## CONTENTS

### WELCOME TO THE UNIVERSITY CENTER
- Our Mission ................................................................. 3
- Our Facilities and Services ............................................. 3
- Staff Directory ............................................................. 4
- Offices and Services Directory ...................................... 4

### THE ROLE OF THE COLLEGE UNION
- ACUI Role Statement .................................................. 6

### GENERAL FACILITY POLICIES
- Accessibility ................................................................. 7
- Alcohol ....................................................................... 7
- Animals ....................................................................... 7
- Building Access .......................................................... 7
- Building Hours ............................................................ 8
- Civility ........................................................................ 8
- Children ...................................................................... 8
- Emergencies ................................................................. 8
- Firearms and Weapons .................................................. 9
- Gambling ...................................................................... 9
- Lost and Found ............................................................ 9
- Safety and Security ........................................................ 9
- Signs, Banners, and Posting ......................................... 10
- Skates, Skateboarding, and Bicycles .............................. 10
- Smoking ...................................................................... 10
- Student Organization Offices ....................................... 10
- Technology Hub (Computer Lab) ................................. 11
- Ticket Distribution Program ......................................... 11

### MEETING AND EVENT POLICIES
- Audio Visual Services ................................................... 12
- Cancellations and “No-Shows” ....................................... 12
- Contact Tables .............................................................. 13
- Co-Sponsorships and “Fronting” .................................... 14
- Deadlines for Requests ................................................. 14
- Damages and Cleaning Fees ........................................ 15
- Decorations ................................................................. 15
- Eligibility for Space Usage (On-Campus) ...................... 16
- Eligibility for Space Usage (Off-Campus) ..................... 17
- Extra Hours ................................................................. 17
- Fees ......................................................................... 17
- Food Service ............................................................... 17
Inclement Weather .............................................................................................................. 18
Late Night Parties and Dances ......................................................................................... 19
Outdoor Activities ........................................................................................................... 20
Outdoor Amplification .................................................................................................... 20
Parking ............................................................................................................................. 21
Practice Spaces .............................................................................................................. 21
Performance and Special Events Spaces ......................................................................... 21
Scheduling Priorities ........................................................................................................ 21
Special Security ................................................................................................................ 22

UNIVERSITY CENTER & ROSE THEATRE FEE STRUCTURE
Tier One: On Campus Use (No Admission/Registration Charged) ................................. 24
Tier Two: On Campus Use (Admission/Registration Charged)
AND Non-Admission Charged Non-Profit Use (501c3) ................................................ 26
Tier Three: Off-Campus Use (Business, Corporate, Group, and Individual) ............... 28
WELCOME TO THE UNIVERSITY CENTER

Our Mission
The University Center and the Michael D. Rose Theatre support the educational mission of the University of Memphis by providing high-quality facilities, equipment, services, and student employment opportunities. In addition, we enhance the Division of Student Affairs mission by scheduling and supporting programs that build community and promote student involvement and learning.

Our Facilities and Services
The $50 million University Center opened on March 15, 2010. Together with its sister facility, the Michael D. Rose Theatre, the University Center forms the cultural heart of campus. Consisting of more than 210,000 square feet, the facilities provide space for campus and community events ranging from six to 1,000 participants; as well as offices for student organizations and University departments, a variety of food service options, and much more.

Some of the exciting features and services you will find in the University Center and Rose Theatre:
- Spectacular, sky-lit atrium
- Dividable, grand ballroom that can seat up to 600 for a meal or 900 theatre-style
- Two theatres that seat 340 and 940 respectively
- A variety of exciting meeting and conference spaces
- Offices for student organizations and University departments
- 24-hour computer lab called the Technology Hub (student, faculty, staff use only)
- United States Postal Station and campus Post Office boxes
- Paw Prints Copy Center
- Information Center
- Dining options featuring:
  - Burger King Whopper Bar
  - Taco Bell Express
  - Topio’s Classic Pizza
  - Bistro Nineteen Twelve
  - Miso Noodle, Rice, and Sushi Bar
  - Tiger’s Restaurant
  - Union Market with Dunkin’ Donuts
University Center & Scheduling Office Staff Directory

Director, University Center & Rose Theatre
Bob Barnett............ 901-678-2032

Manager, UC/RTH Event Planning & Coordination
Isaac Lake............... 901-678-3075

Manager, UC/RTH Event Support & Services
Ron Crawford.......... 901-678-5677

Technical Coordinator, UC/RTH
Lizzie Organ.......... 901-678-3091

Office Coordinator, University Center
Kay Pierce............... 901-678-2042

Associate Director, Conference Planning & Operations
Courtney Shelton.......... 901-678-5602

Event Coordinator- Conference Planning & Scheduling/Internal Events
Shamikia Dobbins.......... 901-678-3960

Sales & Operations Assistant- Conference Planning & Scheduling/External Events
Natalie Ruffin .......... 901-678-5074

University Center Offices and Services Directory

Catering (UC 108) ....................................................................... 901-678-2046

Commuter Student Services (UC243)................................. 901-678-2995

Dean of Students (UC 359) .................................................. 901-678-2187

Dining Services (UC 110) ......................................................... 901-678-2112
  · The Union Food Court (UC 100)
    - Burger King Whopper Bar
    - Bistro 1912
    - Miso Noodles, Rice, & Sushi
    - Taco Bell Express
    - Topio’s Classic Pizza
  · The Union Market/Dunkin’ Donuts (UC 163)
  · Tigers Restaurant (UC 167)
Greek Councils (UC 222) ............................................................ 901-678-8679
Information Desk (Atrium) ....................................................... 901-678-2041
Judicial Affairs (UC 359) .......................................................... 901-678-2298
Multicultural Affairs (UC 223) ................................................. 901-678-2054
Multicultural Student Organizations (UC 218) ....................... 901-678-2054
Paw Prints Copy Center (UC 275) ............................................ 901-678-5616
Scheduling & Events (UC 255) .................................................. 901-678-2042
Student Activities Council (UC 210) ...................................... 901-678-8679
Student Government Association (UC 214) ......................... 901-678-2051
Student Leadership & Involvement (UC 211) ....................... 901-678-8679
Technology Hub (UC 265) ....................................................... 901-678-3323
THE ROLE OF THE COLLEGE UNION

The University of Memphis-University Center is a member of the Association of College Unions International.

ACUI Role Statement
By whatever form or name, a college union is an organization offering a variety of programs, activities, services, and facilities that, when taken together, represent a well-considered plan for the community life of the college. The union is an integral part of the educational mission of the college.

• As the center of the college community life, the union complements the academic experience through an extensive variety of cultural, educational, social, and recreational programs. These programs provide the opportunity to balance course work and free time as cooperative factors in education.

• The union is a student-centered organization that values participatory decision-making. Through volunteerism, its boards, committees, and student employment, the union offers first-hand experience in citizenship and educates students in leadership, social responsibility, and values.

• In all its processes, the union encourages self-directed activity, giving maximum opportunity for self-realization and for growth in individual social competency and group effectiveness.

The union's goal is the development of persons as well as intellects.

Traditionally considered the “hearthstone” or “living room” of the campus, today's union is the gathering place of the college. The union provides services and conveniences that members of the college community need in their daily lives and creates an environment for getting to know and understand others through formal and informal associations.

The union serves as a unifying force that honors each individual and values diversity. The union fosters a sense of community that cultivates enduring loyalty to the college.

_Adapted by the ACUI general membership in 1996, this statement is based on the Role of the College Union statement, 1956._
GENERAL FACILITIES POLICIES

Accessibility
The University Center and Rose Theatre staff is committed to providing appropriate and reasonable disability-related access to all programs and activities. If you need disability-related accommodation for a program you are planning or attending, please contact the University Center Scheduling Office (UC 255) at 901-678-2042 as far in advance as possible. For more information on campus accessibility, please see the website of the Office of Student Disability Services, located online at: http://www.memphis.edu/sds/campusaccess/index.php.

Alcohol
The University of Memphis is a “dry” campus. Exceptions for serving alcohol at events are not considered in either the University Center or Rose Theatre because these facilities are funded with designated student fees. The manufacture, distribution, dispensation, possession, and use of controlled substances is also prohibited on campus property. Any person observed to be under the influence of any intoxicating substance in the University Center or Rose Theatre will be asked to leave and may face legal and/or campus disciplinary charges. For more information, please see the University’s Drug-Free Campus and Alcohol Abuse Prevention Policy, located online at: http://policies.memphis.edu/UM1563.htm.

Animals
With the exception of service animals, animals are prohibited from the premises of the University Center and Rose Theatre without the express, written permission of the Director or his/her designee. The Department of Justice has defined "service animal" as "any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition.” For more information, please see the Department of Justice Revised ADA Regulations, available online at: http://www.ada.gov/regs2010/titleii_2010/titleii_combined.html.

Building Access
The University Center is intended for the use of University of Memphis students, faculty, staff, alumni, guests, and attendees of events hosted in our facilities. Other individuals may be asked to leave the premises. The Technology Hub and campus Post Offices boxes are accessible 24 hours a day (when classes are in session) to students holding a current, valid University of Memphis ID card. Students desiring access the Technology Hub or Post Office boxes when the rest of the building is closed must use one of two designated entrances on the east side of the building:
• the first-floor entrance located under the clock-tower entrance, or
• the second-floor entrance located on the clock-tower bridge.

At either entrance the student must scan his or her ID at the card reader located to the right of the door, wait for a green light, and enter before the light turns red again. Individuals who
cause disturbances, prop the door(s) open, or allow non-students to enter may lose their privilege to enter the building during times when it is closed and/or may face campus disciplinary charges.

**Building Hours**
When fall and spring classes are in session, the University Center will operate on the following schedule:

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Friday</td>
<td>7 a.m. - 11 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>9 a.m. - 11 p.m.</td>
</tr>
<tr>
<td>Sunday</td>
<td>11 a.m. - 11 p.m.</td>
</tr>
</tbody>
</table>

The University Center will be closed on recognized, University holidays. During summer sessions and non-holiday break periods, the UC will operate on the following schedule:

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Thursday</td>
<td>7 a.m. - 6 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>7 a.m. - 5 p.m.</td>
</tr>
<tr>
<td>Saturday &amp; Sunday</td>
<td>Closed</td>
</tr>
</tbody>
</table>

Exceptions will be posted. Events may be scheduled during hours when the building is closed at the discretion of the UC Director’s Office. Extra labor charges will apply. Rose Theatre is only open when there are events scheduled in that venue.

**Civility**
All individuals using the University Center and Rose Theatre are expected to behave in a way that is consistent with participation in a community of scholars. Public disturbances, harassment of individuals, and loud vulgar or obscene language are not permitted.


**Children**
University Policy prohibits unsupervised children from playing on campus, roaming buildings, or even sitting unaccompanied in campus buildings or grounds. In addition, children are prohibited from (among other things) entering student computer labs, such as the Technology Hub, or playing in the fountain on the Student Plaza, regardless of adult supervision. For more information, please see the University’s *Children on Campus Policy*, available online at: [http://policies.memphis.edu/UM1645.htm](http://policies.memphis.edu/UM1645.htm).

**Emergencies**
The University Center staff is committed to protecting the safety and security of building users. For assistance in an emergency situation contact University of Memphis Police Services at 678-4357 or dial 911.
In the event that the National Weather Service declares a tornado warning within Shelby County, Tennessee: all events will be suspended and all persons should move quickly to safe locations within the building. Designated shelter locations in the University Center are located on each floor and include the restrooms, interior hallways and offices, Ballroom, UC Theatre, and the Post Office Box area. The designated shelter locations for events in Rose Theatre are the green room, dressing rooms, and adjacent hallway, and the basement of the Roane Field House.

In the event of a fire or the activation of the fire safety systems, all events will cease and all individuals must evacuate the building to a safe distance. Office managers should make an accounting of all office occupants.

In the event of any personal safety, security threat, or violation of Local State or Federal Law, University of Memphis Police Services will be notified and appropriate action will be taken. In the event of power outage, the University Center reserves the right to determine whether to terminate the event completely, or to hold the event for a time not to exceed one hour.

The University of Memphis offers an emergency alert text messaging service to students, faculty and staff. This optional service, called TigerText, is used in the event of a campus emergency, an unscheduled university closing, or a delay or cancellation of classes due to, for instance, inclement weather. For more information: https://itweb2.memphis.edu/tigertext/index.php

**Firearms and Weapons**

In accordance with federal and state laws, the University prohibits the possession of any weapon by any individual on University premises, except law enforcement officers in performance of their duties. Use of prop weapons must be requested and approved in advance. Ceremonial weapons used in military honor and color guard performances are also permitted. For more information, please see the University’s *Workplace Violence Prevention Policy*, available online at: http://policies.memphis.edu/UM1505.htm.

**Gambling**

Gambling is prohibited in the University Center and Rose Theatre.

**Lost and Found**

The University Center is not responsible for articles left or lost in the building. Any items found will be logged at the Information Desk. With proper ID and/or an accurate description of the item, the item will be returned to the owner. At the end of each semester all unclaimed items will be turned over to Police Services.

**Safety and Security**

All individuals using the University Center or Michael D. Rose Theatre are expected to conduct themselves in a responsible manner with regard to the safety and security of themselves and
others, as well as to the physical condition of the facilities and University property. Do not leave personal property unattended. Roughhousing is prohibited. Groups reserving space are responsible for the behavior of their members and guests and any damage they may cause.

**Signs, Banners, and Posting**

Signs, banners, and posters may only be displayed in designated locations and must be used ONLY to provide general information, promote and advertise an on-campus activities or events, advertise student elections and candidates, or serve as a temporary direction or location of an activity or event on campus. Under no circumstances may signs be taped, stapled, or otherwise affixed to walls, doors, elevators, stairs, stair rails, restrooms, or any other location not specifically designated for posting. Chalking is prohibited. Departments and students must get items approved at the Info Desk or in UC 255 before posting on UC bulletin boards. Any unapproved postings will be removed.

UC Banner locations must be reserved through the University Center scheduling office located in UC 255. Any groups desiring to hang a banner for their event in the Ballroom, Rose Theatre or other event space, must get prior approval from the UC staff before the day of their event. For further information, please see the University’s procedure for posting signs, banners, and posters, available online at: [http://policies.memphis.edu/2a0905a.html](http://policies.memphis.edu/2a0905a.html).

**Skates, Skateboarding, and Bicycles**

Skating and skateboarding is prohibited in the University Center and Rose Theatre and their environs. Skates may not be worn in the buildings. Also, bicycles may not be brought inside facilities and must be parked at designated bicycle racks. Bicycles chained to stair rails, doors, outdoor furniture, or other unapproved locations may be cut free and removed at the owner’s expense.

**Smoking**

Smoking is prohibited in the University Center, Rose Theatre, and almost all other campus buildings. Additionally, smoking is prohibited within 20 feet of doors, windows, and ventilation systems. As a result, smoking is prohibited on the entirety of the bridge connecting the UC to the parking garage and on the UC Terrace. For more information, please see the University’s *Smoking Policy*, located online at: [http://policies.memphis.edu/UM1614.htm](http://policies.memphis.edu/UM1614.htm).

**Student Organization Offices**

The Involvement Zone, on the second floor of the University Center, includes suites designated for the Student Activities Council, Student Government Association, Minority Student Organizations, and Greek Councils. In addition, there are 12 individual offices that can be allocated to Registered Student Organizations (RSOs) on a yearly basis. All organizations (including those currently awarded space) seeking an allocated office must apply during the spring application process (normally in March/April) conducted by the Office of Student Leadership & Involvement for the following school year.
Technology Hub
The Technology Hub is a twenty-four hour access computer lab located on the second floor of the University Center (UC 265) managed by the Information Technology Division. It contains 70 Dell (PC) workstations and 10 Apple/Mac stations. During hours when the building is closed, it may be accessed with a valid University of Memphis student ID card at either the first or second floor clock tower/bridge entrances. Some considerations when using the Technology Hub:

• Use of the lab is restricted to University of Memphis students, faculty, staff, and approved guests. Lab attendants may ask to see an ID card.
• Food and beverage is prohibited
• Cell phone use is prohibited.
• Children are not allowed in the lab, regardless of adult supervision.
• Loud, disruptive, or threatening behavior is not allowed. Violators will be asked to leave.

For a full list of lab policies, please see the TigerLAN Guidelines, available online at: http://www.memphis.edu/umtech/TigerLAN_Guidelines.php

Ticket Distribution Program
The University Center receives an allocation from the Student Activities Fee to purchase student tickets to Memphis museums and cultural events. The tickets are available, with valid UofM Student ID, at the Information Desk, located in the atrium on the first floor of the University Center, on a first-come, first-served basis. One ticket per museum or event is available to each fee-paying, currently-enrolled student each semester. Tickets are free, but are limited to one ticket per ID, per event. Other limits may apply.
MEETING AND EVENT POLICIES

The University Center and Michael D. Rose Theatre have a variety of spaces to accommodate your meeting and event, whether you are planning a simple meeting for six people, a concert for 1,000 or a multiple-day conference with keynote speakers, breakout sessions, and meal functions. In conjunction with the University of Memphis Office of Conference Planning and Operations (CPO), we offer a comprehensive array of event planning, technology, and services.

In order to make a reservation in the campus facilities, including University Center, Rose Theatre, or the adjacent outdoor spaces, external clients should contact CPO at 901-678-5000. On-campus departments and organizations should use the online scheduling system (Virtual EMS) available at: https://emsws.memphis.edu/virtualems.

Submitting a request does not guarantee a reservation and it is incumbent on the requestor to ensure that he or she receives a confirmation for the space, date, resources, and time requested

Audio/Visual Services
The University Center and Rose Theatre have a wide variety of technical equipment available to our users. A minimum of ten days prior to any event requiring anything more than basic audio visual equipment, the sponsoring organization is required to schedule a meeting with our technical staff to go over any technical needs for the event. This includes (but is not limited to) ANY event using technology in the University Center Theatre, Ballroom, or the Rose Theatre. For simple events, the minimum is two (2) business days.

All audio/visual needs should be discussed at the time of the initial planning meeting. Please note that there are labor and equipment fees that may apply. Event cost estimates are determined by the information provided by the sponsoring organization. Changes to audio visual requests must be made at least two (2) business days in advance. Exceptions will be granted only if staffing and resources permit. Failure to disclose all audio/visual requirements may result in additional charges, as well as less-than-successful event.

All lighting and sound must be arranged through and provided by the University Center. Exceptions must have the prior written approval of the Director’s Office. If an organization’s needs cannot be met by the University Center and Rose Theatre, the staff can help locate what is needed. Additional rental fees will be charged.

Fog, smoke and haze machines are not permitted in the University Center and Rose Theatre facilities.

Cancellations and “No-Shows”
Event space is highly-demanded resource in the University Center and Rose Theatre. Please cancel any reservation that will not be needed as far in advance as possible to make the space available to other organizations. Simple meetings must be cancelled at least two business days
in advance. Special Events must be cancelled at least five business days in advance. Failure to do will result in the following charges:

- Simple events: $10.00 (or the actual labor required to complete the set-up, whichever is higher).
- Special events:
  - 3-5 business days out: 25% of the estimated charges*
  - 1-2 business days out: 50% of the estimated charges*
  - Reservation no-show: 100% of the estimated charges*

*Plus any contracted services that cannot be cancelled (billed regardless of cancellation date)

In addition to the charges listed above, a pattern of late cancellations and/or reservation no-shows may result in the cancellation of future events and the suspension of reservation privileges for up to one semester.

Events cancelled by the University Center due to emergency situations or interrupted after the scheduled start time by the closing of the University due to inclement weather or other crisis situations may still incur some room rental, labor, and/or equipment charges. The University Center Scheduling office reserves the right to prorate any costs or fees.

The University Center staff, in conjunction with Police Services, may temporarily halt an event if they have concern about participant safety and/or if the Fire Code is being violated, until the problem is resolved. If the problem is not resolved, the University Center staff reserves the right to cancel the event. Events cancelled due to safety violations will be charged 100%, actual event room rental, labor, and/or equipment fees.

Contact Tables
Registered student organizations, campus departments, and SGA candidates (during election season) can reserve a contact table in the first floor atrium of the University Center and in designated outdoor locations for organizational, departmental, or election related activities. A member of the organization, department, or campaign party must be present for the duration of the reserved period.

Campus organizations may request one inside, contact table for up to 15 days per semester. These reservations may not be for more than 5 consecutive days with at least 5 days between five-day reservations. Reservation requests will be granted on a first-come, first served basis. University Departments may reserve table space for organizations or companies or agencies providing services to students, provided these companies or organizations are providing a service that is compatible with the mission of the sponsoring department. In no case may these companies or organizations sell anything or advertise anything that is incompatible with existing university contracts or policy. Other outside use of contact tables is prohibited.
With the exception of approved student organization fundraising activities, no items may be sold. Tables may not be moved from their locations. Amplification of any sort is prohibited at a contact table without prior approval. Sitting on top of tables is prohibited. No more than three individuals should be behind the table at any time. Failure to observe these rules will result in the cancellation of the sponsoring organizations table reservation.

**Co-sponsorships and “Fronting”**
The University Center recognizes the importance and value of organizations working together in event planning. For the purposes of event reservations and billing however, only one organization may be considered the “sponsor” of the event. This organization’s representative will act as the planning liaison with the University Center and that organization will be responsible for any charges associated with the reservation.

It is not permissible for a campus organization to “front” for an off-campus group or individual in order for the off-campus entity to receive a preferential rate. If this is found to have occurred, the campus sponsor will be held responsible for the entire bill, charged at the appropriate off-campus fee structure. Space reservations must be used for what they are intended and may not be re-assigned to any other group or individual or used for any other purpose than stated on the Reservation Request Form.

All events sponsored by a registered student or other on campus organization, including but not limited to, table reservations, meetings, demonstrations, etc., must have a member of that organization present for the duration of the event. This member must be someone who has been involved in the scheduling process with the University Center staff, or has detailed knowledge of their event in case problems should arise.

**Deadlines for Requests**
Facilities in the University Center and Rose Theatre are reserved on a first-come, first-served basis. The following deadlines should be noted:

**Simple meetings** should be requested at least two business days in advance. More notice is requested whenever Simple meetings do not require any special set-up or advanced technical needs.

**Special events** must be requested a minimum of ten (10) business days in advance. Special events are:
- any program with a projected attendance of 100 or more
- any program extending beyond scheduled building hours
- any program in the UC Theatre or Rose Theatre
- any program advertised to an off-campus audience
- any program that requires special set-up or contracted services
- any program held outside
Requests for substantive changes to the confirmed set-up less than 48 hours in advance will be result in a fee of $10 (or the actual labor necessary to make the change, whichever is higher). Exceptions to this policy may be made, when justified and space and resources are available, by the Director of the University Center or his/her designee.

Generally, all requests are acknowledged, and if possible, confirmed (provided all necessary information was provided), within two business days after receipt of the Reservation Request Form in the UC Scheduling Office. Your confirmation will include any estimated charges based on the information you have provided. Your estimate cannot be finalized until you have met with UC staff to discuss all technical needs for your event. Please note that your request is not confirmed until you receive an email confirmation from the Scheduling Office.

At the beginning of each semester, the volume of requests may slow the processing of reservations. Please submit your request(s) as early as possible. Review your confirmation carefully for accuracy and maintain a copy for your records.

**Damages and Cleaning Fees**

Damages to facilities and/or equipment losses will be billed to the sponsoring organization or department, including damages by guests or audience members. The University Center Scheduling office may request a walkthrough of the building or space before and after the event to verify the condition of the building prior to the event.

Sponsoring organizations and departments should return the space utilized to a reasonable state of cleanliness. Trash should be placed in trashcans, and any leftover food (not provided by Aramark) disposed of in appropriate containers. This includes taking empty boxes to the dumpster, depositing programs into trashcans, and picking up items distributed to the audience during events. Organizations and departments may be charged a cleaning fee if the event takes place after normal business hours or creates an unreasonable mess. The cleaning fee will be based on the cost incurred by the University Center Staff to restore the facility to an acceptable level of cleanliness.

**Decorations**

All decorating plans for events held in the University Center and Rose Theatre must be approved by the Scheduling Office at least two business days in advance. Failure to gain prior approval for all decorations and manner of attachment may result in the prohibition of decorations the day of your event, or charges to the sponsoring organization for resulting damages. When creating a decorating plan for your event, please keep the following in mind:

- Facilities may not be permanently altered or damaged in any way.
- Nothing may be screwed into the floors or walls or in any other way permanently attached.
- Painting, spraying, or construction of decorations or posters is not permitted in the University Center or Michael D. Rose Theatre, with the exception of the approved activities occurring in the Production Room, located in the Involvement Zone. Use of any
kind of spray paint in the UC, Rose Theatre, or surrounding grounds will result in an
minimum $200.00 fine, loss of reservation privileges for one semester (when applicable),
and possibly judicial charges against the group or individual responsible.

- Glitter is prohibited in any application. Use of glitter will result in an automatic, minimum
cleaning fee of $100.00. The fee may be more if additional labor is required to get glitter
out of carpet and other surfaces.
- Curtains and blinds may not be removed or damaged.
- The only tape that is permitted for use on walls and windows in meeting rooms is
masking tape. Duct Tape and Scotch Tape is expressly forbidden as they damage
surfaces. Gaff Tape (available from the UC/RTH staff) may be used on carpets.
- Fire exits may not be blocked in any way.
- Cables and cords must be taped down (Gaffer’s Tape Only).
- Push-pins and/or staples may not be used to attach materials to the walls or ceilings.
- Scotch Tape and Duck Tape are very destructive and may not be used on ANY surface.
- Open flames are not permitted in the University Center or Rose Theatre, except for
candles in enclosed containers, used as centerpieces on dining tables. Under no
circumstances may hand-held tampers be used in initiation or other ceremonies inside any
facility.
- Balloons are not permitted in the lobby of the Rose Theatre or the atrium, theatre, or
ballroom in the University Center. When used in any of the other spaces, they may not
be tied to door handles, hinges, or hardware. All decorations and equipment used in
events must be removed immediately after the event unless prior arrangements have
been made. Items left more than five business days without approval, will be discarded.
- The hanging of scenery in the Rose Theatre must be approved at least ten business days
prior to the event date.

Eligibility for Space Usage (On-campus)
In order to reserve space as an on-campus client, an organization must be one of the following:
- Registered Student Organization (RSO)
- Campus department
- Other officially recognized campus organization or entity

Regular classes, laboratories, and tests for class for credit cannot be scheduled in the University
Center except during campus emergencies. Special class meetings or academic events may be
scheduled with the approval of the Provost and/or University Center Director.

Student organizations in the process of seeking registration with the office of Student Activities
will be permitted to apply for two reservations (meeting room and/or use of a publicity table in
the University Center atrium) for the purpose of interesting others in becoming members of the
organization. Any further requests must be made under the auspices of Office of Student
Leadership and Involvement (UC 211), if permitted at all.
The University Center reserves the right to assign spaces at our discretion in order to utilize space efficiently. Requested spaces request may not be honored. Please always double-check your confirmation.

**Eligibility for Space Usage (External Use)**
The primary mission of the University Center is to support the University community. However, our facilities are available for rental to external groups and individuals. The revenue generated through such rentals helps offset the cost of operation and enables us to keep costs low for campus users. External events must not contradict or distract from the educational mission of the institution and must follow all applicable campus policies.

Requests for use of the University Center or Rose Theatre by external clients must be approved by the Director of the University Center. Individuals and external organizations wishing to book an event on the University of Memphis campus should contact the Office of Campus Planning and Operations (CPO) at 901-678-5000.

**Extra Hours**
Request to open the building before or after normal building hours should be made at least ten days in advance to the University Center Scheduling Office (UC 255). If the request is approved, the sponsoring organization or department will be charged the following fee:

- On-campus Clients: $25.00 per hour for the first two hours, and $10.00 per hour for each additional hour.
- External Clients: $50.00 per hour.

**Fees**
The University Center and Rose Theatre have a three-tiered fee structure that reflects our mission:

**Tier One:** Registered Student Organizations and University Departments who are not charging admission or registration fees for their event are not charged for room rental or basic set-ups, or basic audio visual. They are charged a nominal labor fee for complex a/v set-ups, labor if a technician is required for the duration of their event, for special set-ups (such as the addition of a stage or dance floor), for lighting design, videography, and for the use major projectors in the Rose Theatre, UC Theatre, and UC Ballroom.

- **Tier Two:** Registered Student Organizations and University Departments who are charging admission or registration fees for their event are charged a nominal rental fee for the use of rooms in addition to the charged items listed under Tier One. This Tier is also applied to 501(c)3 Non-Profit Organizations.

- **Tier Three:** For-profit, external organizations and individuals are charged the highest rate for room rentals, labor, and equipment.

**Food Service**
In order to provide the best array of food products and services to the campus, the University of Memphis maintains an exclusive contract with a food service provider chosen through a
competitive-bid process. With few exceptions, the University’s contract gives Tiger Dining the exclusive right to provide **ALL** food service on the University of Memphis main campus.

Exceptions include the following:

- Campus organizations and external clients may purchase pizza, drinks, and related side items from the off-campus provider of their choice. Additional entrée items are prohibited. To request this exemption in the University Center or Rose Theatre, simply mark the “Pizza Exemption” box on your Reservation Request Form in the Food Service Section.
- Campus organizations may provide food and beverage from the vendor of their choice for meetings and events provided the total amount spent does not exceed $200. To request this exemption in the University Center or Rose Theatre, you must mark the “$200 Exemption” box on your Reservation Request Form in the Food Service Section. This exemption may NOT be combined with the pizza exemption defined above, and must cover all food-related spending for the event (including beverages and paper products). This exemption may not be used to supplement food or beverage ordered from Tiger Dining.
- Registered Student Organizations may conduct one bake sale per semester for organizational fundraising. Bake sales are permitted for homemade items only. They must be registered and space reserved through the University Center Scheduling Office (UC 255).

Tiger Dining has a well-trained staff and will work to provide you and your guests the highest level of food selection, service, and satisfaction. If they determine they cannot meet your needs for any reason (including the type of food requested or their volume of business) they will notify both you and the University of their decision, and you will be permitted to apply to use an outside caterer. Extra charges may apply when an outside caterer is allowed. **A late request is not an excuse for an exemption.**

Failure to follow the food service policy of the University may result in your inability to serve the food in question at your event, the cancellation of your event, and/or the loss of reservation privileges in the University Center and Rose Theatre.

To place an order with Tiger Dining, please call (901) 678-2046 or use the online ordering system, available at: [https://tigerdining.catertrax.com/](https://tigerdining.catertrax.com/)

**Inclement Weather**

It is the policy of the University of Memphis that if the University closes due to inclement weather or other emergency conditions, that all activities will be suspended, including events scheduled in the University Center and Rose Theatre by both internal and external clients. Room, labor, and/or equipment fees will not be charged for events cancelled prior to the reservation start time, by the University due to an inclement weather closing.
Notification of an emergency closing of the University will be made via the following modes of communication:

- The University’s special information line, 901-678-0888, will carry a message about the schedule change.
- The University’s website will carry the same message.
- The broadcast news media will be notified, and they will make periodic announcements regarding the closing.
- A text message will be sent to all subscribers of Tiger Text. Students, faculty, and staff may subscribe to Tiger Text online at: https://itweb2.memphis.edu/tigertext/index.php.

For more information, please see the University’s Emergency Closing Policy, available online, at: http://policies.memphis.edu/UM1531.htm.

**Late Night Parties and Dances (Policy under review- may change during 2013 school year)**
A late night party or dance is defined as a dance party, live band performance, or competition scheduled to end after midnight. Late Night Parties and Dances may be held in the Rose Theatre lobby by any registered student organization or department on campus provided all applicable policies and procedures are met.

- If admission is charged, a Solicitation of Funds form must be on file in the University Center Scheduling office before the event can be approved. The Solicitation of Funds Form is available online.
- Registered student organizations are limited to one late-night dance or party per semester.
- A sponsoring organization’s campus advisor and/or a fulltime, Student Affairs staff designee must be in attendance prior to and for the duration of the event. The advisor or staff designee is expected to maintain a presence in the area of the party and to assist University Center staff and security officials in the enforcement of all applicable policies.
- Sponsoring organizations and their advisors are responsible for ensuring that only individuals with current, valid University IDs are admitted to the event.
- All attendees must have a valid University of Memphis ID, and must present identification when asked. All advertising and promotional materials must clearly state the name of the sponsoring organization.
- If admission is charged, the sponsoring organization will be responsible for collecting money and handing out tickets.
- Students may not re-enter the facility once they have left.
- Dances must conclude by 1:00am and the building must be cleared by 1:30 a.m. After hours fees apply.
- The sponsoring organization is responsible for paying for officers, as determined by Police Services.
- Representatives from your organization must complete a Party Contract at the time of the reservation request and meet with the UC building management staff and a
member of Police Services to discuss the contract agreements and these guidelines at least half an hour before the event begins.

Additionally, the University Center will ensure that appropriate doors are locked, will display signs reading “No Alcohol” and “No Outside Containers” prominently at the entrance to the event.

All advertising for late night parties and dances must be confined to the University of Memphis campus. Flyers, handouts, the Helmsman, on-campus TV channels and campus radio are all acceptable. The discovery of off-campus advertising will result in the immediate cancellation of the event and the sponsoring organization will still be responsible for the charges as outlined in the University Center Cancellation Policy.

Outdoor Activities
Campus departments and student organizations wishing to reserve the Alumni Mall, Student Plaza, or the grassy “Amphitheatre” on the east side of the University Center must complete the normal scheduling process. Events are permitted in these outdoor areas, provided they do not block access to the entrances or fire lanes of the University Center or Rose Theatre.

Outdoor Activities, like all special events, must be requested a minimum of ten (10) business days prior to the event. Outdoor Step shows are generally permitted on the Student Plaza on Fridays between 12:30 and 1:30 pm, after receiving written approval from the Assistant Vice President of Student Affairs for Campus Services or his/her designee. Rain plans should be made in advance for all outdoor activities.

Music used for outdoor amplification may not contain racial slurs or other language that is inappropriate for an open, public venue. Music may start promptly at 12:30pm and must end at exactly 1:30pm or before.

Failure to co-operate with Police Service and/or University staff may result in the event being halted and/or the sponsoring organization’s reservation privileges being terminated.

If Police Services determines that officers are required for an outdoor activity beyond what is provided during their normal patrols, the sponsoring organization will be responsible for the additional charges (see “Special Security” below).

Outdoor Amplification
Due to the compact nature of the University of Memphis campus, outdoor amplification is not generally approved during class hours. A little more leeway may be granted during the first week of the fall semester. During the rest of the year, exceptions are generally considered for Fridays between 12:30 and 1:30 p.m. Other requests will be considered, but are rarely approved during class times, except for major campus events. To request outdoor amplification, please mark the “Outdoor Amplification Requested” box on your Reservation
Request in Virtual EMS. Approval must be granted before outdoor amplification is allowed. Unapproved events will be interrupted and shut down.

Parking
If off-campus guests are expected to attend an event in the University Center or Rose Theatre, parking must be taken into consideration during the planning process. The Zach Curlin Parking Garage is connected to both facilities via covered walkways and is available for individual. Special event parking, guest passes, hourly, and pre-paid, open parking are all options, depending on the type of event and the number of off-campus attendees expected. An event coordinator can explain the options, pricing, and make the necessary arrangements with Parking Services.

Practice Spaces
The Beale room in the University Center is designed specifically for groups to practice for step shows and musical performances. It has specially insulated floors and walls to keep noise from disturbing other building users. While it can be used for other purposes (such as meetings), the scheduling priority for this space is organizational practices.

Groups desiring to utilize the Beale Room in the University Center must complete a University Center Scheduling form, a minimum of two business days prior to their scheduled practice. These spaces are available on a first-come, first-served basis, and may be booked for a maximum of three times per week, two hours at a time, for no more than one semester at a time. Special exceptions may be made for groups that are within two weeks of their performance dates, if the space is available.

Practice space is also available in the Roane Field House without the maximum request limitation.

Performance and Special Events Spaces
The University Center Theatre, Ballroom, and the Rose Theatre are designed for performances and special events; they are limited resources on the University of Memphis campus. As a result, they may not be booked for routine and recurring meetings. If no other space is available, an organization may request a performance or special event space for a recurring meeting. If it is available, it will be tentatively booked for the meeting and confirmed only when the requested date is one month out. A request to use the space for a campus-wide performance or university special event will supersede the tentative reservation until it is confirmed.

Scheduling Priorities
The University Center and Rose Theatre must balance many constituencies: individual students and registered student organizations, University departments, faculty, staff, alumni, the community, and other external clients. Because the construction of the University Center and Rose Theatre was funded through a special student debt-service fee (no university general
funds or state appropriations were used), our highest priority is to serve the student body. As a result, we have developed the following scheduling priority system:

- **Registered Student Organizations** may request space up to six months in advance. In addition, they may request one regular meeting per week at the beginning of the fall semester for the entirety of the school year.
- **University Departments and Organizations** may request space up to five months in advance.
- **External Groups** and Individuals may request space up to four months in advance.

We recognize that for a variety reasons, some events must be scheduled further in advance than this policy allows. Requests for exceptions to the timelines established above may be made in writing to the Director of the University Center, and will be considered on a case-by-case basis. The University Center reserves the right to alter the above scheduling priority system during the summer and other class break periods.

Regular classes, laboratories, and tests for class for credit cannot be scheduled in the University Center except during campus emergencies. Special class meetings or academic events may be scheduled with the approval of the Director or his/her designee.

Excessive reservation requests from a single department or organization, especially during peak building usage periods, may be denied or delayed at the discretion of the Director of the University Center.

**Special Security**
The safety and security of students, faculty, administrators, staff, and visitors during events taking place at the University is paramount. Many events that occur in the University Center require special security. When warranted, the University Center Meeting and Event Staff will contact Police Services to determine if special security is required, and if so, how many officers. The decision to require special security and the number of officers needed is at the sole discretion of the Director of Police Service or his/her designee. The sponsoring organization will receive an estimate for the cost of security and will be billed for the actual cost of the officers with their other event charges.

The factors considered in determining the need for special security services include the anticipated number of participants/attendees, target audience, details and related activities associated with the event, safety and security of the particular venue/facility, magnitude and promotion of the event and the history of any security-related issues at other events involving the performing artist.

Special security is deemed necessary for most dances, parties, “after-hours” events, major entertainment events and events advertised externally where the non-university public is invited.
Events which do not typically require event security include organizational meetings, lectures, films, and performances.

If requested, the Director of Police Services, or designee, is available to review with the event sponsor the need for additional officers or other security aspects of the event. For more information, see the University of Memphis Special Security Policy, available online at: http://policies.memphis.edu/UM1679.htm.
### UNIVERSITY CENTER & ROSE THEATRE FEE STRUCTURE

**TIER ONE: On Campus Use - No Admission/Registration Charged**

<table>
<thead>
<tr>
<th>University Center Room Rental</th>
<th>½ Day</th>
<th>Full Day*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beale Room (UC 363)</td>
<td>No Charge</td>
<td>No Charge</td>
</tr>
<tr>
<td>Bluff Room (UC 304)</td>
<td>No Charge</td>
<td>No Charge</td>
</tr>
<tr>
<td>Conference Rooms (UC 203/208/359)</td>
<td>No Charge</td>
<td>No Charge</td>
</tr>
<tr>
<td>Fountain View Suite – Round (UC 350) AND Board Room (UC 352)</td>
<td>No Charge</td>
<td>No Charge</td>
</tr>
<tr>
<td>Fountain View Suite – Round (UC 350) OR Board Room (UC 352)</td>
<td>No Charge</td>
<td>No Charge</td>
</tr>
<tr>
<td>Iris Room (UC 338)</td>
<td>No Charge</td>
<td>No Charge</td>
</tr>
<tr>
<td>Memphis Room Sections A or B (UC 340A or B)</td>
<td>No Charge</td>
<td>No Charge</td>
</tr>
<tr>
<td>Memphis Room (UC 340)</td>
<td>No Charge</td>
<td>No Charge</td>
</tr>
<tr>
<td>Poplar Room (UC 308)</td>
<td>No Charge</td>
<td>No Charge</td>
</tr>
<tr>
<td>River Room (UC 300)</td>
<td>No Charge</td>
<td>No Charge</td>
</tr>
<tr>
<td>Senate Chamber (UC 261)</td>
<td>No Charge</td>
<td>No Charge</td>
</tr>
<tr>
<td>Shelby Room (UC 342)</td>
<td>No Charge</td>
<td>No Charge</td>
</tr>
<tr>
<td>University Center Grand Ballroom (UC 320)</td>
<td>No Charge</td>
<td>No Charge</td>
</tr>
<tr>
<td>University Center Ballroom Sections A, B, OR C (UC 320)</td>
<td>No Charge</td>
<td>No Charge</td>
</tr>
<tr>
<td>University Center Theatre (UC 145)</td>
<td>No Charge</td>
<td>No Charge</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rose Theatre Room Rental</th>
<th>½ Day</th>
<th>Full Day*</th>
</tr>
</thead>
<tbody>
<tr>
<td>RTH Entertainment Lobby (RTH 110)</td>
<td>No Charge</td>
<td>No Charge</td>
</tr>
<tr>
<td>RTH Main Lobby (RTH 100)</td>
<td>No Charge</td>
<td>No Charge</td>
</tr>
<tr>
<td>RTH Main Stage (RTH 100- includes entire facility)</td>
<td>No Charge</td>
<td>No Charge</td>
</tr>
</tbody>
</table>
**TIER ONE: On Campus Use- No Admission/Registration Charged (cont.)**

<table>
<thead>
<tr>
<th><strong>Equipment Rental and Labor</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Hours</td>
<td>$25.00 up to two hours</td>
</tr>
<tr>
<td></td>
<td>$10.00 per hour over two hours</td>
</tr>
<tr>
<td>Balloon Removal</td>
<td>$100.00 (labor)</td>
</tr>
<tr>
<td>Conference Phone</td>
<td>Installation cost</td>
</tr>
<tr>
<td>Dance Floor</td>
<td>$40.00 (labor)</td>
</tr>
<tr>
<td>Event Technicians</td>
<td>$10.00 per hour</td>
</tr>
<tr>
<td>Portable Sound System or On-Stage Monitoring System</td>
<td>$100.00</td>
</tr>
<tr>
<td>Projector- (UC Ballroom, UC Theatre, Rose Theatre)</td>
<td>$15.00 per hour of reservation</td>
</tr>
<tr>
<td>Specialty Gel Colors</td>
<td>$10.00 per item</td>
</tr>
<tr>
<td>Stage</td>
<td>$40.00 (labor)</td>
</tr>
</tbody>
</table>

* Full Day = 4 or more hours
## TIER TWO: On Campus Use—Campus Admission Charged & Off Campus Non-Admission Charged, Non-Profit (501c3) Use

<table>
<thead>
<tr>
<th>University Center Room Rental</th>
<th>½ Day</th>
<th>Full Day*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beale Room (UC 363)</td>
<td>$50.00</td>
<td>$75.00</td>
</tr>
<tr>
<td>Bluff Room (UC 304)</td>
<td>$70.00</td>
<td>$120.00</td>
</tr>
<tr>
<td>Conference Rooms (UC 203/208/359)</td>
<td>$20.00</td>
<td>$30.00</td>
</tr>
<tr>
<td>Fountain View Suite – Round (UC 350) AND Board Room (UC 352)</td>
<td>$210.00</td>
<td>$210.00</td>
</tr>
<tr>
<td>Fountain View Suite – Round (UC 350) OR Board Room (UC 352)</td>
<td>$150.00</td>
<td>$150.00</td>
</tr>
<tr>
<td>Iris Room (UC 338)</td>
<td>$35.00</td>
<td>$60.00</td>
</tr>
<tr>
<td>Memphis Room Sections A or B (UC 340A or B)</td>
<td>$35.00</td>
<td>$60.00</td>
</tr>
<tr>
<td>Memphis Room (UC 340)</td>
<td>$70.00</td>
<td>$120.00</td>
</tr>
<tr>
<td>Poplar Room (UC 308)</td>
<td>$35.00</td>
<td>$60.00</td>
</tr>
<tr>
<td>River Room (UC 300)</td>
<td>$90.00</td>
<td>$150.00</td>
</tr>
<tr>
<td>Senate Chamber (UC 261)</td>
<td>$70.00</td>
<td>$120.00</td>
</tr>
<tr>
<td>Shelby Room (UC 342)</td>
<td>$50.00</td>
<td>$75.00</td>
</tr>
<tr>
<td>University Center Grand Ballroom (UC 320)</td>
<td>$450.00</td>
<td>$450.00</td>
</tr>
<tr>
<td>University Center Ballroom Sections A, B, OR C (UC 320)</td>
<td>$150.00</td>
<td>$150.00</td>
</tr>
<tr>
<td>University Center Theatre (UC 145)</td>
<td>$180.00</td>
<td>$300.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rose Theatre Room Rental</th>
<th>½ Day</th>
<th>Full Day*</th>
</tr>
</thead>
<tbody>
<tr>
<td>RTH Entertainment Lobby (RTH 110)</td>
<td>$55.00</td>
<td>$90.00</td>
</tr>
<tr>
<td>RTH Main Lobby (RTH 100)</td>
<td>$70.00</td>
<td>$120.00</td>
</tr>
<tr>
<td>RTH Main Stage (RTH 100- includes entire facility)</td>
<td>$350.00</td>
<td>$600.00</td>
</tr>
<tr>
<td>Equipment Rental and Labor</td>
<td>Costs</td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------------------------</td>
<td>------------------------</td>
<td></td>
</tr>
<tr>
<td>Additional Hours</td>
<td>§ $25.00 up to two hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td>§ $10.00 per hour over two hours</td>
<td></td>
</tr>
<tr>
<td>Balloon Removal</td>
<td>§ $100.00 (labor)</td>
<td></td>
</tr>
<tr>
<td>Conference Phone</td>
<td>§ Installation cost</td>
<td></td>
</tr>
<tr>
<td>Dance Floor</td>
<td>§ $40.00 (labor)</td>
<td></td>
</tr>
<tr>
<td>Event Technicians</td>
<td>§ $10.00 per hour</td>
<td></td>
</tr>
<tr>
<td>Portable Sound System/on-Stage Monitoring System</td>
<td>§ $100.00</td>
<td></td>
</tr>
<tr>
<td>Projector- (UC Ballroom, UC Theatre, Rose Theatre)</td>
<td>§ $15.00 per hour</td>
<td></td>
</tr>
<tr>
<td>Specialty Gel Colors</td>
<td>§ $10.00 per item</td>
<td></td>
</tr>
<tr>
<td>Stage</td>
<td>§ $40.00 (labor)</td>
<td></td>
</tr>
</tbody>
</table>

* Full Day = 4 or more hours
# TIER THREE: Off Campus Use—Business, Corporate, Group, Admission Charged External, and Individual Use

<table>
<thead>
<tr>
<th>University Center Room Rental</th>
<th>½ Day</th>
<th>Full Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beale Room – UC 363</td>
<td>$150.00</td>
<td>$250.00</td>
</tr>
<tr>
<td>Bluff Room – UC 304</td>
<td>$240.00</td>
<td>$400.00</td>
</tr>
<tr>
<td>Conference Rooms – UC 203, 208</td>
<td>$60.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>Fountain View Suite – Round (UC 350) and Board Room (UC 352)</td>
<td>$700.00</td>
<td>$700.00</td>
</tr>
<tr>
<td>Fountain View Suite – Round (UC 350) or Board Room (UC 352)</td>
<td>$500.00</td>
<td>$500.00</td>
</tr>
<tr>
<td>Iris Room – UC 338</td>
<td>$120.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>Memphis Room Sections A or B – UC 340</td>
<td>$120.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>Memphis Room AB – UC 340</td>
<td>$240.00</td>
<td>$400.00</td>
</tr>
<tr>
<td>Poplar Room – UC 308</td>
<td>$120.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>River Room – UC 300</td>
<td>$300.00</td>
<td>$500.00</td>
</tr>
<tr>
<td>Senate Chamber – UC 261</td>
<td>$240.00</td>
<td>$400.00</td>
</tr>
<tr>
<td>Shelby Room- UC 342</td>
<td>$150.00</td>
<td>$250.00</td>
</tr>
<tr>
<td>University Center Ballroom ABC – UC 320</td>
<td>$1500.00</td>
<td>$1500.00</td>
</tr>
<tr>
<td>University Center Ballroom Sections A, B, or C – UC 320</td>
<td>$500.00</td>
<td>$500.00</td>
</tr>
<tr>
<td>University Center Theatre – UC 145</td>
<td>$600.00</td>
<td>$1000.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rose Theatre Room Rental</th>
<th>½ Day</th>
<th>Full Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>RTH Entertainment Lobby</td>
<td>$180.00</td>
<td>$300.00</td>
</tr>
<tr>
<td>RTH Main Lobby</td>
<td>$240.00</td>
<td>$400.00</td>
</tr>
<tr>
<td>RTH Main Stage (includes entire facility)</td>
<td>$1200.00</td>
<td>$2000.00</td>
</tr>
</tbody>
</table>
### TIER THREE: Off Campus Use—Business, Corporate, Group, Admission Charged External, and Individual Use

<table>
<thead>
<tr>
<th>Equipment Rental and Labor</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Hours</td>
<td>$50.00 up to 2 hours</td>
</tr>
<tr>
<td></td>
<td>$15.00 per hour over 2 hours</td>
</tr>
<tr>
<td>Balloon Removal</td>
<td>$100.00 (labor)</td>
</tr>
<tr>
<td>Conference Phone</td>
<td>$ Installation cost</td>
</tr>
<tr>
<td>Dance Floor</td>
<td>$60.00 (labor)</td>
</tr>
<tr>
<td>Event Technicians</td>
<td>$15.00 per hour</td>
</tr>
<tr>
<td>On-Stage Monitoring System</td>
<td>$200.00</td>
</tr>
<tr>
<td>Projector – UC Ballroom and Theatre</td>
<td>$30.00 per hour/$180 max per projector per day</td>
</tr>
<tr>
<td>Specialty Gel Colors</td>
<td>$15.00 per item</td>
</tr>
<tr>
<td>Stage</td>
<td>$60.00 (labor)</td>
</tr>
</tbody>
</table>