
OVERNIGHT CONFERENCES
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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.
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 10-12 months in advance. Conference scheduling for summer is generally done in October of the year previous, with new Clients added where space is available (returning customers have priority status when scheduling space for summer conferences). Clients can go to http://conferences.uncc.edu/summer-request-form to complete the 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 Client upon approval. Clients should be aware, however, that the University makes no commitment to host an event until both parties execute a contract. Conference Agreements are typically mailed by late February.

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, Room 380
9201 University City Boulevard
Charlotte, NC 28223

**Phone Number:**
704/687-0715

**Web Address:**
http://conferences.uncc.edu/summer-programs
The University allows a variety of meeting/recreational facilities to be reserved by conference groups and youth camps. The Bonnie E. Cone University Center offers the most indoor meeting space on campus followed by the James H. Barnhardt Student Activity Center (“SAC”). There are other facilities that accommodate groups and camps 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 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 summer are:

- Monday-Friday: 7 am-10 pm
- Saturday-Sunday: 4 pm-10 pm

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

<table>
<thead>
<tr>
<th>Room</th>
<th>Audience Room</th>
<th>Classroom</th>
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<th>Classroom</th>
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_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 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 summer are:
- Monday-Friday: 7 am-10 pm
- Saturday: 12 pm-10 pm
- Sunday: 1 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.*)

<table>
<thead>
<tr>
<th>Room</th>
<th>Audience Style</th>
<th>Audience Style</th>
<th>Class-room w/1 stage</th>
<th>Class-room w/o stage</th>
<th>Class-room 18&quot; w/2 chairs</th>
<th>Class-room 18&quot; w/3 chairs</th>
<th>Class-room 3x6 w/2 chairs</th>
<th>Class-room 3x6 w/3 chairs</th>
<th>Class-room w/6 chairs</th>
<th>Class-room w/8 chairs</th>
<th>Round Tables w/1 stage</th>
<th>Round Tables w/o stage</th>
<th>Conference Square w/1 stage</th>
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</tr>
</tbody>
</table>

(*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 summer are:
- Monday-Thursday: 7 am-10 pm
- Friday: 7 am-8 pm
- Saturday: 2 pm-8 pm
- Sunday: 4 pm-8 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 porter(s) 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 19 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.
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 three types of housing available on the UNC Charlotte campus:

- **Traditional High-Rise Halls** provide 25 2-person bedrooms and 4 large bathrooms on each floor. Depending on demand, single rooms may be available.

- **Suite Halls** are made up of units with bedrooms, a living room and a bathroom. Suites can be double rooms or single rooms; most suite units have 4 beds.

- **Apartment Areas** have 4 1-person bedrooms, a kitchen, a living/dining area and bathroom facilities. Linen service is provided for all apartment guests.

Youth camps are primarily housed in the traditional high-rise buildings and adult groups 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 usually contains a desk, single bed and wardrobe/closet for each person. In the suites, a couch is provided in the living room. Each apartment has a kitchen with appliances (no cooking utensils), dining table with chairs, and a couch. Trashcans and recycling bins are provided in each residential unit.

The University can provide telephones in most residence hall rooms by special arrangements only. Televisions are available in common area lounges in most residence halls. Laundry, kitchen facilities and vending machines are also available in every residence hall. Deluxe apartments include linens, televisions, alarm clocks and telephones. Clients should contact with CRES for such requests.

Conference participants are expected to leave their units clean and in good order when they leave. They are responsible for removing the trash and recyclable items from their rooms as well.
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, 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. Clients and/or their representative 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. Arrangements for the pre-walk must be made through CRES no later than the estimated attendance deadline as specified in the Conference Agreement.

Registration and Checkout Times
So that rooms may be readied for the next group, checkout periods will conclude at noon and registration periods will begin no earlier than noon. Any participants who extend their stay past noon on their scheduled checkout day could be billed for an additional day at their contracted rate.

If the same rooms are being used for consecutive conferences, there is a minimum of 4 hours after checkout of the first group before the second group may register for housing. The Housing Office must review requests for exceptions to these guidelines at least 30 days prior to a group’s arrival; additionally, the summer schedule may prevent exceptions from being granted.

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

- Residential attendance of 1-50 participants: 1 hour registration and 1 hour checkout;
- Residential attendance of 51-100 participants: 1½ hours registration and 1 hour checkout;
- Residential attendance of 101-150 participants: 2 hours registration and 2 hours checkout;
- Residential attendance of 151-200 participants: 2½ hours registration and 2 hours checkout;
- Residential attendance of 201+ participants: 3 hours registration and 2 hours checkout.

Additional hours can be arranged if requested in advance. There is an additional hourly charge for this service.

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 a minimum of 10 business days prior to check-in.
Staff
The Department of Housing and Residence Life provides extensive staffing for the conference program. Each conference will have a full-time staff member assigned to manage the conference and provide on-site customer response. Additionally, Housing Conference Assistants (student staff members trained especially to work with the conference program) are always on-call to respond to participants’ 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.

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
The University prefers that conference groups 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 10 business days before the early registration date for the conference. Clients must 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.

Conference participants are permitted to use the bathroom and other common area space only in their assigned housing area. Groups that use additional space should expect to be charged for the use of the space and/or housekeeping costs to return the space to its original condition.

Conference staff from Housing and Residence Life manages assignments made on-site. 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.

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 10 business days prior to the event. The University cannot guarantee housing services for any participants whose attendance exceeds the guaranteed numbers. If, at the time of the event, actual attendance exceeds the guarantee numbers provided, the Client must receive prior approval from the University before the University accepts the additional participants. The University’s approval to increase the guarantee will be based on its ability to accommodate the request. The University reserves the right to increase the cost per person for housing for approved attendance of participants exceeding the guarantee number(s). If actual attendance varies from Client’s guarantee numbers by more than 5%, the University may adjust the rates up to a maximum of 20% to cover costs associated with lost business opportunity or additional labor/supplies required to provide contracted services, based on the University’s availability to accommodate request.

Room changes are not permitted after check-in except when there are extenuating circumstances. Any room changes must be coordinated with the Housing and Residence Life conference staff and through the Client.
For privacy reasons, men and women will generally not be assigned to the same high-rise floor, or within the same suite/apartment unit. 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 the room’s specified capacity.

**Damage Charges**
The University reserves the right to seek compensation from the Client for damages caused by 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. Participants found to be misusing or abusing an elevator will forfeit their housing immediately. Conference Staff may, in consultation with the Client, limit a group’s elevator use if it is being used inappropriately.

**Fire Equipment and Safety**
Each residence hall room is also 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 Department. If an alarm sounds, all persons in the building are expected to evacuate immediately.

For fire safety reasons, candles, oil lamps, incense, grills or any other device with an open flame are prohibited.

Because of the dangers and risks to residents and fire fighters associated with false fire alarms and intentional fires, there are criminal and civil penalties for intentionally setting any fire; for intentionally causing any false fire alarm; and for vandalizing or tampering with any fire alarm or fire protection equipment. Probable sanctions for these violations are removal from campus housing and/or criminal prosecution. Conference participants found pulling a false fire alarm and/or tampering with any fire safety equipment will be immediately removed from campus housing. 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 $500 charge and/or six months in jail.

**Housekeeping**
Members of the Housing and Residence Life housekeeping staff provide cleaning to common areas and high-rise bathrooms daily Monday – Friday. They will not clean within apartment or suites units except by special arrangement and only for guests whose stay exceeds 10 days. There will be additional fees for such service. Housing and Residence Life will provide cleaning kits for long-term guests by request for an additional charge. All guests are responsible for maintaining a clean unit throughout their stay and leaving their units in good order upon departure.

Conference participants are responsible for removing all personal items, trash, food and/or beverages from their rooms upon departure. If items remain in conference participants’ rooms, the Client may be charged for additional clean up.
**IDs**
All participants will be issued a conference wristband that serves as identification and should be worn at all times. In addition, participants and/or conference leaders will be issued access cards to use in the electronic card readers at the front entrance of all high-rise and suite 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 ID cards should be reported immediately to the 24-hour Information and Service Desk.

This ID card could also be programmed to allow access inside the residence dining facilities or debit/credit for meal costs depending on the meal plan selected. Arrangements can be coordinated through CRES prior to the event.

**Keys/Key Cards**
All participants will be issued one key 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 of his/her room, and knows that the keys are in the room, he/she should have their roommate open the door. Failing that, he/she should contact the 24-hour Information and Service Desk immediately. 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.

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.

Some camps or conferences may collect a key deposit from their participants. Those deposits are the sole responsibility of the camp or conference.

Keys/key cards not returned during the regularly scheduled checkout time are subject to an immediate lock change. Such keys, if found, will be accepted following checkout. However, lock changes may have already been completed and the group will incur the appropriate charge.

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. Occasionally, one or more of these areas may not be available due to maintenance so conference participants will be directed to the next closest laundry facility. Change machines are not available in the laundry areas.

Current cost to operate washers and dryers:
- Washers $1.00
- Dryers $.50 per 44 minutes
Linen
The University offers conference groups linen service, which includes 2 sheets, 1 pillow, 1 pillowcase, 2 towels, 1 washcloth, and 1 blanket or comforter. A linen exchange service is available once per week, for an additional fee, for groups whose stay exceeds one week (6 nights) unless additional service is requested. In such cases, it is the responsibility of each participant to place the used linen in the living area of the suite/apartment on the specified day. Conference staff will collect used linen and leave a fresh linen packet. Linen service in the high-rise space is available on an individual basis. Groups using suite areas have the option of declining linen service.

Maintenance
Maintenance problems such as overflowing toilets, lights out, malfunctioning air units, stalled elevators, etc. 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, they will forward the work order to the appropriate office. If the problem has not been addressed within an appropriate timeframe, another call to the 24-hour Information and Service Desk 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).

Pets
Animals are prohibited in the residence halls except for approved trained service animals for guests with disabilities. This prohibition includes, but is not limited to, cats, dogs, snakes, turtles, birds, hamsters, mice and other rodents. 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 members of the community and all visitors 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 the Conference Staff and/or Campus Police.

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 assigned to high-rise buildings or suite areas will be required to use access cards (identification cards/meal cards) to gain entry into their assigned residential facilities.

Conference participants are not allowed to remove and/or rearrange any furniture (mattresses, chairs, couches, dressers, televisions, etc.) in residential rooms or common spaces.
**Security Coverage**
One 8-hour front desk coverage shift is included for conferences located in the high-rises and suites. Typically this is from 11 pm until 7 am. Additional (optional) shift coverage is available on a per shift rate.

**Televisions/Telephones**
In most residential areas, there is a television in the lounge area. However, this is not guaranteed nor is the University responsible for upkeep of such units. Groups needing a television or other audio/visual equipment are encouraged to request this service through CRES well in advance. There will be a charge to place a television in a residence hall room. The group is responsible for supplying any coaxial cable to connect to local cablevision.

Telephones may be rented through CRES provided a minimum notice of 2 weeks is given. There is a charge for telephone service (restricted to local and calling card calls) and an additional charge for voice mail. Overnight conference groups are required to have at least one telephone in service at all times for the group leader in case of emergency. Phone contact information is to be given to CRES.

**Trash Removal/Recycling**
Conference participants are expected to empty their own trash. Trash chutes and trash bins are located in each residential area. Trash and recycling dumpsters are also located near each residence facility. For information about the closest dumpster, contact the 24-hour Information and Service Desk.

**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. A conference group agrees to comply with the University’s policy for visitation (guests and escort policy), although may require stricter guidelines for visitation. All conference groups sharing conference dates must respect the visitation preferences of other groups. Finally, conference participants should be aware that the conference staff cannot allow persons other than those assigned to a room into a residence hall room.
**FOOD SERVICE INFORMATION**

**Food Service**
All food consumed on campus must be prepared by the University food service provider who is committed to providing quality food products served in a clean and pleasant facility.

**Meal Programs**
A variety of food and dining options are available. These range from a one price “all you care to eat” meal plan in our resident dining cafeteria to cash meals in other dining and fast food facilities. Your CRES contact will work with you to establish a meal program to best suit the needs of your group.

Summer conference groups may choose a meal plan or balance card option. Those selecting a meal plan (all you care to eat) will be assigned a mealtime in the dining facility. It is vital that the group adheres to its assigned mealtime as several groups may be using the dining facility at the same time. Times and/or location of meals are subject to change based on the total number of participants on campus at any given time. A conference ID badge or wristlet that can be easily viewed is required at all meals. Groups choosing the balance card option for meal service may choose the location of their meals but should be vigilant about the balance on their card. When a participant has used all of his/her balance or reached its limit, the participant must use cash.

Guarantee numbers are required for groups utilizing the meal plan. Guarantees are due to CRES no fewer than 10 business days before the conference begins. The University cannot guarantee meal services for any participants whose attendance exceeds the guaranteed numbers. If, at the time of the event, actual attendance exceeds the guarantee numbers provided, the Client must receive prior approval from the University before the University accepts the additional participants. University’s approval to increase the guarantee will be based on its ability to accommodate the request. University reserves the right to increase the cost per person for meal for approved attendance of participants exceeding the guarantee numbers. If actual attendance varies from Client’s guarantee numbers by more than 5%, the University may adjust the rates up to a maximum of 20% to cover costs associated with lost business opportunity or additional labor/supplies required to provide contracted services, based on the University’s availability to accommodate request. Clients will be billed for the guarantee number, as indicated at the Estimated Attendance (EA) deadline in the Conference Agreement or the actual number whichever is greater. The group leader will be required to verify daily counts with the dining manager at each meal.

**Catering**
CRES will guide the Client through the entire process from initial menu discussion to final presentation. The University food service provider 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 at [http://conferences.uncc.edu/catering](http://conferences.uncc.edu/catering). For catered events, Clients will be billed for the guarantee number, due three business days in advance of the event, or the actual number whichever is greater.
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.

**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 University’s name or any of University’s trade or service marks or property, in advertising or otherwise, without prior written consent of the University.

**Audio/Visual Equipment**
While it is not mandatory to use the University’s audio/visual equipment, basic equipment (a wired 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.

**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/recreational facilities 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 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.

**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 [http://home.uncc.edu/](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. 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.
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:

<table>
<thead>
<tr>
<th>Service Type</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visitor Parking Deck Fees</td>
<td>$1.00 per half hour $8.00 maximum per day per visit</td>
</tr>
<tr>
<td>Parking Meter Fees</td>
<td>$.25 for 15 minutes</td>
</tr>
</tbody>
</table>

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.

For more information, visit the University website at http://aux.uncc.edu/parking/.

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. 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 evening and weekend 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) 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’s Fitness Center may be available for participants over the age of 18 years for an additional charge. The charge would be $4.00 per person per day. Proper conference identification and photo identification would be required to access this facility. Please contact Conference Services for additional information regarding the Fitness Center.
**University Mugs**
For all non-affiliated youth groups, an 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 campers 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. Other types of mugs are available for an additional charge. Contact CRES for more information.

**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 http://venture.uncc.edu.

**Youth Groups**
Clients are expected to inform all participants of all policies and procedures contained in this document. It is advised that each group review with the participants the information contained in the manuals. Group leaders will be notified of any policy violations or problem situations involving youth participants for whom the group leader is responsible.

Clients will appoint and will have in attendance throughout the conference at least one adult chaperone or advisor for each twenty-five participants. One such chaperone or advisor shall be appointed to serve as group leader. One chaperone or advisor per twenty-five participants will reside on each residence hall floor occupied by that conference’s participants. Clients will also provide adult supervision and presence at all times that youth participants are in a University residence or meeting/recreational facility and will, on a nightly basis, notify designated University staff members of the names of Client’s chaperones or advisors who are on duty for that period.

The University encourages clients to establish curfew hours each evening, and recommends a “lights-out” policy followed by bed checks each night to control the conduct and insure the safety of all residents. Nightly checks to insure that room doors have been locked are also recommended. Such safety measures are the sole responsibility of the Client.
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 walls, desks, cabinets or doors. Groups taping up flyers will be subject to charges for the removal of flyer, repair of the surface if necessary, and may be required to forfeit 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 space is designated for such use and 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 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.

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. 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.

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 Statements #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, 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:


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

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 events.

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

CONNE
University Center
CONC,UNC.GUO
704.687.2267
RESIDENCE HALL FLOOR PLANS
(Not to Scale)

Highrise Hall Room
Holshouser, Scott, Moore Halls

Phase IV Suite Room
Cedar, Hickory, Sycamore Halls

Oak Hall Suite Room
LYNCH/LAUREL/WITHERSPOON
FLOOR PLANS
(NOT TO SCALE)

Witherspoon Hall Apartment

Witherspoon Suite

Lynch/laurel 2-Person Suite

Lynch/laurel 4-Person Suite

Lynch/laurel Apartment