

UNIVERSITY OF NORTH CAROLINA at CHAPEL HILL
FEDEX GLOBAL EDUCATION CENTER
USE POLICY

DESCRIPTION OF THE FEDEX GLOBAL EDUCATION CENTER (GEC)

The FedEx Global Education Center, opened in 2007, serves as the University's vibrant hub of international research, teaching, public service and cultural exchange. Housed within the Center are twelve units dedicated to global education. Not only does the GEC offer classroom space, but it also welcomes visitors to enjoy cultural events and other educational opportunities with an international focus. The Center features functional seminar and conference rooms, high tech classrooms, an expansive and welcoming atrium, a large auditorium, elegant outdoor patios and an inviting café.

GENERAL CONSIDERATIONS

Use of meeting/event space within the building is typically available only for units housed within the Global Education Center (referred to as "GEC units"). The GEC Events Manager, in consultation with the Chief International Officer and the Senior Associate Dean for International Programs in the College of Arts and Sciences, will make final determination about the use of the Center. All users of the Global Education Center must agree to abide by all relevant University policies, including those relating to matters of safety, parking, liability, non-discrimination, non-disturbance, civil obedience, use of University grounds, and food, beverage and alcohol use.

The facility is not intended for social events or fundraisers hosted by student groups, non-university social events or programs conducted for personal financial gain. All printed materials including invitations and public relations efforts relating to the event must refer to the GEC in the following way: FedEx Global Education Center, The University of North Carolina at Chapel Hill.

The GEC is an excellent place to host events, but please keep in mind that it is not a conference facility. The GEC does not have permanent staff to set-up, clean or help run events; therefore user groups are responsible for these tasks.

RESERVATIONS

Reservations for rooms within the Global Education Center can only be made by departments with offices in the GEC. To reserve event or meeting space, these departments must log in and complete the form at <https://global.unc.edu/ems>. Room availability can also be viewed at this site.

Room Rental

There are currently no room rental charges for use of the Global Education Center. Common space of the Global Education Center (interior and exterior) may be reserved but please keep in mind that these areas are open to the general public; therefore events in these spaces are subject to distraction from people walking through, noise from nearby conversations and the possibility of uninvited guests. These spaces include the atrium (which includes the second floor balcony) and outdoor patio. Events may not take place in the atrium Monday through Friday 8am-5pm. Formal catering is prohibited in the DeBerry Board Room and Conference Rooms 2008 and 2010. Boxed lunches and light snacks are acceptable.

Please be considerate of others when hosting your event. Close the door(s) to your event space to prevent noise from disturbing nearby offices. Do not use workrooms or break rooms belonging to a GEC department without permission. If you need help with technology or have event questions, please see the building receptionist on the first floor; do not interrupt staff in nearby offices.

Catering Kitchen

A catering kitchen is available to users reserving a room. The kitchen is not fully equipped to prepare meals but is appropriate for warming, heating and serving meals. Cooking by use of hotplates, grills, griddles or any equipment not already provided in the kitchen is prohibited in the GEC but may be allowed outside the building. Caterers should consult the GEC Caterer Memorandum of Agreement located <http://global.unc.edu/files/2013/03/Caterer-Contract.pdf> for details.

Groups reserving this space are required to clean the kitchen, leaving it in superior condition. This includes removing all trash/recycling, removing all non-GEC items from the kitchen, wiping down tables and other hard surfaces, and sweeping/mopping as necessary. If used, the kitchen cart must be wiped down and left clean. The catering kitchen contains some items available for use by everyone, including cleaning supplies, to-go containers, tablecloths and vases. These items must be returned as found. If tablecloths are borrowed, they should be cleaned and returned the following day. Please do not

use other items in the kitchen that are not clearly marked for public use. All food and event materials must be removed from the kitchen at the end of the event.

Caterers

Caterers must be approved (annually) by the GEC Events Manager prior to providing services. View a list of approved caterers at <http://global.unc.edu/about/fedex-global-education-center/fedex-global-education-center-approved-caterers/>. To use a caterer not on this list, please have them complete the Caterer Memorandum of Agreement located <http://global.unc.edu/files/2013/03/Caterer-Contract.pdf>.

GEC Equipment Available

GEC users must reserve equipment in advance to guarantee availability. All equipment must be reserved through Holt Woodruff at (919) 962.2435 or holt@unc.edu. Sign holders in the elevators are available on a first-come basis and do not need to be reserved. Make sure you remove your sign at the end of your event and make sure the directory is back in place.

Tables and Chairs

Tables (6 foot rectangular and 60 inch round) and chairs (black heavy plastic) are available for use. The user group must supply tablecloths or other necessary accessories. Tablecloths may be available in the catering kitchen but cannot be reserved. The GEC has approximately six 6 foot tables, one 4 foot adjustable table and 32 round 60 inch tables. ***The user group is responsible for the set-up of tables and chairs and must break them down and return them to their proper place of storage at the completion of the event.*** Tables should be cleaned after each event. If you need help setting up or taking down tables and chairs, consider hiring TROSA (<http://www.trosainc.org/trosa-moving-storage>). Note that your events coordinator must be on site while TROSA is in the building.

Podiums

A large podium on wheels is available. It has a reading light and can be raised or lowered to accommodate height differences. The podium is primarily available for use in the auditorium but can be available for events in the atrium or fourth floor. A small table top podium is available for use on the fourth floor.

Portable Speaker System with Microphones

This system includes two speakers, two handheld microphones (wired) and two lapel microphones (wireless). It may be used in any GEC room that does not have a sound system or on the patio or grassy area directly outside the building.

Sign Posts

Sign posts are available to highlight your event to guests. Sign posts hold an 8.5" x 11" sheet of paper vertically.

Stanchions (Crowd Control)

To help control a crowd or to help direct your guests, stanchions with 7-foot retractable belts are available.

Security Services

The Global Education Center is officially open weekdays from 8am to 9:30pm and Saturdays from 8am to 5pm, except on University holidays, football weekends and reduced summer hours. The building will be unlocked and open to the public during these times. All events taking place after 5pm or on the weekend, including time for set-up and clean-up, require security which must be reserved through holt@unc.edu when you request event space and must be paid for by the user group. Security must be reserved at least four weeks in advance. DPS charges \$16 per hour for each security officer with a four (4) hour minimum. You will receive notification of a transfer from an FRS account or an invoice by Holt Woodruff at least two weeks prior to your event. If you have questions, please contact Holt at (919) 962.2435.

Housekeeping Service

Housekeeping provides general cleaning services (restrooms, etc.) for the Global Education Center Sunday through Thursday evenings. User groups should not rely on regularly scheduled housekeeping to clean up after an event. Users are responsible for **taking ALL trash** (including trash from the kitchen) to the dumpsters in Beard Lot behind the GEC and must wipe down tables and return tables and chairs to their original location and configuration. Users may lose reservation privileges if reserved rooms are regularly left untidy or if the tables and chairs are not returned to their appropriate locations.

Non-GEC units are **required** to hire housekeeping if the event includes food and takes place anytime Friday evening through Sunday. We recommend that GEC units also hire housekeeping but do not require it. To hire housekeeping, groups should complete the reservation form at <http://portal.facilities.unc.edu/masterpg/hkRequest.aspx> and should include all rooms used, such as restrooms, common areas and event space. Housekeeping must clean after the event but before 7am the following day. If the event ends before 5pm, user groups should ensure that another event will not take place when housekeeping plans to clean. This can be determined by consulting the room availability page at <https://global.unc.edu/ems> or by contacting Holt Woodruff at holt@unc.edu or (919) 962.2435.

ADDITIONAL CONSIDERATIONS

Audio Visual Equipment

Before requesting event space, please determine your Audio Visual needs and the room that best accommodates those requirements. To learn about the technological capabilities for each room in the Global Education Center, please visit <http://global.unc.edu/about/fedex-global-education-center/room-request/>. Remember to bring spare 9V batteries for microphones. Contact Holt Woodruff during regular business hours at (919) 962.2435 for AV questions. If you have technical trouble during an event, please pick up the red phone in the room or contact the ITS hotline directly at (919) 962.1450. To request on-site technical assistance for your event, contact Gina Platz at gina@email.unc.edu at least two weeks prior to your event. AV training is available in advance of your event. If training is needed, please contact holt@unc.edu to set up an appointment.

Rentals/Deliveries

At the end of your event, please remove all equipment and materials that do not belong to the GEC. Outside rentals must be removed immediately after the event or picked up before the use of the room the following day (with permission from the Events Manager). The GEC Events Coordinator must be informed the day and time rentals will be delivered and picked up. Items borrowed from the GEC, including tables and chairs, must be returned to their appropriate locations.

Plants/Furniture Removal

Plants in the GEC are delicate and should not be moved. If you need the plants relocated for your event or need to have the large upholstered furniture rearranged, please contact Jim McHale, Building Manager, at (919) 259.8065 prior to your event.

Liability

The Global Education Center cannot assume responsibility for personal property and/or equipment. Users will be liable for damage to the premises and will be charged accordingly.

Fundraising/Charging for Events

In conjunction with University policy, fundraisers within the GEC must be hosted by non-student University sponsored groups (as defined in the University's Facilities Use Policy) for the benefit of the University of North Carolina at Chapel Hill. Alcohol may not be served at fundraising events. Students may not host fundraisers in the GEC. For a more specific explanation of the policy, please contact the University Counsel office.

Parking

The GEC parking deck (entrance on Pharmacy Lane) is available Monday through Friday until 5pm for permit holders only. General parking is available at no charge in the GEC parking deck on weekends and after 5pm on weekdays on a first-come basis unless otherwise reserved. Parking will not be available during UNC football games. To request guaranteed parking, event hosts must contact the Department of Public Safety (DPS). A fee is required for guaranteed parking through DPS. Learn more at <http://www.dps.unc.edu/Forms/specialevents/allspecialevents.cfm> or call (919) 962.3951.

*Caterers arriving before 5pm on weekdays will also need parking. Vendor permits can be purchased from DPS for \$7 per day.

CONTACT NUMBERS:

<p>Receptionist, Holt Woodruff For questions regarding room reservations or AV. 962.2435 or holtwoodruff@unc.edu</p> <p>ITS – Classroom Hotline If you have trouble with technology. 962.1450</p> <p>Building Manager, Jim McHale To report damages, spills or building features not working properly. 962.0367 work, 259-8065 cell, Jim.McHale@unc.edu</p>	<p>Manager of Global Events and Exhibitions, Ingrid Smith For questions or emergencies related to your event. 962.0299 work, 627.0447 cell, ingrid.smith@unc.edu</p> <p>Security & Parking If you have hired security or a parking monitor through the Department of Public Safety and that person has not arrived at the scheduled time, contact the number below. 962.8100</p> <p>5/1/14</p>
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In compliance with the foregoing Global Education Use Policy, and in consideration of being allowed to use the premises in accordance with that Policy, the undersigned agrees with all conditions and terms set forth for the current fiscal year.

ORGANIZATION/UNIT _____

UNC ACCOUNT # _____

We will use the supplied account # for every event hosted by this unit unless an alternate account # is provided for specific events

NAME & TITLE _____

TELEPHONE _____

EMAIL ADDRESS _____

MAILING ADDRESS _____

SIGNATURE _____

DATE _____

I have read and understand the Global Education Center's Policy on the Use of Alcoholic Beverages.
_____ (initial)

Please retain a copy of this contract for your records. Sign this page (with initial of Policy on the Use of Alcoholic Beverages), initial the previous pages where indicated and return this entire contract to:

Ingrid Smith, Events Manager | FedEx Global Education Center
Campus Box 5145 | Chapel Hill, NC 27599-5145
ingrid.smith@unc.edu or (919) 843-4814 fax