

Conferences & Events





SCHEDULING A ROOM FOR YOUR EVENT

What is the first thing you should do when someone calls to say they want to have an event?

Get a date and location where they would like to have their meeting/event and how many will be attending.

Ask the caller if they plan on charging a registration fee.

If they plan on charging a registration fee, it automatically goes to Conference & Event Services.

If there is not a registration fee, then you will need to go the R25 calendar www.uncc.edu, Calendars, R25 Schedule and look for the location that was requested and then choose the date they requested to see if the space they are requesting is available. There is a Reservation Request form on the calendar that you will need to fill out to request any space on campus. Once you hear from the Registrar's office if the space is available, then you can start planning from that point on.

Policy 601

I. Purpose

To establish a policy for the scheduling of all space on the UNC Charlotte campus.

II. Scope

This policy sets forth University regulations governing the scheduling and reserving of facilities by members of the University community and others. The buildings and grounds of the UNC Charlotte campus are provided to enable the institution to accomplish its mission as a public institution of higher education. Assuring the availability of space for the numerous activities that take place on the campus during a single day requires the coordination of a number of Support Services and careful scheduling to avoid conflicts.

All campus space is considered University space. The Chancellor retains the authority to assign and reassign space to any unit on campus. No University unit “owns” the space that has been allocated to it. As such, all space assignments are to be considered temporary, but remain in effect until any formal reassignment occurs.

Catering



Please plan and confirm food and beverage arrangements at least two weeks prior to the desired event date. Any event booked less than 3 business days (72 hours) in advance of the event will be subject to a \$50.00 fee. All cancellations must be made 3 business days prior to the event date. If it is necessary to cancel, 50% of the latest guaranteed contract will become the responsibility of the guest.

Only DISCRETIONARY FUNDS can be used for food. All orders need to be put into 49er Mart with a quote from Chartwells, agenda, list of attendees and Food and Beverage form in pdf format.

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 3:00 PM on Friday (except when the University is closed). There is no charge for parking on the weekend. The prices for parking on campus Monday - Friday are as follows:

Visitor Parking Deck Fees

\$1.00 per half hour - \$10.00 maximum per day per visit

Parking Meter Fees

\$.25 for 15 minutes

There are four visitor decks on campus, CRI Deck (behind EPIC), the Cone Visitor Deck, Student Union Visitor Deck, and the East Visitor Deck. Parking tokens and/or parking permits can be provided for conference guests at a charge of \$5.00 per vehicle per day. Client must notify CRES on or before the guarantee date the number of parking tokens/permits required. Tokens/Permits will be available for distribution at registration time and unused tokens/permits can be returned to CRES at the end of the event. The final cost for parking will be included on the final invoice. Fees for parking are subject to change without prior notification.

Meet the CRES Team

Ann Benson-Holt – Director, CRES – Ext. 70718 – aebenson@uncc.edu

Lucian Wilhelm – Assistant Director, Reservations & Special Events –
Ext. 77105 – lucian.wilhelm@uncc.edu

Heather Cook – Assistant Director, Conference Services, Ext. 70717 – heathercook@uncc.edu

Katie Abel – Event Services Coordinator, Ext. 77120 – k.abel@uncc.edu

Michael Lang – Conference Manager, Ext. 70716 – michaellang@uncc.edu

Cori Stephens – Administrative Assistant, CRES, Ext. 70715 – csteph24@uncc.edu



Forms & Links

Alcohol Appendix I, II, III (Tailgating) - <https://legal.uncc.edu/policies/up-706>

Chartwells Catering – www.catertrax.com

Chartwells Menu –

https://www.dineoncampus.com/Documents/unccharlotte/Catering/guide_main_13-14.pdf

CRES, Conferences, Reservations and Event Services - <http://cres.uncc.edu/off>

Food & Beverage Form - Spirituous Liquor, Fortified Wine, or Mixed Beverages

[https://cres.uncc.edu/sites/cres.uncc.edu/files/AlcoholPermitForm\(1\).pdf](https://cres.uncc.edu/sites/cres.uncc.edu/files/AlcoholPermitForm(1).pdf)

(ABC permit is required to serve alcohol or hiring of Chartwells Bartender for events.)

Reservation Request Form - <http://cres.uncc.edu/off/campus-group-reservation-request>

Verification of University Sponsorship - Contact Cori Stephens at 70715 and she will send the form to you. It is not on the website.