



UNC CHARLOTTE

*Conference Policies  
and Procedures  
Manual*

***DAY CONFERENCES***



UNCCHARLOTTE

**CRES**

CONFERENCE, RESERVATIONS  
& EVENT SERVICES

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## **INTRODUCTION TO CONFERENCE POLICIES AND PROCEDURES**

The University of North Carolina at Charlotte (the “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 (the “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 (the “Specifications”) constitutes the entire understanding between University and Client.**

## PLANNING YOUR PROGRAM

The Conferences, Reservations and Event Services Department (CRES) works closely with Client to coordinate conferences 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.

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.

Space for fall and spring activities is typically reserved according to the following schedule, per University Policy Statement #21 <http://www.uncc.edu/unccatty/policystate>. Requests for space must be received a minimum of 10 business days in advance. All requests will be processed as quickly as possible.

- Non-affiliated groups and organizations may not reserve space on campus more than 45 days in advance during the fall and spring academic terms when classes are in session (exception, fall and spring break).
- Sponsored, non-affiliated groups and organizations may have space reserved on campus by the sponsoring affiliated department more than 45 days in advance but must comply with the University's policy regarding the scheduling of space.
- Affiliated groups and organizations may reserve space on campus according to the University's policy regarding the scheduling of space.

All conference inquiries should be directed to:

Mailing address:

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

Phone Number:

704/687-0715

Web Address:

<http://conferences.uncc.edu>

## MEETING & RECREATIONAL FACILITIES

The University allows a variety of meeting/recreational facilities to be reserved by conference groups. The Bonnie E. Cone University Center offers the most meeting space on campus followed by the James H. Barnhardt Student Activity Center (“SAC”). There are other facilities that accommodate meeting groups such as academic classrooms, recreational fields and athletic complexes. See Appendix A for campus and facility maps.

### **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. This space includes a 600 seat lecture hall, the C.A. McKnight Auditorium, as well as a variety of rooms for break-out sessions or meeting spaces for as few as 12 or as many as 190. The John Paul Lucas Room seats over 300 audience style or 200 banquet style and features parquet flooring. When reserving space in the Cone University Center outside of normal operating hours, there will be a charge assessed for a building manager to be on site. This includes early openings and late closings. Regular operating hours during the academic year are:

Monday-Friday: 7 am-11 pm

Saturday: 12 pm-11 pm

Sunday: 1 pm-11 pm

*(These hours are subject to change without notice and are not valid when the University is closed for holidays or semester breaks.)*

Room	Audience Style	Class-Room	Class-room	Class-room	Class-room	Round tables	Round tables	Conference Square	Conference U
		18" w/2 chairs	18" w/3 chairs	3x6 w/2 chairs	3x6 w/3 chairs	w/6 chairs	w/7 chairs		
109								16 FX	
110								16 FX	
111 Combined	60	30	45	24	36	42	49	30	30
111A	30	10	15	8	12	18	21	20	15
111B	30	10	15	8	12	18	21	20	15
112 Combined	90	44	66	34	51	66	77	40	40
112A	30	16	24	12	18	24	28	20	18
112B	60	28	42	22	33	42	49	30	30
113 Combined	60	28	42	20	30	42	49	30	28
113A	30	12	15	10	12	18	21	20	15
113B	30	12	15	10	12	18	21	20	15
207								12 FX	
208	50	20	30	18	27	42	49	28	23
210 Combined	180	90	135	52	78	108	126	52	47
210A	60	32	45	22	33	48	56	28	27
210B	80	36	54	30	45	60	70	40	37
AfterHours							250 FX		
McKnight	600 FX								
J.P. Lucas Room	300			72	108	174	203		
347								15 FX	
348A								20 FX	
348B		24 FX							

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 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 600 audience style. In addition, the facility includes four recreational courts, aerobics studio, climbing wall and concession stands for events. When reserving space in the SAC outside of normal operating hours, there will be a charge assessed for a building manager and/or event manager to be on site. This includes early openings and late closings. Regular operating hours during the academic year are:

Monday-Friday: 7 am-11 pm

Saturday: 12 pm-11 pm

Sunday: 1 pm-11 pm

*(These hours are subject to change without notice and do not reflect times when the University is closed for holidays or semester breaks.)*

<b>Room</b>	<b>Audience Style</b>	<b>Audience Style</b>	<b>Class-Room</b>	<b>Class-room</b>	<b>Class-room</b>	<b>Class-room</b>	<b>Round tables</b>	<b>Round tables</b>	<b>Conference Square</b>	<b>Conference U</b>
	<b>w/ 1 stage</b>	<b>w/o stage</b>	<b>18" w/2 chairs</b>	<b>18" w/3 chairs</b>	<b>3x6 w/2 chairs</b>	<b>3x6 w/3 chairs</b>	<b>w/6 chairs</b>	<b>w/8 chairs</b>		
1 Salon	100	108	28	42	20	30	60	72	36	36
2 Salons	230	253	56	84	40	60	120	144	n/a	n/a
3 Salons	330	361	84	126	60	90	180	216	n/a	n/a
4 Salons	460	506	112	168	80	120	240	288	n/a	n/a
5 Salons	560	614	140	210	100	150	300	360	n/a	n/a

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

**Belk Gymnasium**

The Belk Gymnasium houses classrooms, an indoor swimming pool and three recreational courts. When reserving space in the Belk Gymnasium outside of normal operating hours, there will be a charge assessed for a building manager and/or event manager and porter(s) to be on site. This includes early openings and late closings.

Regular operating hours during the academic year are:

Monday-Thursday: 7 am-10 pm

Friday: 7 am-8 pm

Saturday: 2 pm-8 pm

Sunday: 4 pm-10 pm

*(These hours are subject to change without notice and do not reflect times when the University is closed for holidays or semester breaks.)*

### **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 manager and/or event manager may be necessary for certain events. A charge will be assessed for a field manager and/or event manager and to be on site. All activities on the fields require emergency medical technician (EMT) coverage, or other pre-approved 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, it is the responsibility of the field/event manager to make a rain call. Please see page 12 for further information about rain sites.

### **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 for up to 180. Conference participants are required to put academic classrooms back to the original setup before the group leaves or additional charges may apply. When reserving space in Academic Buildings outside of normal operating hours, additional charges may apply.

## YOUR ONE-STOP SHOP FOR ALL CONFERENCE NEEDS

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

### **Catering**

All food consumed on campus must be prepared by the University Catering Department. CRES will guide the client through the entire process from initial menu discussion to final presentation. The University Catering Department can meet any conference need -- from box lunches for a few people to served meals for hundreds. Sample menus can be obtained on the web by clicking on the catering link at <http://conferences.uncc.edu/catering>.

For catered events, groups will be billed for the guarantee number, due three business days in advance of the event, or the actual number, whichever is greater.

### **Audio/Visual Equipment**

While it is not mandatory to use the University's audio/visual equipment, basic equipment (microphone, overhead projector, TV/VCR, etc.) is included in the cost for most Cone University Center and Student Activity Center 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.

### **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 additional 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.

### **Parking**

Parking for visitors is available in Visitor Parking Decks or metered spaces. Parking is enforced from 8:00 am until midnight Monday through Thursday and 8:00 am until 5:00 pm on Friday (except when the University is closed). There is no charge for parking in these locations on the weekend. Parking at reserved spaces on campus are enforced 24 hours 7 days a week.

The prices for parking on campus Monday - Friday are as follows:

Visitor Parking Deck Fees	\$1.00 per half hour	\$8.00 maximum per day per visit
Parking Meter Fees	\$.25 for 15 minutes	



There are three visitor decks on campus, Union Visitor Deck, Cone Visitor Deck and East Visitor Deck. Parking tokens or permits can be provided for conference participants at a charge of \$4.00 per vehicle per day (rate subject to change). Tokens allow parking in visitor decks only and permits allow parking in residential/commuter lots only ( actual lot based on group's requirements). The Client must notify CRES on or before the guarantee date the number of parking tokens or permits required. Tokens and permits will be available for distribution at registration time. Unused tokens can be returned to CRES at the end of the event for full credit. The final cost for parking will be included on the final invoice. Fees for parking are subject to change without prior notification. Visitors are responsible for any parking citations received on campus.

Visit the University website at <http://parking.uncc.edu/> for more information.

### **Venture Activities**

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 <http://venture.uncc.edu>.

## GENERAL FACILITY GUIDELINES

1. Facilities authorized for use by conference groups may not be transferred, assigned or loaned to another organization without prior written approval from CRES.
2. 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.
3. 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.
4. No scotch tape, staples, masking tape, or thumbtacks are to be attached to the walls, desks, cabinets or doors. An organization taping up flyers will be subject to charges for the removal of the flyer, repair of the surface if necessary, and may be required to forfeit the use of space.
5. Gambling is not permitted in University facilities.
6. Possession and consumption of alcoholic beverages is not allowed in any space unless the space is designated for such use, appropriately reserved, an Acknowledgment of Responsibility Form is completed, and use is in accordance with all applicable State Laws and University policies.
7. 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.
8. It may be necessary to relocate a function to best use the facilities available. This determination will be made by the Director of Conferences, Reservations and Event Services. 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.
9. Routines that involve stacking and/or pyramids are not allowed in the Cone Center Lucas Room, SAC Aerobics Room or Belk Gym 025.
10. Persons using space are responsible for leaving the room in a neat and orderly state (i.e. straighten chairs and pick up trash). Persons 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.
11. 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 Statement #21 (<http://legal.uncc.edu/policies/ps-21.html>) and #40 (<http://legal.uncc.edu/policies/ps-40.html>).
12. Use of pyrotechnics or other fireworks in any room or open space is not permitted without advance approval.
13. 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 or 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

## 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 Client; the University shall have no responsibility to provide such special accommodations. It is the responsibility of Client to notify CRES of any and all persons who might require special accommodations before the early registration date for a conference.

### **Advertising**

Client 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. Client shall not appropriate or make use of the University's name or any of the University's trade or service marks or property, in advertising or otherwise, without prior written consent of the University.

### **Computer Labs**

The University does not rent its 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 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**

Any damages to residential or meeting facilities are the responsibility of the Client. In every case, all charges will be specifically itemized and documented on the final invoice.

### **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 704/687-2877 or visit [www.uncc.edu](http://www.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. However, whenever possible, we may be able to delay and/or reschedule your event.**

### **Insurance**

All non-affiliated clients 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 as an additional insured and specifying the event will be attached to the Agreement by 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 8:00 am to 5:00 pm, Monday through Friday. Conference participants may select Student Health Center or any medical facility for medical services. Seriously ill participants and emergency cases are referred to 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.

### **Rain Site for Outdoor Activities**

Conferences 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 Client to request a rain site in advance at the time of booking the outdoor space. 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. Following is a list of pool rules.

- No more than 75 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 anytime there is a question of the safety of the swimmers.
- No diving from side 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 swim hours only), unreserved outdoor space (sand volleyball court, basketball court, tennis courts located along Highway 49, etc.), basketball court located in Belk Gym (during open "free" play hours only), Atkins Library, and SAC Fitness Center (access to Fitness Center available only to participants 18 years or older – fitness classes are not available for conference participants). 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, youth 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.

**Youth Groups**

Client will appoint and will have in attendance throughout the conference at least one adult chaperone or advisor for each twenty-five youth participants. One such chaperone or advisor shall be appointed to serve as Group Leader. The Group Leader will be notified of any policy violations or problem situations involving youth participants for whom the Group Leader is responsible.

## CAMPUS POLICIES

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. Guests or their visitors who violate policies will be asked to leave the University. Guests 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://www.legal.uncc.edu/policies/>.

Policy Statement #21            Scheduling University Facilities  
[http:// legal.uncc.edu/policies/ps-21.html](http://legal.uncc.edu/policies/ps-21.html)

Policy Statement #40            Sales, Solicitations, Distribution of Materials and Campus Displays  
<http://legal.uncc.edu/policies/ps-40.html>

Policy Statement #57            Alcoholic Beverages  
[http:// legal.uncc.edu/policies/ps-57.html](http://legal.uncc.edu/policies/ps-57.html)

### **Additional Policy Information:**

#### **Controlled Substances**

University will not tolerate the illicit and improper use of certain drugs including cannabis, amphetamines, barbiturates, opiates and hallucinogenics. Furthermore, the illicit possession or transfer of these drugs is a State and/or Federal offense and will be handled accordingly by the appropriate law enforcement authorities. See Policy Statement #87, Program to Prevent Use of Illegal Drugs and Alcohol Abuse (<http://legal.uncc.edu/policies/ps-87.html>).

#### **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**

Smoking at The University of North Carolina at Charlotte is prohibited in all Buildings owned, occupied, or leased by the University. A Building is defined as any permanent or temporary structure utilized for the support, shelter or enclosure of people, animals, or property. Buildings include, but are not limited to: residence halls, classroom and office buildings, workshops, gymnasiums, shuttle stops, athletic fields, parking decks, stairwells, inside and outside dining areas, vending areas, breezeways, and connectors. Smoking outdoors on campus is also prohibited, within 100 linear feet from any University Building. See Policy Statement #68, Smoking on University Property (<http://legal.uncc.edu/policies/ps-68.html>).

#### **Weapons**

It is a violation of State criminal law and University policy to possess or carry any weapon on the University campus. See Policy Statement #32, Weapons on Campus (<http://legal.uncc.edu/policies/ps-32.html>).

**APPENDIX A**



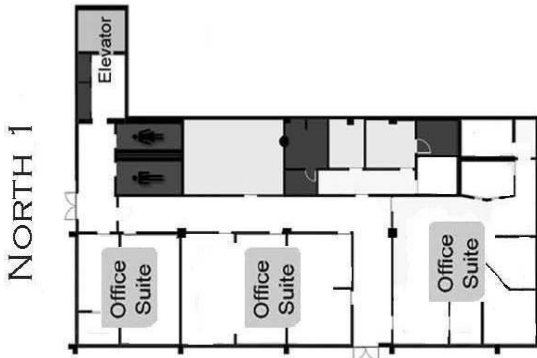
**Regular Building Hours:**  
 Monday-Friday, 7:00AM - 11:00PM  
 Saturday, 12:00PM - 11:00PM  
 Sunday, 1:00PM - 11:00PM

**Administrative Office:**  
 Monday-Friday, 8:00AM - 5:00PM

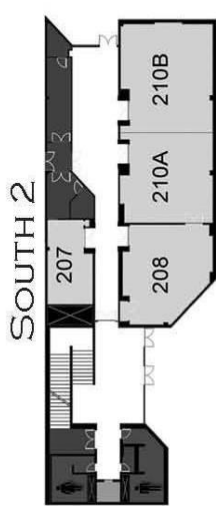
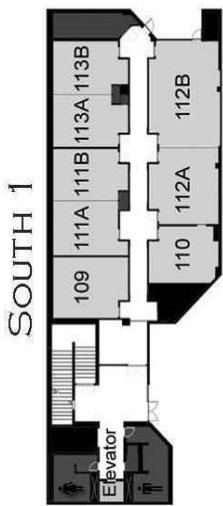
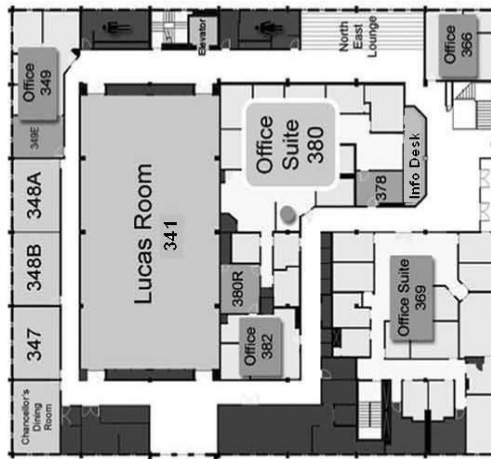
**Information Desk:**  
 Monday-Friday, 8:00AM - 5:00PM  
 Hours subject to change for breaks, holidays, summer, or special programs.

- 380 CONE CENTER
- \* CONE CENTER OPERATIONS
- \* CONFERENCES, RESERVATIONS & EVENT SERVICES

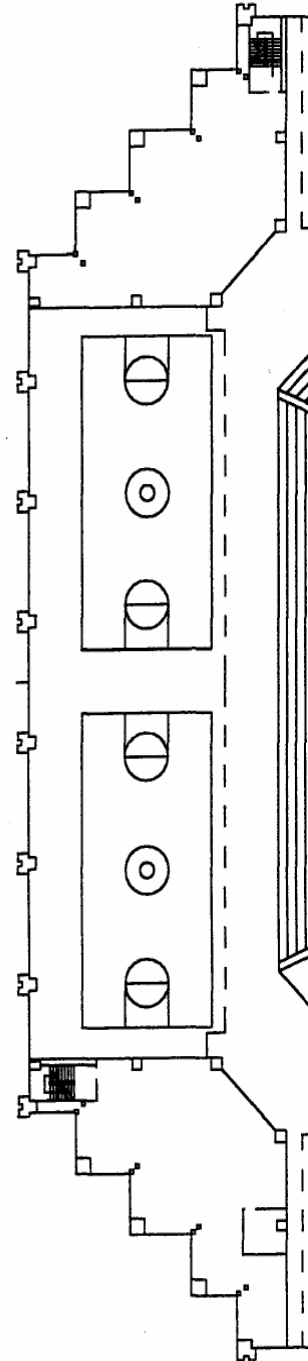
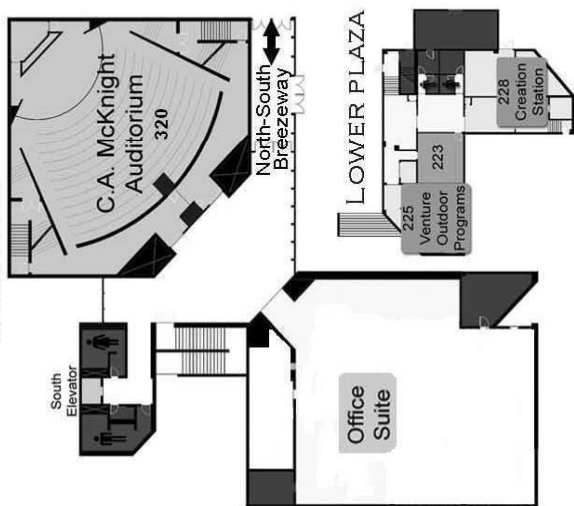
**CONE**  
 UNIVERSITY CENTER  
 CONE.UNCC.EDU  
 704.687.2267



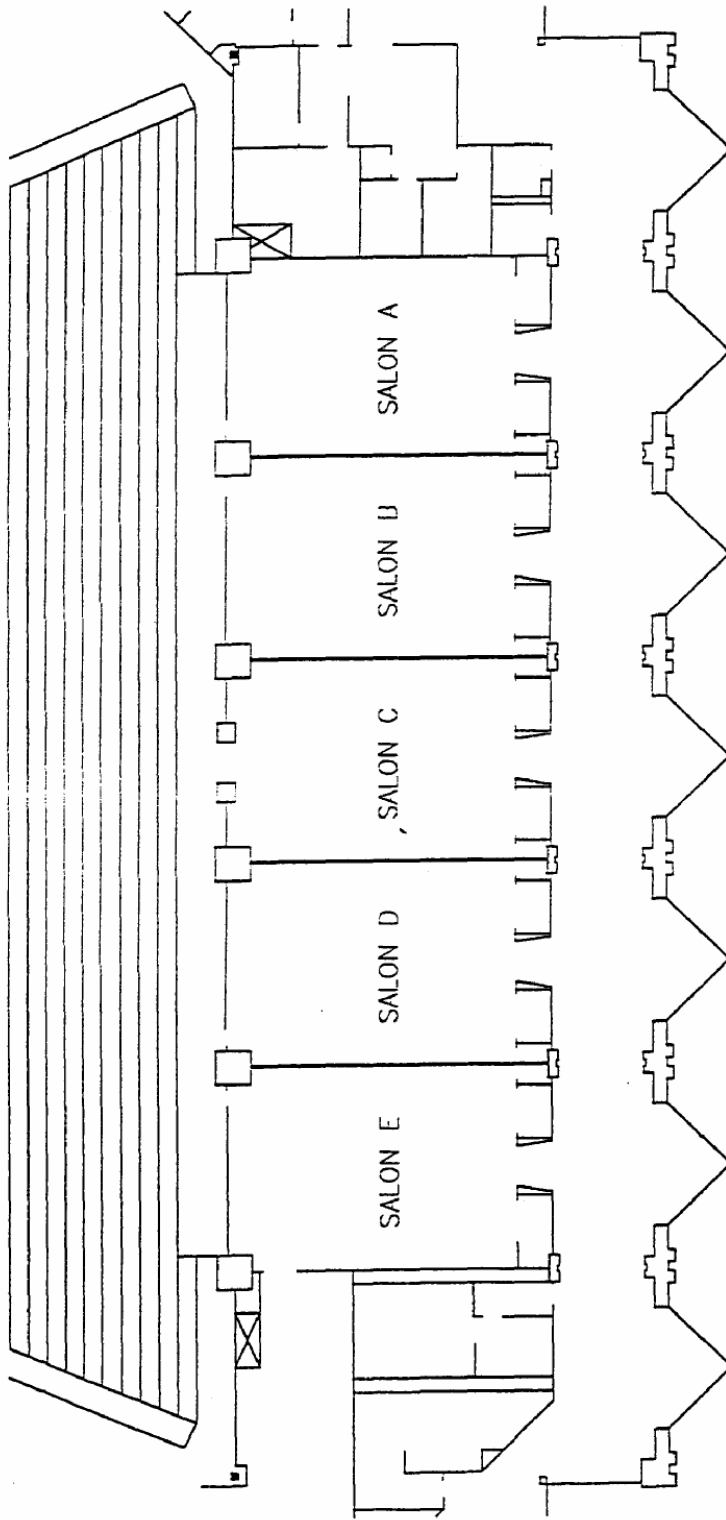
**NORTH 3**



**SOUTH 3**

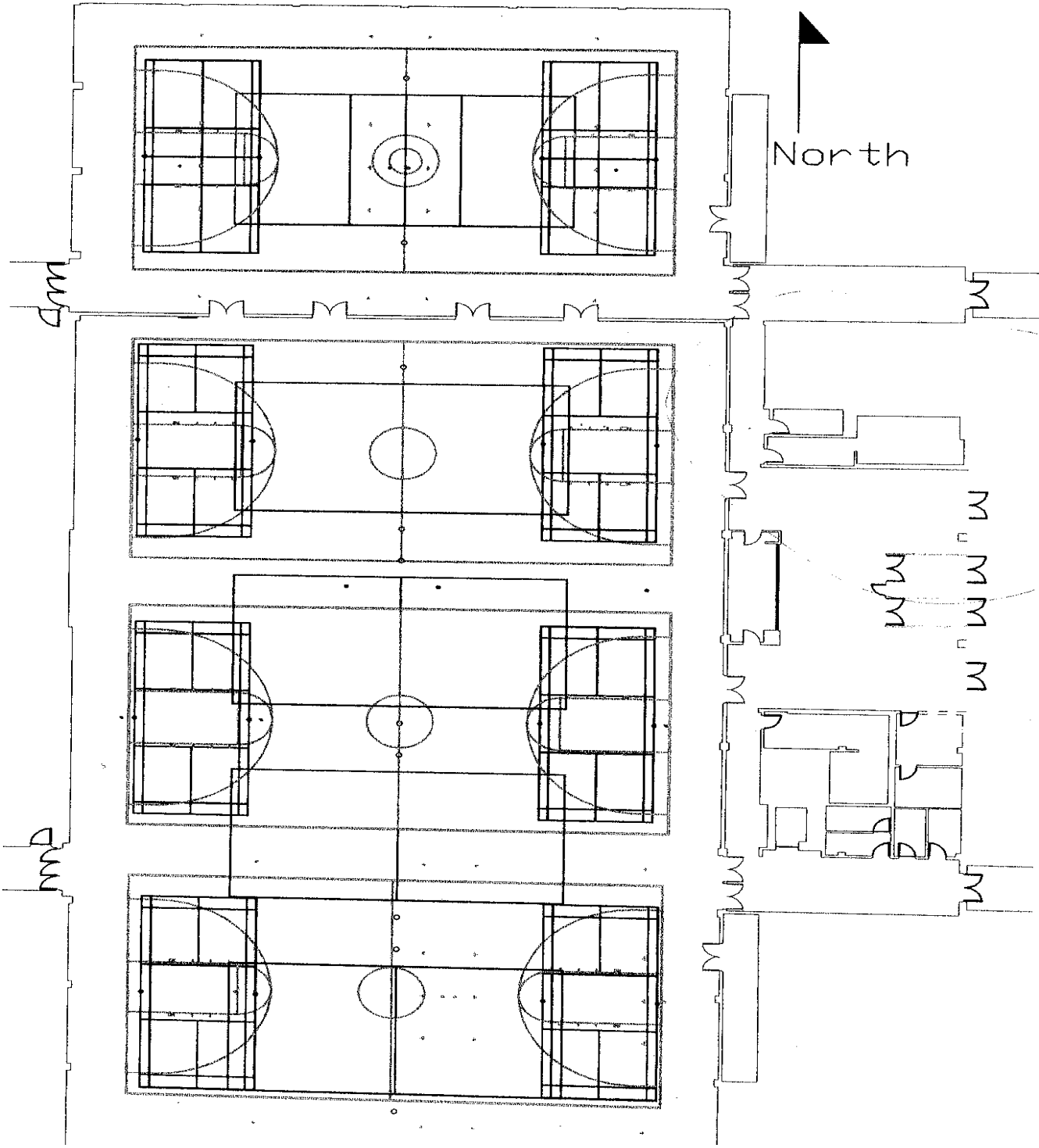






JAMES H. BARNHARDT STUDENT ACTIVITY CENTER







Academic Buildings	Services - Places of Interest	Places of Interest	Campus Housing	Residence, Commuter & FIS	Faculty & Staff
4 Atkins 16 Barnard 17 Bell Gym 68 Bioinformatics 38 Busson 42 Cameron Hall 52 College of Education 32 Colvard 8 Derry 57 Duke Centennial Hall 45 Frenzel 35 Friday 9 Garinger 58 Crisp Hall	49 Milmore-Wallis Center 55b Police 65 Student Health Center (new) <b>Administration</b> 11 King 14 Receiving/Stores 35 Reese 69 Student Accounts 69 Student Union 4 Counseling Center 55a Facilities Management 23 Facilities Operations & Parking Services 37 McMillan Greenhouse	15 Alumni House 64 Harris Alumni Center (new) 13 Bell Tower 54 Basal House 44 Irwin Bell Track & Field Center 54a Hancock Garden 54b Lynch Hall 54c Van Landingham Glen 43 Wachovia Field House	535 Cedar Hall 543 Elm Hall 500 Greek Village 539 Harbortown Hall 535 Hickory Hall 504 Holtzrouser Hall 505 Hunt Village 506 Laurel Hall 546 Lynch Hall 542 Maple Hall 513 Marth Village 501 Moore Hall 540 Oak Hall 524 Phase III	Lot 5 & 5A Lot 16 Lot 8 Lot 14 Lot 23 Lot 25 Lot 4 & 4A Lot 7 & 7A East Deck 2 East Deck 3 West Deck Union Deck	Lot 11 Lot 11A Lot 15 Lot 26 CR 1 CR 2 Cone Deck 1 Cone Deck 2 East Deck 1 East Deck Union Deck

\* Note: No FIS in this lot except in marked spaces

