

Received by: _____
Date Received: _____

Sonja Haynes Stone Center for Black Culture and History
UNC at Chapel Hill
Request for Use of Facility

(Telephone: 919-962-9001 Fax: 919-962-3725)

*A separate form is required for each event.

Name of Event _____

Event Description/Purpose: _____

Proposed/Planned Speakers: _____

Event Date(s) _____

Check the box below that best describes your department or organization

- University Administrative (Departmental) Unit
- Officially Recognized Student Organization
- Community Non-Profit (*Daily Usage Fee applies – call for rental rates*)
- Other (Please specify) - *Daily Usage Fee applies – call for rental rates. Please note that all requests must be approved by the Director and/or Business Officer.*

Name of person making reservation _____

Person in charge of event _____

Department /Organization hosting event _____

Address _____

City _____ State _____ Zip code _____

Phone Number _____ Fax Number _____

Email Address _____

URL for event information _____

University/SAFO Billing Account Number (if applicable) _____

Room(s) Requested (*check below*):

- Hitchcock Multipurpose Room (seats 165)**
- Theatre (seats 360) – (*controlled by UNC Classroom Scheduling Office from 8:00 am to 5:00 pm****)
- Seminar Room 200 (seats 16) – (*controlled by UNC Classroom scheduling Office from 8:00 am to 6:00 pm****)
- Seminar Room 201 (seats 16) - (*controlled by UNC Classroom scheduling Office from 8:00 am to 6:00 pm****)
- Classroom 209 (seats 40) - (*controlled by UNC Classroom scheduling Office from 8:00 am to 6:00 pm****)
- Classroom 210 (seats 40) - (*controlled by UNC Classroom scheduling Office from 8:00 am to 6:00 pm****)
- Dance Studio

***Food and drinks allowed only in the Hitchcock Multipurpose Room.*

****Note: Classroom Scheduling contact number is 962-6093.*

(Revised 06/3/09)

Event Start Time: _____

Event End Time: _____

(Please note all events must end by 9:30pm - the Stone Center building closes at 10:00 PM)

Set-Up Time: _____

Expected attendance _____

Is the event open to the public? Yes No

Admission Charge? Yes No Admission Cost \$ _____

(Please note: tickets or admission must be handled off-site. No admission fees may be collected at the door. Additional charges may apply, including but not limited to additional security.)

Will the event be catered? Yes No

If yes, by whom? _____

*(**food service must be arranged with Stone Center's approved caterers. Self-catering is not permitted under any circumstance. Caterers list is provided upon request).*

Do you plan to serve alcohol? Yes No (**white wine only** allowed in facility/no beer allowed)

If yes, please complete the [request form for permission to serve alcohol](#) at a University sponsored event. Before alcohol is allowed for an event, a signed form must be on file at the Stone Center.

Room setup desired: _____

(This refers to chair and table setup; a brief diagram can be drawn below.)

Equipment Needed:

- Microphone with podium
- Cordless Microphone
- Lavalier (clip-on) microphone
- VCR and screen
- DVD player and screen
- Projector and screen

Additional equipment needs not listed, including lighting and/or sound for the auditorium, risers, etc. must be arranged through the Student Union and coordinated with the Stone Center. Persons or groups using Stone Center facilities will not be allowed to change or alter settings for audio or video equipment.

If you have any questions about equipment availability, please contact the Stone Center Facilities Manager.

THE SONJA HAYNES STONE CENTER FOR BLACK CULTURE AND HISTORY

Building Use Policy

Thank you for expressing an interest in using facilities in the Sonja Haynes Stone Center for Black Culture and History (Stone Center) at The University of North Carolina at Chapel Hill (UNC). The following information explains Stone Center policy regarding reservations, public safety needs, food service, and room arrangements. If you require additional information, please do not hesitate to contact us at 919-962-9001. We look forward to working with you and hope you will have a successful event at the Stone Center.

Reservations/Cancellations: Events scheduled outside of normal operating hours require a minimum of three weeks' notice for reservation. Events scheduled during normal operating hours may be scheduled as little as two weeks before the event. Cancellations should be made at least three weeks in advance without incurring fees.

Public Safety: Weekend events and those scheduled weekdays after 5:00pm may require the additional presence of a DPS security guard, which will be determined once your facility request is approved. If so, an online security request must be completed through the Department of Public Safety (UNC DPS). Please go to the DPS [website](#) to schedule a police officer to be present during the *entire* time you need access to the building. Requests for security should be arranged at least three weeks in advance, and you must not have any outstanding balances with UNC DPS. UNC DPS charges \$40/hour. Proof of the DPS reservation needs to be faxed or delivered to the Stone Center at least two weeks before your event and if not received, the Stone Center reserves the right to cancel your event.

Parking: If your program occurs at the Stone Center between 7:30am and 5:00pm, contact the Special Events Parking Office with UNC DPS (962-4424) to make necessary parking arrangements for your guests. Due to construction, the Bell Tower parking lot has been closed. For additional parking information related to Stone Center events, please visit our [website](#).

Technical (Lighting/Audio) Services: All arrangements for technical services must be arranged through the Union Production Services at least four weeks in advance. No private outside equipment will be allowed in the building unless arranged directly by the Union. Production Services can be reached [online](#) or at 962-5787.

Food/Catering: Food and beverage are prohibited in the classrooms, seminar rooms, auditorium, gallery and museum, and dance studio. Food service is restricted to the Hitchcock Multipurpose Room (HMR), the common area outside the HMR, and the common area outside of the auditorium.

Proposed events where food is to be served require the following:

- Prior approval of the Stone Center.
- Use of a Stone Center approved caterer; caterers may contact the Stone Center Events Coordinator or Facilities Manager for details. A list of caterers can be obtained from the Stone Center Administrative Offices.
- Cleanup following an event will be the responsibility of the sponsoring organization including events where cleanup is not included in the catering contract. At the end of the event, all food, service dishes, containers, etc. must be removed and disposed of by the groups' caterers. **Note: A fee of 10% of the total bill will be charged to the department/organization. Please submit a copy of your receipt/catering bill promptly for billing purposes.** A \$30 assessment will be billed to department/organization for failure to adhere to the cleanup policy. The kitchen is not fully equipped to prepare meals but is appropriate for warming, heating and serving meals. The use of hotplates, grills,

griddles or any equipment not already provided in the kitchen is prohibited; the Stone Center DOES NOT provide linens, paper products, etc. *If the room is left in an unsatisfactory condition after an event, the department/organization may forfeit subsequent use privileges for the academic year.*

Alcohol: Proposed events where alcohol is to be served must obtain prior approval from the Office of the Provost. A request form for permission to serve alcohol must be completed and signed before alcohol is allowed in the building. A completed form must be signed by the Department Chair or Director of the sponsoring unit or the appropriate College or School Dean, and the Provost. Forms may be obtained from the Office of the Provost by calling 919-962-2198; completed forms should be faxed to the Stone Center at 919-962-3725. ***Only white wine may be served in the building; beer, liquor, and red wine are prohibited.*** The Stone Center adheres to the [University rules concerning alcohol service](#) .

Vendors: It is the responsibility of the event sponsor to arrange for outside equipment, furniture, materials, etc. to be removed the next business day. Please inform the Stone Center in advance of the scheduled times for vendor deliveries and pickups. Delivery of food, furniture, and other items is to be made through the loading dock located in the rear of the building.

Sale of Items: Sale of items is prohibited in the Stone Center unless arranged through the University Bull's Head Bookshop and/or auxiliary services.

Fliers/Posters: No item, artwork, or document is to be attached to any wall, door, fixture, or building exterior. Posters/fliers are prohibited from being attached to doors, windows, trash cans, building exteriors, interior walls, stairway railings, elevator walls, floors, grounds or ceilings.

Classrooms: Please remove all trash, boxes, and other items brought into the classrooms and return all furniture to its original configuration. Remember to clean dry-erase boards and turn off lights.

Doors: Doors, including outside entrances, are not to be propped open at any time.

Student Organizations: All student organizations must obtain signature approval from their faculty advisor before returning the reservation form. The form will NOT be approved without the faculty advisor's signature. Additional charges may apply for security, catering, and if admission fees are charged.

I will act to ensure that the guidelines and policies set forth by the Sonja Haynes Stone Center for Black Culture and History and all applicable University regulations are carefully followed throughout the duration of this event. I understand that it is my responsibility to assure that members and guests of my department and/or group observe these conditions.

Name of Organization/Department

Name of Event

Date of Event

Signature of Person in Charge of Event

Date

Signature of Director/Chair of Department

Date

Print Name of Faculty Advisor
(for officially recognized student organizations)

Department

Signature of Faculty Advisor

Date

(Revised 06/3/09)

**SONJA HAYNES STONE CENTER FOR BLACK CULTURE & HISTORY
UNIVERSITY OF NORTH CAROLINA AT CHAPEL HIL**

RATES FOR FISCAL YEAR 2009-2010

**These fees will be assessed to non-University organizations and
for those using the Stone Center after 5:00 PM**

STONE CENTER THEATRE	\$250/PER USE
SEMINAR ROOM(S)	\$125 EACH/PER USE
CLASSROOM(S)	\$150 EACH/PER USE
TERRACE	\$100/PER USE
HITCHCOCK MULTIPURPOSE ROOM	\$200 FOR BANQUET SET-UP/PER USE
HITCHCOCK MULTIPURPOSE ROOM	\$150 MEETING ONLY/PER USE
LATE DEPARTURE FEE (AFTER 10:00 PM)	\$50
*CATERING FEE	10% OF TOTAL BILL

***Catering fee is the only exception and will be charged to all organizations.**

**SONJA HAYNES STONE CENTER FOR BLACK CULTURE & HISTORY
UNIVERSITY OF NORTH CAROLINA AT CHAPEL HIL**

CHECKLIST/REMINDERS

- If you are a University Student Organization, has your request form been signed by your advisor?
- Have you turned in your completed facility request form and received official approval/confirmation for your event?
- Have you provided the requested setup for your event to the Facilities Manager Randy Simmons?
- If your event is to be catered, remember the following:
 - *a 10% fee will be charged by the Stone Center for the total invoice amount of your catering invoice;
 - *the facility must be cleaned (i.e. all trash, etc. removed) at the end of your event.
- If the following additional services are needed/required, have you requested their services and provided confirmation of their services to the Stone Center:
 - *Carolina Production?
 - *Department of Public Safety Officer?
 - *Alcohol permit, if applicable.
- Please make sure your contact information is listed on all event advertising and publicity so that you can be contacted for additional information regarding the event.

Thank you for using the Stone Center!
Telephone 962-9001; Fax 962-3725