



FACILITY USE AGREEMENT

FedEx Global Education Center

Reserving space at in the FedEx Global Education Center

In the wake of budget cuts, the Office of the Vice Provost for Global Affairs is in the process of developing a new policy for using space in the Global Education Center. The new policy will be consistent with facility-use policies across campus. The GEC is currently available to members of UNC Global housed in the GEC and to campus partners carrying out global projects funded by the Chancellor’s Global Education fund.

Hosting units agree to abide by all relevant University policies.

Room Rentals and Pricing: Rental fees are waived for University units housed within the GEC.

- Outdoor Patio/Courtyard \$300
- Atrium 1001 \$400
- Classroom 1005 \$300
- Classroom 1009 \$75/hour
- Nelson Mandela Auditorium (1015) \$500
- Catering Kitchen 1106 \$200
- Conference Rooms 2008 and 2010 \$200/each or \$250 when combined.
- Classroom Rooms 3024 and 3033 \$200
- Conference Room 4003 \$600

Guidelines for Facility Use:

The hosting unit will need to be on-site throughout the event. The hosting unit must also agree to meet with movers, catering companies, rental companies, etc.



Tables and chairs are available to rent from the Global Education Center. Rental fees are waived for University units housed within the GEC.

• 60” round tables	\$4/each	25 available
• Chairs (60” rounds = 6 seats per table)	50¢/each	150 available
• 6’ tables	\$4/each	6 available
• Podium	\$50	1 standing, 1 desktop
• Sign posts	\$10/each	
• Stanchions	\$5/each	

If additional tables and chairs are needed, please contact UNC Facilities, Moving Crew Coordinator: Nancy Burton, nburton@fac.unc.edu 919-962-6586. Requests should be made at least 3 weeks before your event. UNC Facilities delivers 6’ x 3’ rectangle size tables and chairs, but they do not set up or break down tables or chairs.

Move Request Form : <https://portal.facilities.unc.edu/masterpg/hkM ove.aspx>

Mover fees for the delivery of tables is a separate charge from the rental rate. The cost is \$52/hour per mover with two movers required for drop off (\$104) and pick up (\$104).

Security

For University units housed within the GEC, Security is not required of a hosting unit. If the hosting unit would like to request Security services, GEC staff will coordinate these for the hosting unit. An administrative fee of 10% of the total cost of the hours of Security service will apply.

Security requires a 5-hour minimum Monday – Friday and an 8 hour minimum on Saturday and Sunday. The rate for Security is \$15.70/hour. If your event is cancelled, Security asks for 2 weeks’ notice or you might be charged for scheduled security. Security requests 3 – 4 weeks lead time to reserve Security. Any less than this may result in not being able to fulfil the request for Security.

Technical Support:

ITS Classroom Hotline provides technical support to UNC faculty but does not provide additional audio/visual equipment. Technical support is provided Monday – Thursday from 8:00 a.m. to 4:00 p.m. and Friday from 8:00 a.m. to 3:00 p.m. Limited support is provided after hours. Please call 919-962-6702 for technical assistance. Tech checks are highly recommended before your event.



Alcohol Policy

If you wish to serve alcoholic beverages in the Global Education Center, please review the UNC Alcohol Policy, [Article - Alcohol Policy \(unc.edu\)](#) and return a fully signed Request for Permission to Serve Alcoholic Beverages at a University Sponsored Event 10 days before the scheduled event.

Cancel Policy

Events canceled less than 2 weeks before the scheduled event will be charged an \$80 cancelation fee. This fee is waived for University units housed within the Global Education Center. To cancel a reservation, please email Jill Wilhelm at jill.wilhelm@unc.edu or telephone 919-962-3608.

Caterers

We ask that caterers complete the Caterer Agreement. **Mediterranean Deli** (410 W. Franklin Street) and **Panera Bread** (213 W. Franklin Street) have the Caterer Agreement on file with the Center.

Catering/Prep Kitchen

The catering kitchen is available to hosting units reserving a room. The kitchen is a prep kitchen, appropriate for warming, heating, and serving meals. Cooking by use of hot plates, grills, or any equipment not already provided in the kitchen is prohibited in the Center. Caterers should consult the Caterer Agreement for details.

Hosting units reserving the Catering Kitchen are required to clean, remove all trash and recycling (to the Beard Lot dumpsters), wipe down the carts, hard surfaces and sweep and mop as necessary. All food and event materials must be removed from the kitchen at the end of the event.

Equipment – available are approximately

25 – 60” round tables

6 – 6’ tables

1 – 4’ table

6 cocktail tables

150 black chairs

Podiums: large wooden podium on wheels, a metal podium, and a small tabletop

Stanchions with 7’ retractable belts

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 Global Education Center room that does not have a sound system or on the patio or grassy area directly outside the building. Bringing spare AA and AAA batteries for microphones is encouraged.



Housekeeping Service

Hosting units are asked to remove all trash including in the kitchen. Tables and chairs must be wiped down and returned to original location and configuration. Privileges may be lost if these items are not taken care of.

For events Friday evening through Sunday evening, Housekeeping must be hired to clean common areas and event space.

Liability

Users will be liable for damage to the premises and will be charged accordingly. The Global Education Center assumes no responsibility for personal property and/or equipment.

Parking

Parking in the lot underneath the Global Education Center (McCauley Deck) is available for \$1 after 4 p.m. Monday through Friday and all day Saturday and Sunday. Parking is not available during UNC home football games. Hosting units may contact the Department of Public Safety (DPS) at 919-962-3951 to arrange for parking. Caterers arriving before 4 p.m. on weekdays may purchase a permit from DPS for \$7/day.

Plants/Furniture

We ask that the plants and furniture in the GEC not be moved or rearranged.

Rental/Deliveries

Outside rentals must be removed immediately after the event or picked up before the use of the room the following day.



Telephone Numbers

Building Administration Manager: Jill Wilhelm 919-962-3608 (office phone)

Building Facilities Manager: Jim McHale 919-259-8065 (cell phone)

Moving Crew Coordinator: Nancy Burton 919-962-6586.

Parking: Department of Public Safety (DPS) 919-962-3951

Security: Department of Public Safety 919-962-8100

Technical Support: 919-962-6702

University units outside of the Global Education Center, please complete

Date of event:

Time of event (include set up time if needed):

Name of event:

Room(s) requested:

Equipment requested (tables, chairs, etc.):

Chartfield string to be charged:

1. Fund
2. Source
3. Department #
4. Account code
5. Cost code
6. Program code

Acknowledgement

In addition to room and equipment rental charges, Security will be charged if the event is Monday – Friday after 5 p.m. (4 hr minimum) or Saturday and Sunday (8 hr minimum). The rate for Security is \$15.70/hour plus an administrative fee of 10% of Security hours of service.

By typing my name below, I acknowledge that I have read and will abide by the above policies.

Name:

Title:

Date:



Please see hotline.unc.edu for room specifics.

Nelson Mandela Auditorium (Room 1015)

Per use rental: \$500

- 1st floor of the Global Education Center, seats 246
- Suitable for lectures, musical performances, films, and conferences

Amenities:

- Tiered seating, a large stage, and a movie theater sized screen
- Fixed table arm seating
- Movable podium control system
- In-house PC, laptop connection Blu-ray/DVD player-region free, document camera, wireless microphone, video projectors, dimmable lighting, assistive lighting, surround sound, and wireless network access
- Food and drink are not permitted.

Atrium

Per use rental: \$400

Food and drink are permitted.

Classroom 1005

Per use rental: \$300

- 1st floor classroom, seats 64 with additional space for presenters and panelists
- Movable tables and chairs make this room versatile for conferences, classes, lectures, meetings

Amenities:

- Control system, in-house PC, laptop connection, document camera, video conference camera, Blu-ray/DVD player-region free, video projector, surround sound, white board, wireless network access
- Food and drink are not permitted.



Classroom / Video Conference Room 1009

Per hour rental: \$75

- 1st floor classroom, seats 34 with advanced technology that allows user to converse easily with up to five other sites.
- Movable tables and chairs make this room versatile for conferences, classes, lectures, meetings

Amenities:

- Control system, video conference camera, in-house PC, laptop connection, document camera, overhead transparency projector, surround system 60" plasma screen for video conferencing, wireless microphone for video conferencing, white board, wireless network access, AV bridge for web video conferencing using room PC
- Food and drink are not permitted.



THE UNIVERSITY
of NORTH CAROLINA
at CHAPEL HILL