



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

DESCRIPTION OF THE FEDEX GLOBAL EDUCATION CENTER

The FedEx Global Education Center provides an inviting environment that expands upon the University's public service mission domestically and across the globe. The building was constructed in 2007 as a tangible demonstration of the University's commitment to global education. The building includes classrooms, seminar and conference rooms, an expansive atrium, a large auditorium, outdoor patios and a café. The building hosts hundreds of events each year, with community programming ranging from lectures and performances to conferences and art exhibitions.

The FedEx Global Education Center brings together three major components of global education: student and faculty services, academic instruction, and programs and research. Centers, institutes, and offices housed in the building work pan-university to support the globalization of the campus. This 80,000 square-foot, mixed-use space is home to UNC Global and houses thirteen units dedicated to global education.

GENERAL CONSIDERATIONS

Use of meeting/event space within the building is typically available only for units housed within the FedEx Global Education Center (for a list of units, please consult the FedEx Global Education Center Building Directory). Manager of Global Events and Exhibitions for UNC Global, in consultation with the Chief International Officer and the Senior Associate Dean for Social Sciences and Global Programs in the College of Arts and Sciences, will make final determination about the use of the FedEx Global Education Center. All users of the FedEx 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 FedEx Global Education Center in the following way: FedEx Global Education Center, The University of North Carolina at Chapel Hill. The building reserves the right to restrict the sale of certain materials. Please contact the Manager of Global Events and Exhibitions with questions.

The FedEx Global Education Center is an excellent place to host events, but please keep in mind that it is not a conference facility. The FedEx Global Education Center 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 FedEx Global Education Center can only be made by departments with offices in the FedEx Global Education Center. A representative from the hosting unit needs to be present during the entire duration of the event.

Room Rental

There are currently no room rental charges for use of the FedEx Global Education Center. Common space of the FedEx 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, unless special approval is received from the Manager of Global Events and Exhibitions on the Global Relations team in UNC Global.

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 FedEx Global Education Center 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 FedEx Global Education Center but may be allowed outside the building. Caterers should consult the FedEx Global Education Center Caterer Memorandum of Agreement for details. Groups reserving this space are required to clean the kitchen, leaving it in superb condition. This includes removing all trash/recycling and disposing of it in the Beard Lot dumpsters, removing all non-FedEx Global Education Center items from the kitchen, wiping down tables and other hard surfaces, and sweeping/mopping as necessary. If used, the kitchen carts must be wiped down and left clean. The catering kitchen contains cleaning supplies available to use by everyone. These items must be returned as found. 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. Unlabeled food left in catering kitchen is subject to disposal.

Caterers

Caterers must be approved (annually) by the Manager of Global Events and Exhibitions prior to providing services. A list of approved caterers can be found on UNC Global's website. To use a caterer not on this list, please contact the Manager of Global Events and Exhibitions, who will begin the approval process with the caterer. The caterer will need to complete the Caterer Memorandum of Agreement.

FedEx Global Education Center Equipment Available

FedEx Global Education Center 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.

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. The FedEx Global Education Center has approximately six 6-foot tables, one 4-foot adjustable table, 25 60-inch round tables and 6 cocktail tables and 150 black chairs. 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 or Bellhops. Note that your event coordinator must be on site while the moving company is in the building.

Podiums

A large wooden podium on wheels and a metal podium are available. The wooden podium is primarily available for use in the auditorium but can be available for events in the atrium or fourth floor. The metal podium is for use throughout the building. A small tabletop 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 FedEx Global Education Center room that does not have a sound system or on the patio or grassy area directly outside the building. Please contact Holt Woodruff at 919.962.2435 or holt@unc.edu to reserve this equipment.

Stanchions (Crowd Control)

To help control a crowd or to help direct your guests, stanchions with 7-foot retractable belts are available. Please contact Holt Woodruff at 919.962.2435 or holt@unc.edu to reserve this equipment.

Security Services

The FedEx Global Education Center is officially open weekdays from 7:30 a.m. to 9:00 p.m. and Saturdays from 8am to 4:30 p.m., 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 outside of public hours, including time for set-up and clean-up, require security, which must be reserved through Holt Woodruff (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 UNC account or an invoice by Holt Woodruff at least two weeks prior to your event. If you have questions, please contact Holt Woodruff at 919.962.2435.

Housekeeping Service

Housekeeping provides general cleaning services (restrooms, etc.) for the FedEx 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 FedEx Global Education Center 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 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 housekeeping request reservation form and should include all rooms used, such as restrooms, common areas and event space. Housekeeping must clean after the event but before 7 a.m. 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 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 FedEx Global Education Center, please visit <http://global.unc.edu/about/fedex-global-education-center/room-request/>. Bring spare AA and AAA 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. AV training is recommended and available in advance of your event. Contact Holt Woodruff at holt@unc.edu or 919.962.2435 to set up an appointment.

Rentals/Deliveries

At the end of your event, remove all equipment and materials that do not belong to the FedEx Global Education Center. 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 Manager of Global Events and Exhibitions). The FedEx Global Education Center Manager of Global Events and Exhibitions must be informed the day and time rentals will be delivered and picked up. Items borrowed from the FedEx Global Education Center, including tables and chairs, must be returned to their appropriate locations.

Plants/Furniture Removal

Plants in the FedEx Global Education Center 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 FedEx 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

Fundraisers within the FedEx Global Education Center should be hosted for the benefit of the University of North Carolina at Chapel Hill or an affiliate of the University.

Parking

The FedEx Global Education Center parking deck, known as McCauley Deck, with its entrance on Pharmacy Lane, is available Monday through Friday until 5 p.m. for permit holders only. General parking is available at no charge in the FedEx Global Education Center parking deck on weekends and after 5 p.m. 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. Reserve space through UNC Transportation and Parking's Department Event Request Form 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. License plate numbers need to be provided for each vendor permit.

CONTACT NUMBERS:

Room reservations or A/V support

Holt Woodruff, facility support
919.962.2435 or holt@unc.edu

Report damages, spills, or malfunctioning

Jim McHale, facility manager
919.962.0367 (work), 919.259.8065 (cell)
jim_mchale@unc.edu

Classroom technology support

ITS – Classroom Hotline
919.962.1450

Event questions or emergencies

Ingrid Smith, global events and exhibitions manager
919.962.0299 (work), 919.627.0447 (cell)
ingrid.smith@unc.edu

Security & Parking

UNC Department of Public Safety
919.962.8100

In compliance with the foregoing FedEx Global Education Center Use Policy, and in consideration of being allowed to use the premises in accordance with that Policy, the undersigned agrees to 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 on Policy on the Use of Alcoholic Beverages), initial the previous pages where indicated and return this entire document to:

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