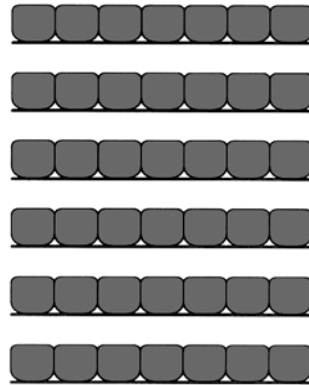


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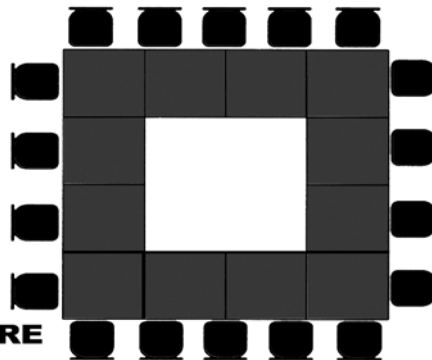
DINING



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: Use of Facilities Policy
University Policy SA-02.00-0601)**

University facilities are scheduled on a priority basis to serve university needs and, when available, to accommodate non-university groups and the general public. Information about specific facilities and university offices responsible for scheduling them is published in UWF's Meeting Room Directory available from the Office of Plant Operations, Maintenance and Engineering. Non-university users must contact the Manager of Conference Services, University Commons and Student Activities.

First priority for use of university facilities is the activity normally scheduled for the space as it is officially classified by the University; second is for activities sponsored by university departments and members of the university community.

Individuals responsible for scheduling and using facilities shall ensure that these spaces are used according to State University System and University of West Florida standards and priorities.

University fund-raising activities must be cleared through the Office of Development and Alumni Affairs.

University Use

University use may take the form of either University sponsorship or co-sponsorship of an event or activity.

- University sponsorship is defined as any event or activity exclusively sponsored by an official unit of the university and does not involve any non-University agency or organization as co-sponsor. Sponsoring departments or organizations are responsible for reserving facilities and processing work requests in a timely fashion. University groups may be assessed costs determined by the special needs of each event.
- On occasion an official unit of the university may agree to co-sponsor an event or activity with a non-university organization. Co-sponsorship is not intended to be a mechanism for non-university users to avoid rental and service charges, therefore University co-sponsorship of an event or activity is subject to the following conditions: (1) the event is initiated by an officially recognized university agency, (2) the university agency is primarily responsible for planning the event, (3) the university agency is primarily responsible for implementing and producing the event, (4) the event has a clear, direct connection and substantial relationship to the purposes of the university agency and (5) the event has logical and demonstrable relationships to the objectives and mission of the University. University co-sponsored events must be approved by the appropriate department or division head. Forms for approval are available from UCSA Conference Services, the UC Service Desk, or other facility reservations coordinators. University offices responsible for scheduling facilities are accountable for confirming approval for co-sponsored events.
 - Revenue Generating Co-Sponsorships. In the event that such co-sponsored use involves generating revenues from ticket sales, registration fees, or other charges, the event will be subject to appropriate usage fees coordinated and collected by UCSA Conference Services. Distribution and accountability for revenue in excess of established Conference Services fees is the responsibility of the host department according to applicable University policies. Sponsoring departments or organizations are responsible for reserving facilities and processing work requests in a timely fashion.
 - Non-Revenue Generating Co-Sponsorships. In the event that no revenue is generated, only such charges as would routinely be assessed and collected directly by applicable university departments would be applicable. Examples of such charges might include

security, special plant operations fees, and damage charges. Sponsoring departments or organizations are responsible for reserving facilities and processing work requests in a timely fashion.

Non-University Use/Facility Rental

The Director of the University Commons and Student Activities is responsible for administering the rental of University facilities to non-University groups and the general public.

- a. Non-University groups and the general public may request use of facilities through the UCSA Conference Services Manager. The Conference Services Manager will process appropriate facility reservation forms, coordinate necessary services, and assess all fees and charges. All rental contracts will be authorized by the Director of the University Commons and Student Activities.
- b. Use of facilities by non-University groups is generally restricted to special events and limited series. Facilities are not scheduled for frequent, continuing activities.
- c. Rental rates are established in three categories:
 - a. Standard
 - b. Non-profit (501-C3 or State of Florida registered)
 - c. K-12 schools
- d. Additional rental and other service fees for contract youth camps are based on per camper fees established, assessed, and collected by UCSA Conference Services.
- e. With the exception of the Natatorium, only UCSA Conference Services is authorized to establish and assess rental charges to non-University Sponsors. This department will collect and deposit rental on behalf of designated facility accounts. The Conference Services Manager will coordinate and bill for services as required: e.g., catering, security, audio-visual, satellite downlink, telephone access, and data link access. Catering and food and beverage concessions are restricted to the University's contract food service vendor. Other costs will be determined by the special needs of the client. All charges are subject to applicable sales tax. Proof of tax exempt status required.
- f. Sponsors may be required to have or obtain \$1 million in general comprehensive liability insurance with the University named as also insured.
- g. Some facilities require additional special staffing. For example, the Center for the Fine and Performing Arts requires a house manager and the Field House may require a Recreation staff attendant. These costs are in addition to rental. In general all set-up and clean-up services are provided by the facilities rental staff. Other departments may provide special services.

Recreation and Athletic Facilities

Except as noted below, Recreation and Athletic facilities are governed by the policies described above.

The first priority for recreation/athletic facility scheduling is for the regular University recreation/athletic programs normally assigned use of those facilities. In the event of conflict among regular University programs, priority will be given to: 1) instructional programs, 2) organized recreation and athletic programs, 3) non-credit programs, 4) special events, and 5) open recreation. The second priority is for activities and events scheduled by University

departments or organizations. The third priority is for activities and events scheduled through UCSA Conference Services.

Athletic Complex

The Athletic Complex (Varsity Soccer Field, Track, Baseball Field, Varsity Softball Fields) are not available for rental without authorization from the Athletic Director. In the event that authorization is granted all applicable policies, procedures, and pricing shall apply. The Athletic Director shall insure, by frequent visual inspection and consultation with the athletic field caretakers, primary users, and the University Landscape Services Department that managed turf areas do not receive excessive wear and tear due to high frequency of use.

Natorium

Natorium scheduling gives priority to recreational and instructional swim periods for the University community on a convenient and regular basis. Group and other special events will be scheduled in advance on a first-come, first-serve basis as time and space permit. As a large multi-purpose facility, the Natatorium will often accommodate several scheduled activities at the same time.

Natorium facilities will be available to non-University groups on a space available basis. Rental fee and reservation information is disseminated through the Natatorium Office. Rental of the Natatorium is not coordinated by UCSA Conference Services except when that rental is part of a more comprehensive rental service or camp program.

Part 6: E 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

Facility	Category	Minimum -- Four Hours	Per Hour -- After Four Hours	Daily Limit
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)	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 Rate (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.