



**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: _____

Event Date(s) _____

Check the box below that best describes your department or organization

- University Administrative/Academic Affairs Unit
- University Administrative/Health Affairs 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 permission to use facility is left to the discretion of the director* _____

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 _____

Room(s) Requested (check below):

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

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

(Revised 05/12/06)

Event Start Time: _____
(Evening program must not begin later than 7:00 PM)

Event End Time: _____
(Please note the Stone Center building closes at 9:00 PM)

Set-Up Time: _____

Expected attendance _____

Is the event open to the public? Yes No

Admission Charge? Yes No Admission Cost \$ _____

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. Caterers list is provided upon request).

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

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 set desired: _____

Equipment Needed:

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



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 5:00p.m. will require the presence of a Public Safety officer. An online security request must be completed through the Department of Public Safety (UNC DPS). Please go to <http://www.dps.unc.edu/dps> 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 \$35/hour.

Parking: Parking is not allowed in the Bell Tower lot between 7:30a.m. and 5:00p.m., Monday through Friday. If your program occurs at the Stone Center during this time, please contact the Special Events Parking office with UNC DPS at 919-962-4424, to make the necessary parking arrangements for your guests.

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.

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. 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. **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 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, 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. Please consult the following website for additional information: <http://www.unc.edu/campus/policies/alcohol.html>.

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.

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 these conditions are observed by members and guests of my department and/or group.

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 05/12/06)