TABLE OF CONTENTS

Introduction to Conference Policies and Procedures ......................................................... 4

Planning Your Program ........................................................................................................ 5

Meeting & Recreational Facilities ...................................................................................... 6
  Bonnie E. Cone University Center .................................................................................. 6
  James H. Barnhardt Student Activity Center ............................................................... 7
  Student Union ................................................................................................................ 7
  Belk Gymnasium ............................................................................................................. 7
  Recreational Fields and Athletic Complexes ................................................................. 7
  Academic Space ............................................................................................................. 8

Housing ............................................................................................................................... 9
  Housing Options ........................................................................................................... 9
  24-hour Information and Service Desk ........................................................................ 9
  Pre-walk of Rooms ....................................................................................................... 9
  Registration and Checkout Times .................................................................................. 10
  Staff ............................................................................................................................... 10
  Accessibility .................................................................................................................. 10
  Assignments ................................................................................................................ 10
  Housekeeping and Damages ......................................................................................... 11
  Elevators ..................................................................................................................... 11
  Fire Equipment and Safety ......................................................................................... 11
  Fire Evacuation Procedures ....................................................................................... 11
  Building Access ......................................................................................................... 12
  Room Keys/Key Cards ............................................................................................... 12
  Laundry ........................................................................................................................ 13
  Linen .............................................................................................................................. 13
  Maintenance ................................................................................................................ 13
  Meeting/Community Space ........................................................................................ 13
  Pets ............................................................................................................................... 13
  Safety ............................................................................................................................. 13
  Security Coverage ...................................................................................................... 14
  Televisions ................................................................................................................... 14
  Internet Service .......................................................................................................... 14
  Vending ........................................................................................................................ 14
  Visitation ...................................................................................................................... 14
  Important Residential Policies .................................................................................. 14
  Residence Hall Floor Plans ........................................................................................ 14-17

Food Service ......................................................................................................................... 18
  Dining Hall .................................................................................................................... 18
  Retail Dining ................................................................................................................. 18
  Catering ........................................................................................................................ 18
  Concessions .................................................................................................................. 19
General Conference Information .............................................................. 20
Accessibility ............................................................................................ 20
Advertising ............................................................................................... 20
Audio/Visual Equipment ......................................................................... 20
Computer Labs ......................................................................................... 20
Conference Agreement/Billing ................................................................. 20
Copies/Faxes ............................................................................................ 20
Damage Charges ....................................................................................... 21
Directional Signage .................................................................................. 21
Emergency Notification ........................................................................... 21
Inclement Weather .................................................................................... 21
Insurance .................................................................................................. 21
Medical Emergencies ............................................................................... 21
Parking ....................................................................................................... 22
Rain Site for Outdoor Activities ............................................................... 22
Swimming Pool Guidelines ....................................................................... 22
University Access Fee ............................................................................. 23
University Mugs ....................................................................................... 23
Venture Activities .................................................................................... 23
Minors on Campus ................................................................................... 24

General Facility Guidelines ....................................................................... 25

University Policies .................................................................................... 26
Controlled Substances ............................................................................. 26
Elevators .................................................................................................... 26
Fire Safety .................................................................................................. 26
Smoking ...................................................................................................... 26
Weapons ...................................................................................................... 27
Use of Space and Reservations ................................................................. 27
INTRODUCTION

The University of North Carolina at Charlotte (“University”) operates its facilities in compliance with the laws of the State of North Carolina and local laws and regulations. The responsibility for enforcement of these laws and regulations rests with the conference planner and organization (hereinafter “Client”). Failure to comply or enforce such laws will result in loss of the privilege to utilize University facilities.

University reserves the right to deny use of its facilities if that use is not in the best interest of University or if the event conflicts with regular University operations.

University reserves the right to schedule activities and events in the appropriate locations, taking into account the size, accommodations, traffic and general nature of the event, and to schedule the necessary support services staff to ensure safe operation of the event.

The Conference Agreement along with this document (“Specifications”) constitutes the entire understanding between University and Client.
PLANNING YOUR PROGRAM

The Conferences, Reservations and Event Services Department (CRES) works closely with the Client to coordinate conferences/camps occurring on the University’s campus. The office, located in the Bonnie E. Cone University Center, provides a “one-stop shop” for meeting and recreational facilities, housing, food service, parking and other services.

CRES is dedicated to providing high quality service in an environment that meets the needs of the Client. Acting as a representative agent of all reserved space on campus, CRES will assist with every need from contracting space to catering and event requirements. Estimated fees for all services are a part of the signed Conference Agreement with final charges compiled on one invoice.

The University hosts numerous conference groups involving more than 16,000 participants each year in addition to supporting a large enrollment in its academic program. Space on campus is at a premium; therefore, early planning is a vital component of the conference process.

Planning for a summer conference or camp should begin by contacting CRES 8-10 months in advance. Conference scheduling for summer generally begins in October of the year previous, returning customers have priority status when scheduling space for summer conferences. Clients can go to https://cres.uncc.edu/off/conference-reservation-request to complete a request form. Conference requests should include program title and dates, meeting and recreational facility needs, estimated attendance, housing preference including linen needs, equipment needs and food service requirements. CRES will then confirm with the Client upon approval. Clients should be aware, however, that the University makes no commitment to host an event until both parties execute a contract. Contracts are executed prior to the start of the event.

Mailing Address
Conferences, Reservations and Event Services
The University of North Carolina at Charlotte
Bonnie E. Cone University Center, Room 369
9201 University City Boulevard
Charlotte, NC 28223

Phone Number
704-687-0715
MEETING & RECREATIONAL SPACE

The University allows a variety of meeting/recreational facilities to be reserved by conference groups and youth camps. Diagrams of the following meeting and recreational facilities and a map of campus can be found at http://cres.uncc.edu/off/meeting-recreational-facilities.

Bonnie E. Cone University Center
The Bonnie E. Cone University Center serves as one of the primary meeting facilities on campus, offering 30,000 square feet of conference space. The C.A. McKnight Auditorium is a 590-seat lecture hall. The John Paul Lucas Room features a herringbone-patterned wood floor that lends itself to fit a variety of set-up and event needs. There are additional rooms available that can be used for break-out sessions or meeting space with maximum capacities ranging from 12 to 190 people.

Regular operating hours during the Academic Year:
Monday-Friday: 7am-11pm
Saturday: 12pm-11pm
Sunday: 12pm-11pm

Regular operating hours during the Summer:
Monday-Friday: 7am-9pm
Saturday: 12pm-9pm
Sunday: 12pm-9pm

Hours are subject to change without notice and are not valid when the University is closed for holidays or semester breaks. When reserving this space outside normal operating hours, Building Manager charges would apply.

Bonnie E. Cone University Center Room Capacities

<table>
<thead>
<tr>
<th>Room</th>
<th>Audience</th>
<th>Classroom</th>
<th>Round Tables</th>
<th>Conference U</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>18” table with 2 chairs</td>
<td>18” table with 3 chairs</td>
<td>3’x6’ table with 2 chairs</td>
</tr>
<tr>
<td>109</td>
<td></td>
<td>36</td>
<td>24</td>
<td>42</td>
</tr>
<tr>
<td>110</td>
<td></td>
<td>30</td>
<td>24</td>
<td>42</td>
</tr>
<tr>
<td>111 Combined</td>
<td>60</td>
<td>45</td>
<td>24</td>
<td>36</td>
</tr>
<tr>
<td>111A</td>
<td>30</td>
<td>15</td>
<td>8</td>
<td>18</td>
</tr>
<tr>
<td>111B</td>
<td>30</td>
<td>15</td>
<td>8</td>
<td>18</td>
</tr>
<tr>
<td>112 Combined</td>
<td>90</td>
<td>66</td>
<td>34</td>
<td>51</td>
</tr>
<tr>
<td>112A</td>
<td>30</td>
<td>24</td>
<td>12</td>
<td>24</td>
</tr>
<tr>
<td>112B</td>
<td>60</td>
<td>42</td>
<td>22</td>
<td>33</td>
</tr>
<tr>
<td>113 Combined</td>
<td>60</td>
<td>42</td>
<td>20</td>
<td>42</td>
</tr>
<tr>
<td>113A</td>
<td>30</td>
<td>15</td>
<td>10</td>
<td>18</td>
</tr>
<tr>
<td>113B</td>
<td>30</td>
<td>15</td>
<td>10</td>
<td>18</td>
</tr>
<tr>
<td>207</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>208</td>
<td>50</td>
<td>30</td>
<td>18</td>
<td>27</td>
</tr>
<tr>
<td>210 Combined</td>
<td>180</td>
<td>135</td>
<td>52</td>
<td>78</td>
</tr>
<tr>
<td>210A</td>
<td>60</td>
<td>45</td>
<td>22</td>
<td>33</td>
</tr>
<tr>
<td>210B</td>
<td>80</td>
<td>54</td>
<td>30</td>
<td>45</td>
</tr>
<tr>
<td>AfterHours</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>McKnight</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>J.P. Lucas Room</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

FX = Fixed set-up
These figures do not reflect additional space needed to accommodate staging, projection equipment, etc.
**James H. Barnhardt Student Activity Center**
The James H. Barnhardt Student Activity Center (“SAC”) is another large space frequently used for conference events. It features the Halton Arena with a seating capacity of 9,000 and five hospitality salons that can be used individually for small meetings and meal functions or combined for larger events accommodating up to 500 audience style. The facility also includes four recreational courts, aerobics studio, climbing wall and concession stands for events.

Operating hours during the Academic Year:
Monday-Friday: 6am-11pm
Saturday-Sunday: 12pm-11pm
Operating hours during the Summer:
Monday-Friday: TBD
Saturday-Sunday: TBD

*Hours are subject to change without notice and are not valid when the University is closed for holidays or semester breaks. When reserving this space outside normal operating hours, Building Manager charges would apply.*

---

<table>
<thead>
<tr>
<th>Room</th>
<th>Audience w/ Stage</th>
<th>Audience w/o Stage</th>
<th>Classroom</th>
<th>Classroom</th>
<th>Conference Square</th>
<th>Conference U</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Salon</td>
<td>N/A</td>
<td>90-100</td>
<td>24</td>
<td>36</td>
<td>20</td>
<td>30</td>
</tr>
<tr>
<td>2 Salons</td>
<td>160</td>
<td>190</td>
<td>96</td>
<td>144</td>
<td>70</td>
<td>105</td>
</tr>
<tr>
<td>3 Salons</td>
<td>250</td>
<td>290</td>
<td>120</td>
<td>180</td>
<td>150</td>
<td>100</td>
</tr>
<tr>
<td>4 Salons</td>
<td>330</td>
<td>390</td>
<td>130</td>
<td>195</td>
<td>130</td>
<td>195</td>
</tr>
<tr>
<td>5 Salons</td>
<td>420</td>
<td>490</td>
<td>160</td>
<td>240</td>
<td>160</td>
<td>240</td>
</tr>
</tbody>
</table>

These figures do not reflect additional space needed to accommodate staging, projection equipment, etc.

**Popp Martin Student Union**
Along with several conference-style meeting rooms on the second floor, the Popp Martin Student Union has a large multipurpose space on the third floor that can host large meetings of up to 1,000 participants and can be divided with air-walls for smaller meeting spaces. As a student-fee-funded building, one of the Union's primary functions is to provide space for students to meet and conduct student activities. Although the Union is primarily reserved for student groups, a link to the guidelines for other groups’ usage can be found at the “University Policies” section of this manual under Use of Space and Reservations for the Popp Martin Student Union.

**Belk Gymnasium**
The Belk Gymnasium houses classrooms, an indoor swimming pool and three recreational courts.

**Recreational Fields and Athletic Complexes**
There are several recreational fields and athletic complexes throughout campus. These multipurpose fields and facilities are able to accommodate a variety of sports and events. A field supervisor and/or event manager may be necessary for certain events. All activities on the fields require emergency medical technician (EMT) coverage or other preapproved medical coverage. This coverage will be provided by the University medical services contractor and a charge will be assessed for this service. In the event of inclement weather or wet fields, Conference Services and/or Athletics will make the decision of a rain call. Please see page 20 for further information about rain sites. Refer to the “University Policies” section of this manual for the link to the Recreational Fields Use of Space and Reservations Policy.
**Academic Space**

Rooms may be reserved in academic buildings based on availability. Academic space includes tiered lecture halls that seat up to 230 and classrooms of various size. The majority of the classrooms are Technology Enhanced Classrooms (TEC) which includes a variety of presentation technologies. Some of these amenities include:

- Wooden podium with accessible work surfaces
- Adjustable stool with back and footrest
- Networked computer with CD player
- Document camera (projects images of documents, pictures, and even objects)
- Laptop connections
- DVD/VCR player
- Ceiling-mounted projector
- Display screen
- Sound projection
- Built-in Crestron component-control touch panel
- Intercom which connects directly to Classroom Support staff

To Request assistance for TEC operations, please refer to https://aisle.uncc.edu/request-help

During the fall and spring academic sessions, academic space cannot be reserved until after the add/drop period has been completed each semester. During the summer, academic space cannot be reserved until after the University’s academic schedule has been completed by the Registrar’s Office.
The Department of Housing and Residence Life and the Office of Conferences, Reservations and Event Services work closely together to provide conference participants a quality, safe and enjoyable experience in University Housing during the summer months. The entire staff of the Department of Housing and Residence Life is involved with our conference program and is committed to assisting you during your stay on campus.

**Housing Options**
There are four types of housing available on the UNC Charlotte campus:

**Traditional Tower Halls** provide up to 25 two-person bedrooms and four large bathrooms on each floor. Depending on demand and building layout, single rooms may be available. Linen service is available upon request for an additional fee.

**Suite Halls** are made up of units with bedrooms, a living room and private bathroom. Suites can be double rooms or single rooms. Suites can accommodate up to four people. Linen service is available upon request for an additional fee.

**Deluxe Apartments** have four 1-person bedrooms, a kitchen, a living/dining area and up to two private bathrooms. Deluxe apartments include linen in each bedroom, a television in the living room, and kitchen utensils in the kitchen. Daily towel exchange is also provided at the Conference 24-hour desk.

Youth camps are primarily housed in the traditional tower buildings and suites and adult groups are typically housed in suite or apartment areas. Not all residential areas are open to conference participants.

All rooms are air-conditioned and have window/blinds. Each bedroom contains a desk, single bed and wardrobe/closet for each person. Trash cans and recycling bins are provided in each living room or tower room. In the suites, a couch is provided in the living room. Each apartment has a kitchen with refrigerator and stove/oven and a dining table with chairs.

General Conference Housing Information:

**24-Hour Information and Service Desk**
The Housing and Residence Life office staffs an Information and Service Desk 24 hours a day, 7 days a week during the conference season. Clients or conference participants may call to report emergencies, request housing or facilities repairs, ask questions, inquire about businesses or restaurants in the local area, and leave urgent messages for other conference participants.

**Pre-Walk of Rooms**
Residential groups can participate in a pre-walk of their assigned residence hall space before the arrival of the participants. The Client and a member of the housing conference staff will tour the residential areas to orient the conference group to the space and to agree on the condition of the space at check-in.

A pre-walk should be scheduled during the check-in time for early arrivals, if any. If no early arrivals are planned, the pre-walk should be arranged no more than 24-hours before the regularly scheduled registration; or, if registration is scheduled for a weekend date, the pre-walk should be scheduled for the Friday before arrival, or prior to registration. Arrangements for the pre-walk must be made through CRES.
**Registration and Checkout Times**
Conference groups are encouraged to complete registration in the mornings. Checkout periods will conclude at noon, so that rooms may be readied for the next group. Any participants who extend their stay past noon on their scheduled checkout day could be billed for an additional day at their contracted rate.

Registration and checkout times are stated in the Conference Agreement. The University will provide staffing for registration and checkout according to the following schedule:

<table>
<thead>
<tr>
<th>Number of residential participants</th>
<th>Check-in or check-out staffing coverage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-25</td>
<td>1 hour</td>
</tr>
<tr>
<td>26-75</td>
<td>1 ½ hours</td>
</tr>
<tr>
<td>76-125</td>
<td>2 hours</td>
</tr>
<tr>
<td>126-200</td>
<td>2 ½ hours</td>
</tr>
<tr>
<td>200+</td>
<td>up to 4 hours</td>
</tr>
</tbody>
</table>

Additional hours can be arranged if requested in advance. Extended registration or checkouts for small groups, completed at the 24-hour desk, will be at no additional charge. Luggage storage and pick-up is available at the 24-hour Information and Service Desk. Storage options are available for an additional fee, and must be requested in advance.

Housing and Residence Life will provide up to 3 tables and 6 chairs for check-in or check-out. Additional tables and chairs are available at an additional charge and should be reserved through CRES prior to check-in.

**Staff**
The Department of Housing and Residence Life provides extensive staffing for the conference program. The Client will receive contact information and is encouraged to check in daily, to ensure Housing and Residence Life is providing satisfactory service. Additionally, Conference Housing Assistants (student staff members trained specially to work with the conference program) are always on-call to respond to participant housing needs.

The Department of Housing and Residence Life also has a broad range on-call system of residence life professionals, maintenance and housekeeping staff to respond to after-hours emergencies. Participants should contact the 24-hour Service and Information Desk if staff is needed.

**Accessibility**
The Department of Housing and Residence Life is committed to providing accessible housing for all its participants. It is the responsibility of the Client to notify CRES of any special needs.

**Assignments**
Conference groups must pre-assign guest rooms in the residence halls for their participants. The University will provide a housing roster to the Client. The completed roster is due to CRES at least 3 business days before the early registration date for the conference. Clients are encouraged to assign all available space on one floor, beginning with the lowest floor, before moving to the next. Failure to do so may result in the conference being charged for all rooms on each floor regardless of whether the rooms are used.

The Department of Housing and Residence Life will make every effort to house guests as close to each other as possible, however this may be affected by number of attendants, living environment or room style requests, and other groups staying in the building.

Conference participants are permitted to use the bathroom and other common area space only in their assigned housing area. However, groups may request to use additional space, if desired.
Housing and Residence Life staff manage assignment changes and walk-in guests, in consultation with the Client. Assignments are made on a first-come, first-served basis filling each room and floor before moving to the next. Participants who have roommate request(s) should register for housing together. Due to the high demand for residential space, the Housing Office reserves the right to re-assign any unused rooms remaining on a floor, or reassign guests due to maintenance issues.

As noted, the Client must provide to the University a typed roster of participants, along with the guarantee participant numbers for housing no fewer than 3 business days prior to the event. The Department of Housing and Residence Life will make every effort to accommodate additional guests and house guests close to one another. However, this may be affected by number of attendants, living environment or room style requests, and other groups staying in the building. Any room changes must be coordinated with the Housing and Residence Life conference staff.

If attendance drops more than 5% of the guaranteed number, Housing and Residence Life may charge a $250 administrative fee for the unused space.

For privacy reasons, men and women will generally not be assigned to the same tower floor, or within the same suite/apartment unit, unless married or blood related. Please consult with CRES for specific guidelines and/or to request exceptions. Housing and Residence Life may not allow more persons to occupy a room than is above the room’s specified capacity.

**Housekeeping and Damages**
Members of the Housing and Residence Life housekeeping staff provide cleaning services to common areas and traditional tower bathrooms daily Monday – Friday. They will not clean within apartment or suites units except by special arrangement. Housing and Residence Life can provide cleaning kits or scheduled cleanings for long-term guests by request. The University reserves the right to seek compensation from the Client for damages or cleaning issues caused by a participants’ abuse, neglect or any deliberate act that results in damage to the University’s facility.

**Elevators**
Conference participants are expected to use the elevators properly, and the Client should monitor the behavior of participants in the elevators. Participants should not misuse or abuse the elevators, including overloading it and/or tampering with or dismantling any equipment. Individuals found to be misusing or abusing an elevator may forfeit their housing. Conference Staff may, in consultation with the Client, limit a group’s elevator use if it is being used inappropriately. There is an 8-person occupant limit for all residential elevators.

**Fire Equipment and Safety**
For fire safety reasons, candles, lit cigarettes or cigars, oil lamps, incense, grills or any other device with an open flame or coil are prohibited.

Each residence hall room is equipped with a smoke detector. Fire alarm pull stations and fire extinguishers are located on or near each floor. The fire alarm system in each building is connected directly to the Charlotte Fire Department and the University Police and Public Safety. If an alarm sounds, all persons in the building are required to evacuate immediately.

**Fire Evacuation Procedures**
When a fire alarm sounds (due to smoke, another person, or otherwise), always take the fire alarm seriously and assume there is a fire. All persons are required to immediately evacuate the building. Failure to evacuate in the case of an alarm could also result in removal from housing. They will also be subject to civil fines of up to $500 and/or six months in jail.
• If there is smoke in your room, keep low to the floor. Crawl to your window and open it a few inches to allow in fresh air.
• If your room is clear of smoke, touch your door before opening. If it is hot, do not open. Stay in your room and wait for emergency personnel to reach you. Hang a sheet from your window to identify your location. If smoke is entering the room, stuff all openings with towels, etc.
• If your door is not hot, close your windows, turn out the lights, and shut your door. Do not stop for personal belongings except for a coat, shoes and a towel (to reduce smoke inhalation), if the situation allows. Exit the room, closing the door behind you and move quickly, but without panic, toward the nearest fire exit. Activate the fire alarm system if it is not already sounding.
• Do not use the elevators.
• Exit down the stairway, making room for the people on the lower floors as they enter the stairway.
• Police and Public Safety will call the Charlotte Fire Department. If there is not a phone available, remember that the phones at the various gates and Blue Light poles on campus connect directly to the Police and Public Safety.
• Keep out of the way of emergency personnel. If you believe someone is trapped on your floor, report this immediately to fire fighters or Police and Public Safety.
• Do not re-enter the building for any reason. If you have any information regarding a fire, you are encouraged to tell the nearest Police and Public Safety Officer or a Housing staff member.

**Building Access**
All residence halls are locked 24 hours a day, and are equipped with card access readers. The card access reader is a computerized method of gaining entry into a building. Participants and/or conference leaders will be issued access cards to use in the electronic card readers at the front entrance of all buildings. It is crucial that only authorized, residential participants enter buildings by using their own cards; access cards are not to be lent to anyone. Access cards will not be issued to non-residential conference participants, except with special permission of CRES and Housing and Residence Life. Lost building access cards should be reported immediately to the 24-hour Information and Service Desk for the safety of all guests.

Lost or intentionally-damaged building access cards will be charged to the Client. Client will be charged $5.00 per access card for any lost or damaged cards.

There are propped-door alarms on the exterior doors of the residence halls. These alarms allow additional egress points out of the residence halls. If the door is held open or propped open the alarm will sound. To silence the alarm, simply close the door.

**Room Keys/Key Cards**
All participants will be issued a key and/or key card to their room that should remain in their possession throughout their stay. Participants are solely responsible for their issued key(s).

If a participant is locked out, and knows that the keys are in the room, s/he should contact the 24-hour Information and Service Desk. A member of the Housing and Residence Life Conference Services staff will meet the participant at the room to open the door. The participant should show the staff member the key(s) at that time. Participants under the age of 18 must be accompanied by an adult when keyed back into a room.

If a key/key card is lost or missing for more than three hours after notification to the 24-hour Information and Service Desk, the lock must be changed, and a fee for the lock change will be charged to the Client.

Keys/key cards not returned during the regularly scheduled checkout time are subject to an immediate lock change. If found after checkout, such keys will still be accepted, but lock changes may have already been completed and the group may still incur the appropriate charge. Some camps or conferences may collect a key deposit from their participants. Those deposits are the sole responsibility of the camp or conference.
These guidelines are enforced both to enhance campus security and as a requirement of the University’s contract with its lock and key vendor. The fee for each lock change ranges from $60.00 – $90.00, with possible additional labor charges, and will be billed directly to the Client.

Laundry
Laundry rooms are located in each residential area. There is no cost to use the laundry facilities, but guests must provide their own laundry detergent and dryer sheets. Machines are designed to take HE detergent, and only require 2-3 tablespoons of detergent per load.

Linen
Housing and Residence Life offers conference groups linen service, which includes 2 sheets, 1 pillow, 1 pillowcase, 1-2 towels, 1-2 washcloths, 1 blanket and/or comforter. A towel or linen exchange service is available, for an additional fee (included in the deluxe apartment package).

Maintenance
Maintenance problems should be reported to the 24-hour Information and Service Desk. In most cases, Housing and Residence Life staff can address the problem immediately. If not, staff may offer the guest an alternate space to stay. If the problem has not been addressed within an appropriate timeframe, another call to the 24-hour Information and Service Desk for an update is encouraged.

Meeting/Community Space
Each residential area includes lounge space that may be used by conference participants for small meetings and informal gatherings. Lounge areas differ in size and type of furnishings available and may not be adequate to suit all meeting needs. Specific room set up or space needs are coordinated through CRES. Additional charges may apply to reserve/use specifically designated space and to prepare any space for a particular need (i.e. placing additional tables/chairs in public areas). Conference participants are not allowed to remove and/or rearrange any furniture unless approved by the Department of Housing and Residence Life.

Gaming Equipment
Some buildings have game equipment in the lounge areas (ping pong tables, pool tables, etc.) Conference groups are encouraged to bring their own supplies to use these tables. However, the items can be checked out by the Conference Coordinator during the Pre-Walk or just prior to check-in time. All items that are checked-out will be the responsibility of the conference throughout the group’s stay and any items that are not returned or are damaged will be charged to the group.

Pets
Animals are prohibited in the residence halls except for approved, trained service animals for guests with disabilities. Client must notify CRES prior to their arrival regarding any residential guest with an approved animal. Conference participants who bring animals into the residence halls could forfeit their housing.

Safety
The University of North Carolina at Charlotte has and accepts the obligation to provide personnel, equipment, and procedures to promote safety on campus. The University believes that an effective and successful approach to campus safety includes prevention, education, and the ability to respond. All visitors and members of the community are encouraged to take an active role in maintaining a safe environment.

Participants will be residing in a highly populated environment and need to exercise basic precautions to enhance their safety. The University encourages all persons to keep room doors locked at all times, travel in groups from location to location, ensure outside doors are secure, use lighted sidewalks at night, and report any and all suspicious happenings/persons, etc. to conference staff and/or Police and Public Safety.
Security Coverage
The Department of Housing and Residence Life makes every effort to provide Security Guard coverage each night a conference is occupying a building, from 11pm until 7am. Additional (optional) shift coverage is available on a per shift rate.

Televisions
In most residential areas, there is a television in the lounge area, however, this is not guaranteed. Groups needing a television or other audio/visual equipment are encouraged to request this service through CRES.

Internet Service
Wireless access points are available to groups in most residential common spaces. The account is “Housing-Guest-WiFi” and currently no password is required. However, due to system upgrades, participants may need to log into a guest account system to access wireless internet. Wired internet is also available in all residential bedrooms. Guests must provide their own RJ-45 Ethernet cord.

Vending
Vending Services provide snack and drink vending machines in each residential area. Refunds for malfunctioning vending machines are available at the 49er card office in the Auxiliary Services Office, 704-687-7333.

Visitation
For the safety of all participants, visitation by those individuals not living in the residence halls, or who are not conference participants, is strongly discouraged. Visitors who are permitted must be escorted at all times by a conference participant. All conference groups sharing conference dates must respect the visitation preferences of other groups. Unescorted guests may be trespassed from campus.

Important Residential Policies
All participants and Clients are expected to follow residential policies. A full list of these policies is available at http://housing.uncc.edu/campus-living/resident-handbook. However, the following violations may result in a participant or Client’s removal from housing.

• Possessing firearms anywhere in the residential area.
• Intentionally setting a fire, intentionally causing any false fire alarms, vandalizing or tampering with any fire alarm or fire protection equipment, violating requirements concerning the use of certain electrical equipment and/or appliances.
• Abusing or misusing elevator equipment.
• Intentionally throwing or dropping objects from windows or balconies in any residence hall, suite, or apartment.
• Intentionally standing, sitting, or walking on window ledges or balcony railings; intentionally placing objects on the window ledges or balcony railings that might fall and injure someone below.
• Intentionally passing any part of the body through the window; intentionally climbing in or out of any window for the purpose of entering or exiting a room.
• Possession or use of any controlled substance identified in Schedule I and II (N.C. General Statutes 90-89 or 90-90).
• Possessing, storing, and/or using ammunition, gasoline, kerosene, similar combustible materials, and/or any explosives anywhere in the residential area.
RESIDENCE HALL FLOOR PLANS
(Not to scale, and all buildings differ slightly)

Traditional tower 2-person room
Scott, Holshouser and Sanford Halls

2-bedroom/4-person suite
Oak, Lynch, Hawthorn, Witherspoon, Hunt, Laurel, and Levine Halls

4-bedroom/4-person suite
Lynch, Wallis, Hunt, Laurel, and Levine Halls
2-bedroom/2-person suite  
Wallis, Miltimore, Laurel, and Levine Halls

1-bedroom/1-person suite  
Miltimore Hall, Levine Hall  
*very few available

3-bedroom/3-person suite  
Belk, Miltimore, Laurel Halls  
*very few available
4-bedroom/4-person apartment
Pine, Maple, Elm, and Wallis Halls

4-bedroom/4-person apartment
Belk, Witherspoon, Martin, Levine and Miltimore Halls
FOOD SERVICE

Several meal/snack options are available for groups on campus during the summer. All food serviced on campus must be prepared and/or provided by the University’s food service provider (Chartwells). Chartwells is committed to providing quality food products served in clean and pleasant facilities.

Dining Hall
These “all you care to eat” facilities offer a variety of food and beverage options which are available for breakfast, lunch and dinner. The rotating menu cycle allows for repeat meal times without repeating meals while still maintaining a fixed cost. The dining hall is a common use space utilized by various groups which may result in a ‘shared space’ event. Group’s dining times will be pre-assigned by the CRES department. CRES will make every effort to work with the group’s schedule and special requests. Groups must arrive at the designated dining hall location during their appointed timeframe. The University reserves the right to change the location of the meal if the group’s final guarantee number is lower than contracted or if other factors impact the usage of the facility. The group will be notified by CRES of the new location. All youth attendees must be accompanied by the group’s adult chaperones.

Final guarantees for all meals are due 3 business days prior to the first meal. These guarantees will be the minimum charge for each meal and will be billed at the “group” rate. Group must appoint a staff member that will be at the dining hall for each meal. This person would be responsible for verifying the attendance count with the dining manager during each meal. CRES will not be able to adjust the confirmed attendance count after the meal period has ended. The group will be charged the guaranteed number or the actual number of attendees, whichever is higher. In the event that the actual number of attendees should exceed the guarantee by more than 5%, the group will be billed an “overage” rate for those additional attendees. Although the dining hall cannot guarantee dining space for attendance beyond the guarantee, every effort will be made by the dining hall to provide a meal for all guests. This may result in delayed service or an alternative location/meal.

Retail Dining
Several retail dining facilities are available on campus during the summer. The selected retail locations and hours of operation are confirmed by the end of the University’s spring academic semester (mid-May) for that calendar year and may be subject to adjustment due to campus requirements.

Cash, credit cards, or pre-purchased meal cards are accepted at these facilities. If the group elects to purchase meal cards for their attendees, the amount of money placed on each card will be pre-determined by the group. Payment is required prior to issuance of the meal cards. When calculating meal card balances, please remember that these cards are subject to state taxes and applicable administrative fees. Based upon special circumstances and arrangements, meal cards may be used for payment in the dining halls. Group will be charged $5.00 per meal card for any refund of the remaining balance over $5.00. Group is responsible to notify CRES immediately if any meal cards are lost or misplaced. The replacement cost for any lost cards would be $5.00 per meal card.

Catering
Catering is intended for special events and/or events held outside the hours of operations of the dining hall facilities. CRES will guide the group through the entire process from initial menu discussion to final presentation. The University’s food service provider (Chartwells) can meet many dining needs -- from box lunches for a few people to plated meals for hundreds. A menu guideline highlighting some options can be found at Catering Menu. Please note, an administrative fee and any applicable sales tax will be added to the menu prices.

Final guarantees are due three (3) business days prior to the catered event date. Group will be billed for the guaranteed number or the actual number, whichever is greater. Although the University’s food service provider (Chartwells) cannot guarantee food and beverage beyond the guarantee, effort will be made to try to accommodate as best as possible.
Concessions
The food and beverage retail concession options available for groups are a Concession Stand and a Mobile Cart.

Concession Stand retail could be available at sporting venues. The stand will be fully staffed (4 cashiers plus sufficient support staff) and each posted stand menu will be offered in full. A list of menu items and prices are available upon request.

Mobile Cart retail will be staffed with one person and will consist of pre-packaged beverage and food items. A list of possible menu items and prices are available upon request.

These concession options are available in blocks of time at the following current rates:

<table>
<thead>
<tr>
<th>Options</th>
<th>Guaranteed Sales</th>
<th>Group’s Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Concession Stand:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First three hours</td>
<td>$600.00</td>
<td>Any shortfall of the guaranteed sales</td>
</tr>
<tr>
<td>Each additional continuous hour</td>
<td>$200.00</td>
<td>Any shortfall of the guaranteed sales</td>
</tr>
<tr>
<td>Mobile Cart:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First three hours</td>
<td>$200.00</td>
<td>$75.00</td>
</tr>
<tr>
<td>Each additional continuous hour</td>
<td>$35.00</td>
<td>$15.00 per hour</td>
</tr>
<tr>
<td>Each additional staff per hour</td>
<td>$25.00</td>
<td>$15.00 per hour</td>
</tr>
</tbody>
</table>

Current rates are subject to change without notice.

Guaranteed sales will be the minimum amount of retail revenue required to open the above concession options. Shortfalls in the guaranteed sales requirements will be billed directly to the group as a service charge and will be paid without any product exchange for the service. The retail prices for all concession items will be determined by the University and Chartwells, and may not be negotiated by the Client.

Concession Stand retail and/or Mobile Cart retail services must be requested and guaranteed a minimum of 30 business days prior to the event date. In the event of a cancellation due to weather or act of God, there will be a 15% charge of guaranteed sales required if the event is unable to be rescheduled within 30 days. In the event of cancellation due to other circumstances (i.e. lack of attendance, forfeit, etc.), there will be a 50% charge of guaranteed sales. There will be no additional charges for rain delayed services.
GENERAL CONFERENCE INFORMATION

The following information is provided to answer basic questions concerning the University and its policies. For more information or clarification, please contact CRES.

Accessibility
Physical facilities provided by the University under a Conference Agreement are required to meet the architectural accessibility guidelines associated with Section 504 of the Rehabilitation Act, or of the Americans with Disabilities Act. All other accommodations to permit the participation of persons with disabilities in the conference are the sole responsibility of the Client; the University shall have no responsibility to provide such special accommodations. It is the responsibility of the Client to notify CRES of any and all persons who might require special accommodations before the early registration date for a conference.

For Planning Accessible Events on campus, please refer to: https://accessibility.uncc.edu/events-activities-alerts/planning-accessible-activities

Advertising
Client agrees that all advertisements and other public statements made by Client or its agents in connection with the Agreement, in any manner or medium, shall clearly identify Client as the host or provider of the program or service advertised. Such advertisements or public statements shall also clearly and prominently contain the disclaimer: “This program is presented by [Client] and is not a program of the University of North Carolina at Charlotte, nor is it in any way affiliated with or endorsed by the University.” With the exception of this disclaimer, Client may not make use of the University’s name or any of the University’s trade or service marks, in advertising or otherwise, without prior written consent of the University. Client further agrees that no advertisement or other public statement made by Client or its agents in connection with the Agreement, in any manner or medium, shall assert or imply that University supports, approves or endorses any product, service, interest, position, or ideology of Client. The University reserves the right to prohibit advertising or public statements that, in the University’s sole discretion, violate this provision. Examples of violations of this provision include, but are not limited to, Client’s use of the University’s colors or identifiable University locations and landmarks in its marketing materials.

Audio/Visual Equipment
While it is not mandatory to use the University’s audio/visual equipment, some basic equipment is included in the cost for most Cone University Center, Student Activity Center and Student Union rooms. CRES will assist with the renting of all University equipment and applicable charges will be listed in the Agreement and on the final invoice. In some cases, where higher end equipment is rented, a technician is required and the Client will be billed an hourly rate for this service.

Computer Labs
The University does not rent the computer labs.

Conference Agreement/Billing
A non-refundable scheduling deposit is required to reserve space. This deposit must be received prior to contractual agreement.

Confirmation of space and estimated charges appear on the Conference Agreement signed by both parties (the University and the Client). This agreement is executed early in the planning process. It outlines all space needed and the times reserved as well as equipment, personnel, parking, insurance and catering needs. The agreement also contains the estimated charges for the event. In most cases, payment of charges is due before the event with a final invoice being completed no later than 10 days after the event. All monies are due within 30 days of the date of the final invoice.

Copies/Faxes
CRES will make available its services to photocopy information for Clients provided sufficient notice is given. There is a cost per sheet for copies. Fax services are also available for a per sheet charge. Contact CRES for further information.
**Damage Charges**
Damages to any University facilities and/or equipment are the responsibility of the Client. In every case, all charges will be specifically itemized and documented on the final invoice.

**Directional Signage**
Directional signage of the “real estate” type can be provided for an extra charge. All requests for signage must be made at least 10 business days prior to the beginning date of the conference. If the Client would like to provide directional signage around campus, all signs must be pre-approved by CRES and must be professionally made "real estate" type signs - no handwritten signs allowed. CRES reserves the right to determine the location for all signs.

**Emergency Notification**
In the event of an emergency, conference participants should locate the nearest phone and call Campus Police (x7-2200 on-campus or 704/687-2200) or 911. Blue lights are noticeable throughout the campus and indicate emergency phone locations. Calls from these phones are answered by the Campus Police Dispatch Office.

**Inclement Weather**
In the event of inclement weather, please call 704-687-1900 or visit http://home.uncc.edu/ for information about closings or delays. You may also check Charlotte local television and radio stations.

No events may be held on campus if the University is closed due to inclement weather.

Please refer to the University Campus Operation Status (including Adverse Weather and Emergency Events) Policy for details at http://legal.uncc.edu/policies/up-701.

**Insurance**
All non-affiliated Clients must maintain workers’ compensation in compliance with applicable statutory requirements and are required to provide comprehensive general liability insurance with a minimum coverage of $1 million, for bodily injury and property damage, but such insurance limits shall not limit Client’s obligations to indemnify. A certificate of insurance naming the University of North Carolina at Charlotte as an additional insured and specifying the event must be attached to the Agreement by the Client prior to execution. Agencies of the State of North Carolina must provide the usual Tort Claims letter from the North Carolina Department of Insurance.

**Medical Emergencies**
The University has a campus health service, UNC Charlotte Student Health Center, which is available 8am to 5pm, Monday through Friday. Conference participants may select the Student Health Center or any medical facility for medical services. Seriously ill participants and emergency cases are referred to the University Hospital, an independent agency adjacent to the University. In all cases, fees for such services are the responsibility of the conference participant rather than the University. Participants are urged to review personal insurance plans to be sure adequate coverage for emergency treatment and/or hospitalization is available. The Student Health Center staff does not process insurance claims; information pertinent to insurance claims will be given to the patient at the time of service.

**PLEASE NOTE:** An adult must accompany conference participants under the age of 18 for any medical treatment, and provide a signed parental/guardian consent form permitting treatment. Parent(s)/guardian(s) will be notified by Student Health Center staff to verify permission to treat.
Parking
Parking for visitors is available in Visitor Parking Decks or metered spaces. Parking is enforced from 5am Monday through 10pm on Friday. Currently, there is no charge for parking in these locations on the weekend. Parking at reserved spaces on campus is enforced 24 hours, 7 days per week.

The current prices for parking on campus Monday - Friday are as follows:
Visitor Parking Deck Fees  $5.00 first hour (or any part of hour)
$2.00 each additional hour
$15.00 maximum per exit
$20.00 lost ticket fee

Parking Meter Fees  $.50 for 15 minutes

There are five visitor decks on campus: Union Visitor Deck, Cone Visitor Deck, Visitor parking at East Deck 1, Visitor parking at South Village Deck (Level 1 only) and Visitor parking at CRI Deck 1. Visitor decks accept validated tickets at exit verifiers or cash and credit card payments at pay-on-foot stations. Parking validated tickets or permits can be provided for conference participants at a charge of $6.00 per vehicle per day (rate subject to change without notice). Validated tickets allow parking in visitor decks only and permits allow parking in residential/commuter lots only (actual lot based on group’s requirements and space availability). The Client must notify CRES on or before the guarantee date the number of parking validated tickets or permits required. Validated tickets and permits will be available for distribution at registration time. Unused validated tickets can be returned to CRES at the end of the event for full credit. Client is allowed to return up to 5 unused parking permits for $0.00 with any additional unused parking permits charged at $1.00 per permit. Parking permits returned after the conference cannot be credited. The final cost for parking will be included on the final invoice. Fees for parking are subject to change without prior notice. Visitors are responsible for any parking citations received on campus. Group is responsible to notify participants and/or guests that cars parked along roadway, on the grass or in unauthorized parking spaces will be ticketed. For more information, visit the University website at http://pats.uncc.edu.

Rain Site for Outdoor Activities
Conference groups using outdoor facilities are strongly encouraged to arrange for a rain site. In the event of inclement weather or wet fields, groups may be asked to discontinue use of playing fields to prevent damage to the field. It is the responsibility of the Client to request a rain site 2 weeks prior to the start of the event. Space is based upon availability and additional charges may apply. Failure to do so may result in the cancellation of the event due to inclement weather.

Swimming Pool Guidelines
When reserving the swimming pool, the number of participants determines the number of lifeguards required. Lifeguards will request participants to clear the swimming pool 5 minutes prior to the scheduled ending time.

Pool rules:
• No more than 80 individuals may be in the swimming pool at one time.
• Swimmers must shower before entering the swimming pool area.
• University lifeguards have the right and duty to close the swimming pool at any time there is a question of the safety of the swimmers.
• No diving fromside into swimming pool is permitted where depth is less than 10 feet of water.
• Swimmers must be able to swim 25 yards in a comfortable manner in order to go in water over their heads. The swimming pool ranges in depth from 4 feet to 13 feet.
• No running or horseplay is permitted.
• Smoking, food, beverages, and any glass or breakable containers are strictly prohibited in the swimming pool area. No street shoes are permitted on the swimming pool deck.
• Do not talk with lifeguards while they are on duty except in case of an emergency.
• Pets, except for service animals, are not allowed in the building.
• Only appropriate swimming attire is allowed. (no cut-offs, etc.)
• Children not meeting height requirements (50 inches) and who do not know how to swim are not allowed in the swimming pool without an adult in the water with them. The adult must be able to swim 25 yards in a comfortable manner.

• For youth groups, at least one adult supervisor for the group must remain in the swimming pool area while group is swimming. This person should identify themselves to lifeguards.

• No individual is permitted to take a floatation device (kickboard, pull buoy, etc.) into deep water without first swimming 25 yards in a comfortable manner.

**University Access Fee**

A University Access Fee will be applied to groups conducting programs/events on campus with overnight accommodations or use of recreational facilities. The cost is $1.00 per participant per day. The encompassing fee allows participants access to the University as well as usage of some recreational facilities during the group’s stay on campus. These facilities include the swimming pool (during open evening and weekend swim hours only), unreserved outdoor space, the basketball court located in Belk Gym (during open “free” play hours only) and Atkins Library. While utilizing these facilities, all participants must have proper conference identification. In some instances, photo identification may be required. For youths (under age 18), adult supervision must be present at all times when participants are using these facilities. During open evening and weekend swimming pool hours, groups are allowed up to 5 participants along with one adult supervisor at any one time to use the swimming pool. If the group desires a “formal” swimming pool time in their program, they are required to reserve the swimming pool outside of open hours and pay for lifeguards. During open “free” play hours for the basketball court in Belk Gym, groups are allowed up to 5 participants along with one adult supervisor at any one time to use this court. If the group desires a “formal” court time in their program, they are required to reserve a basketball court and pay the associated charges.

**University Mugs/Water Bottles**

For all non-affiliated youth groups, a UNC Charlotte logo sports bottle will be given to each participant by the CRES staff at registration. The sports bottle is a useful tool for participants during their stay on campus and allows them to have something to take home as a remembrance of their camp experience at UNC Charlotte. The cost for the sports bottle is $2.50 (subject to change). Quantity charged will be based on the group’s final guarantee or actual number of participants, whichever is greater.

**Venture Activities**

The University offers teambuilding activities through the Venture program. Venture is a highly developed, nationally recognized program offering indoor and outdoor challenges including the Team Challenge Course, High Team Course and an Indoor Climbing Wall. Venture activities allow team members to focus on the process of teamwork by accomplishing challenging tasks in a new environment. A number of outdoor and indoor activities are available and can be tailored to the specific needs of the group. Program rates vary depending on the size of the group and the type of activity so it is easy to fit a Venture outing into any budget. For more information, visit the University website at [https://venture.uncc.edu/](https://venture.uncc.edu/)
**Minors on Campus**

Client must follow any applicable University policies and procedures pertaining to access to the University, use of University property, or any other applicable University policies and procedures, including but not limited to University Policy 716, Minors on Campus.

The University is committed to providing a safe and secure environment for all of its faculty, staff, students, and visitors, including minor-aged children who are participating in programs and activities that are occurring on the UNC Charlotte campus. University Policy 716, available online at [http://legal.uncc.edu/policies/up-716](http://legal.uncc.edu/policies/up-716), sets forth the applicable standards and procedures for any programs involving minors taking place on campus. The University reserves the right to audit Client's compliance with this Section. Client agrees to provide the University with appropriate and reasonable access persons and records that are generated as a result of, or are related to, this Section for purposes of verifying performance.

If a contracted event is intended for the enrollment and participation of persons under the age of 18, Client must:

- Read and understand the University Policy 716 Minors on Campus.
- Designate a Program Organizer responsible for training employees and volunteers in, and adhering to the Minors on Campus Policy and any other rules or procedures applicable to the Program required by the University's Office of Safety and Security.
- Ensure that any minors are supervised by at least two (2) or more Authorized Adults (as defined in University Policy 716) or by their parent(s) or legal guardian(s) at all times with at least a 1:12 supervision ratio.
- Ensure One-on-One Contact (as defined in University Policy 716) with minors does not occur.
- Arrange adequate emergency medical services, obtain all necessary permission forms, and establish a procedure for notifying parents in case of an emergency.
- Certify that all Authorized Adults (as defined in University Policy 716) affiliated with the event have been subject to a criminal background check within the previous twelve (12) months. At a minimum, the background check must consist of a search conducted by a qualified background check service provider, and include a review of the National Sex Offender Registry and criminal court records of all counties of residence based on the employee’s past seven (7) years of residential addresses.
- In the event a Client suspects inappropriate conduct and/or receives an allegation of inappropriate conduct, the Client must immediately:
  - Ensure the safety of any minors participating in the event, irrespective of any other limitation or requirement, including removal of minors from dangerous or potentially dangerous situations.
  - Notify UNC Charlotte Police & Public Safety at 704-687-2200.
  - Discontinue any further participation in the event by any Authorized Adult involved in suspected or alleged inappropriate conduct until the situation has been satisfactorily resolved.
- Comply with any other applicable provisions of University Policy 716 and any specific rules or procedures provided by the University’s Office of Safety and Security for the event.
GENERAL FACILITY GUIDELINES

- Facilities authorized for use by conference groups may not be transferred, assigned or loaned to another organization without prior written approval from CRES.
- Regulations for crowd control, health and safety as well as other reasonable time, place and manner restrictions may be imposed upon a group utilizing University facilities at the discretion of a University official.
- Furnishings and equipment must be kept in original layout. Equipment cannot be removed, with the exception of that equipment specifically designated for on-campus usage and approved for such use in advance by CRES.
- No scotch tape, staples, masking tape or thumbtacks are to be attached to walls, desks, cabinets or doors. Groups taping up flyers will be subject to charges for the removal of flyer and/or repair of the surface if necessary and may be required to forfeit use of space.
- Gambling is not permitted in University facilities.
- Possession and consumption of alcoholic beverages is not allowed in any space unless space is designated for such use and appropriately reserved, an Acknowledgment of Responsibility Form is completed and approved and use is in accordance with all applicable State Laws and University policies.
- Failure to comply with general operating rules that have been set to facilitate the proper operation of the building physical plant may result in action to deny privileges to any individual or group. Examples include tampering with thermostats, failure to maintain adequate entrance and access to building, etc.
- It may be necessary to relocate a function to best use the facilities available. This determination will be made by CRES. If this is necessary, all parties will be notified as far in advance as possible and every effort will be made to find suitable alternate facilities.
- Participants using space are responsible for leaving the room in a neat and orderly state (i.e., straighten chairs and pick up trash). Participants who leave a disorderly room may be liable to a service charge for resetting the room in addition to any normal charges that would be applicable.
- All sales, assemblies, solicitations of charitable contributions and distributions of information and materials on campus are governed by state and federal laws and University Policy 601.6, Scheduling University Facilities (https://legal.uncc.edu/policies/up-601.6) and University Policy 601.9, Sales, Solicitations, Distribution of Materials, and Campus Displays (http://legal.uncc.edu/policies/up-601.9).
- Use of pyrotechnics or other fireworks in any room or open space is not permitted without advance approval.
- Due to the inherent safety and fire hazards that can be created, the following guidelines apply to decoration of University facilities:
  - All decorative materials shall be intrinsically flame-proof, fire-retardant or so rendered by treatment with solutions. Fresh cut trees are not permitted. Door decorations should not exceed 50% of the door space.
  - Do not block passageways, exits or fire protection equipment with any decoration.
  - Electrical devices, lights, etc. shall be U.L. approved. All electrical cords shall be checked for frayed parts, loose connectors, etc.
  - Candles, gas or oil-fired lanterns, etc., producing an open flame are not allowed, with the exception of food service events where candles are placed in approved protective containers. CRES must approve usage of candles in writing.
  - Decorations must be removed immediately following an event.
To make conferences safe and enjoyable for all participants, the University expects all participants to abide by all applicable federal, state and local laws, as well as all University policies. Participants or their visitors who violate policies will be asked to leave the University. Participants will also be held responsible for the behavior of their visitors. Repeated violations may result in removal of the group. It is advised that every contracted conference group review the following policies located on the University website: http://legal.uncc.edu/policies/ including:

University Policy 601.6, Scheduling University Facilities http://legal.uncc.edu/policies/up-601.6

University Policy 601.9, Sales, Solicitations, Distribution of Materials, and Campus Displays http://legal.uncc.edu/policies/up-601.9

University Policy 706, Alcoholic Beverages http://legal.uncc.edu/policies/up-706

University Policy 716, Minors on Campus http://legal.uncc.edu/policies/up-716

Additional Policy Information:

**Controlled Substances**
In keeping with efforts to maintain an environment that supports and encourages the pursuit and dissemination of knowledge, it is the policy of The University of North Carolina at Charlotte to consider the use of illegal drugs or alcohol abuse by students, faculty and staff or by others on premises under University control to be unacceptable conduct that adversely affects the educational environment. The possession, sale, delivery, or manufacture of illegal drugs will not be tolerated on campus or off campus in the event that the interests of the University may be affected. See University Policy 711, Program to Prevent Use of Illegal Drugs and Alcohol Abuse (http://legal.uncc.edu/policies/up-711).

**Elevators**
Flagrant abuse or misuse of any elevator and/or its emergency apparatus will result in removal of the individual(s) from campus.

**Fire Safety**
Because of the dangers and risks associated with false fire alarms and intentional fires, there are penalties for intentionally setting any fire; intentionally causing any false fire alarm; and for vandalizing or tampering with any fire alarm or fire protection equipment.

**Smoking**
The following restrictions apply to smoking on University Property:

- Smoking is prohibited within all University Buildings.
- Smoking is prohibited within 100 linear feet of any University Building unless otherwise allowed under subsection III. D. (https://myhealth.uncc.edu/smoking-cessation/smoking-policy)
- Smoking in University Vehicles is prohibited.
- Smoking is permitted on University Property in Designated Smoking Areas.

Additional smoking restrictions required for safety reasons may be imposed by the University on a case-by-case basis. Areas with such restrictions will be identified by signage.

A "University Building" is defined as any Building owned, leased as lessor, or the area leased as lessee and occupied by UNC Charlotte. "University Property" means University Buildings and grounds owned, leased, operated, controlled, or supervised by UNC Charlotte. See University Policy 707, Smoking on University Property (http://legal.uncc.edu/policies/up-707).
Weapons
It is a violation of State criminal law and University policy to possess or carry any Weapon, as defined below, on the University Campus, except as otherwise specifically provided by law. Violators will be referred for criminal prosecution, and faculty, staff, or student violations are also subject to University disciplinary action. A “Weapon” is any object or substance used, attempted to be used, or intended to inflict a wound, cause injury or incapacitate, including, but not limited to, all firearms, explosive agents, chemicals, air or canister propelled guns, knives with blades over four (4) inches, martial arts weapons, or any other “weapon” as defined by NC General Statutes §14-269.2. See University Policy 702, Weapons on Campus (http://legal.uncc.edu/policies/up-702).

Use of Space and Reservations
The policies for the use of space for the Student Union and Recreational Fields can be found at:

Popp Martin Student Union
https://cres.uncc.edu/sites/cres.uncc.edu/files/Student%20Union%20Use%20of%20Space%20and%20Reservations%20Policy.pdf

Recreational Fields