

Events Made Easy

Facility Use

UAH Event Services and Production is excited to host your event! Our facilities are open for reservations from registered student groups, UAH administrative or academic departments, as well as off campus groups. There are numerous unique event and meeting spaces available. We have rooms for small gatherings or spaces for larger events capable of accommodating up to 500 people. We make it easy to find the right space for your needs. Most of our rooms are flexible and can be set up in banquet, theater, or classroom style. Event parking is free of charge and catering is available.



Contents

Facility Use	Location Accommodations and Prices
Audio Visual	Equipment, Technician, and Prices
Tips	What to think about when planning an event
Usage Guidelines	Usage rules and Procedures
Campus Map	Event locations and Directions



*“The most successful event is the one that achieve your goals
and exceeds your expectations” -Unknown*

Conference Training Center

The Conference Training Center, CTC, consists of three connectable sections totaling 5800 square feet with 18-foot ceilings. Section C contains an adjustable stage (12'x32' or 16'x24') with a retractable projection screen and a state of the art audio-visual system.

Section A	Section B	Section C
32' x 58'	42' x 58'	26' x 58'
1856 ft2	2436 ft2	1508 ft2

Seat Capacity:

Reception/ Meeting	Banquet
386	250



Registered Student Organizations and Affiliated groups: No cost unless charging admission \$100.00
 Sponsored Non-Affiliated Groups: \$400.00
 Non-Affiliated Groups: \$700.00

Conference Room 131

The CTC also offers a tiered conference room with an installed audio-visual system including a 9' x 8' projection screen.

Sponsored Non- Affiliated groups: \$50
 Non- Affiliated groups: \$100



Organizations we serve

Registered Student Organization: Any student organization that has applied and been approved through the Office of Student Activities student organization registration process. There is no room rental fee for registered student organizations, unless charging admission to event.

Affiliated Group: Any group establish by virtue of an explicit delegation authority to a particular administrator, faculty member, staff member, or to the student body, the faculty, or the staff. There is no room usage fee for affiliated groups, unless charging admission to event (audio-visual is additional).

Sponsored Non-Affiliated Group: For purposes of Policy, an Affiliated Group is considered to "sponsor" a Non-Affiliated Group only if the following conditions are met: The Affiliated Group, and not merely a member of an Affiliated Group, determines to invite the Non-Affiliated Group to use University facilities for purposes: 1) Consistent with the mission of the University, 2) Consistent with the goals and objectives of the Affiliated Group, 3) The Affiliated Group has substantial participation in and responsibility, *including financial responsibility*, for planning and executing the planned activity, and is not merely lending its endorsement to the Non-Affiliated Group.

Non-Affiliated Group: Any group who is not affiliated with the University of Alabama in Huntsville.



Charger Union

UAH's Charger Union, The CGU, opened January 8th 2014. The Charger Union serves as the heart of the University of Alabama in Huntsville community. It provides a comfortable, safe and welcoming environment for student life and engagement.

The Charger Union offers many accommodations including built in audio-visual equipment, specialty lighting, and a 332 seat full Dolby Surround Sound cinema and two food services including Dunkin Donuts and World of Wings.



Outdoor Theatre Lawn

This space is open to the public and guest must provide own seats for movie.

Capacity: 1000

Sponsored Non-Affiliated Groups: \$100

Non-Affiliated Groups: \$250

Multi-Purpose Room

Room is equipped with full-length mirrors, ballet bar, and installed sound system for IPOD/MP3/Laptop connection or CD's.

Capacity: 50

Registered Student Organizations and Affiliated groups: no cost unless charging admission \$25.00

Sponsored

Non-Affiliated

Groups:

\$50.00

Non-Affiliated

Groups:

\$100.00



Theatre (14' x 25' screen)

Rental includes one (1) microphone with podium, and the use of screen and projector
Capacity: 332

Registered Student Organizations and Affiliated groups: No cost unless charging admission \$100

Sponsored Non-Affiliated Groups: \$400.00

Non-Affiliated Groups: \$700.00



Charger Union Conference Rooms

Room use includes flat screen TV's, speakers, simple laptop connections for presentations, and a white board.



Size	Room Number	Capacity	Sponsored Non-Affiliated Groups	Non-Affiliated Groups
Small	221	4	\$25.00	\$50.00
Medium	228	8	\$40.00	\$80.00
	232	8		
	233	8		
Large	229	20	\$50.00	\$100.00
	230	12		
	231	16		
	236	12		

Scheduling

Reservations for events and meetings in the Conference Training Center and Charger Union must be made three business days in advance utilizing the following options:

- **Phone:** You can reserve space by calling Fathia Hardy at 256-824-1502.
- **Email:** You can also reserve space by emailing us at chargerevents@uah.edu.
- **In Person:** Visit the Event Scheduling Coordinator, Fathia Hardy, in the Charger Union Administrative Office Suite 202, during our office hours **8:15am-5:00pm** Monday-Friday.

Events held other than the Conference Training Center or Charger Union must be booked through the Conference and Events Department. If an outdoor space is needed for your event, you must fill out an outdoor event request form available through Juanita Owen, Associate Director of Conferences and Events 256-824-7776, or through email at owenj@uah.edu.

Applicable Fees

\$50.00 fee applies per hour for events beginning or ending after facility normal operating hours.

\$50.00 fee applies to move stage from original location in Exhibit Hall.

***Table request outside The Conference Training Center and Charger Union will be granted on Special Arrangement.



Event Staff

UAH's own event planning team is ready to assist you in planning your event. From food, to audio visual, and more, the event coordinator strives to make every event held on campus outstanding. Furthermore, our event production and student staff will be available the day of the event to address any last minute needs or final details. We look forward to seeing you and your guest in our venues

Audio Visual



UAH Audio Visual Use Rates

	Affiliated Group	Sponsored Non-Affiliated Group	Non-Affiliated Group
Exhibit Hall - Installed system	\$50.00 half day	Included with Room Rental	
CTC 131 - Installed system	\$25.00 half day		
Charger Union Theatre - Installed system	\$50.00 half day		
Pei Ling Chan Auditorium (BAB) - Installed system	\$50.00 half day	\$75.00 half day	\$100.00 half day

SOUND SYSTEMS

Basic System - 1 microphone & speaker - Podium or Stand - No operator	\$25	\$35	\$50
Sound System 1 - 1-6 microphones - Podium or Stand(s) - 2 speakers, CD player, EQ	\$75	\$100	\$150
Sound System 2 - 1-10 microphones - Podium or Stand(s) - 4 speakers/monitors, CD player, EQ	\$150	\$200	\$300
Sound System 3 - 32-Inputs/Rack - Podium or Stand(s) - 4-6 stage monitors/mixes - Concert System	\$200	\$300	\$750

OPTIONAL ADD-ONS

	Affiliated	Sponsored	Non-Affiliated
Wireless Microphone	\$15	\$25	\$50
Speaker on Stand	\$25	\$50	\$75
Monitor	\$25	\$50	\$75
Video Rack	\$25	\$50	\$100
-Computer & switcher			
-Operator Required	\$10/hr.	\$15/hr.	\$20/hr.
LCD Projector (3k/8k)	\$25/\$35	\$35/\$50	\$50/\$100
LCD TV 42"	\$25	\$35	\$50
LCD TV 60"	\$35	\$45	\$60
LCD TV 70"	\$45	\$55	\$70
Screens			
- 8 x 8ft	\$10	\$15	\$25
- 10.5 x 14ft	\$15	\$20	\$35
Pipe and Drape (Banjo)	\$1 /ft.	\$2 /ft.	\$ 3 /ft.
Pipe and Drape (Velour)	\$3 /ft.	\$4 /ft.	\$5 /ft.
Metal Lectern	\$10	\$20	\$30
Stage (per piece)	\$25	\$50	\$75
Spandex Columns (2)	\$10	\$20	\$30
Event Operator	\$10/hr.	\$15/hr.	\$20/hr.

Audio Visual Applicable Fees:

Registered Student Organizations are not charged Audio Visual fees unless Sound System 2 or 3 is requested. Please contact the Audio Visual Department for usage rates.

Outside equipment is only allowed with approval from the Audio Visual department.

Fees may apply for additional power. Power quotes available upon request.

\$50.00 set up fee applies for all outdoor set ups.

Most rooms in the Charger Union and The Conference Training Center come equip with installed Audio-Visual equipment. You may reserve the equipment for the CTC and CGU through the Event Scheduling Office. For all other event spaces with AV request, please fill out the Audio-Visual Request Form by scanning QR Code or visiting the following link:

www.uah.edu/ctc/audio-visual-request-form



A lot of work goes into planning a successful event. The Event Services and Production Team has several tips in order to make your event planning experience easy and fun!



Allow time to plan an event

Planning is the most crucial and time consuming aspect for any type of event. The earlier you start, the more likely you are to

Budget

Events can be produced on all budgets. We can help you plan your event based on your budget, just be sure to have dollar figures in mind while you're planning. It's also important to keep in mind that payment information is required for outside organizations when booking an event at the Charger Union or the Conference Training Center

Know the number of guests

When planning, keep in mind the number of guests you expect at your event. You don't want your guests to be crowded, but you also want to adequately fill the space. Don't forget about the activities taking place at your event and the space required. Finally, be sure to discuss the size of your event with an event coordinator. Our professional staff can guide you in this process.



Determine the event's look and feel

Ordering equipment and determining a room's furniture placement will be simplified if you plan in advance how you want your event to look and feel. With your event coordinator, discuss what elements you want at your event, such as food tables, staging, podiums, sound equipment, and decorations.



Be prepared if your event is outside. Many extra considerations go into planning an event outside, including renting a tent or rain site in case of bad weather. Many times, extra equipment is needed, such as garbage cans, fencing, electricity, heaters, additional lighting, and more.

Read contracts carefully. The facility or business hosting your event will provide you with a contract detailing every aspect of your event. Read the contract carefully. If you don't see something on the contract, chances are it won't be at the event. Moreover, the contract will state what your obligations are.

Know the maximum capacity. Before inviting guests, it is best to know how you want the space set up and what the maximum capacity is for that set up. Buffets, stages, award tables, and more take space away from the room, which will affect how many guests the room can accommodate.

Seek donations or co-sponsorship. If budgets are tight, you might want to explore partnership or donation opportunities. Some businesses are willing to donate their products in exchange for advertising.

Usage Guidelines and Information:

CTC and CGU Set Up Requirements: The User is responsible to notify CTC/CGU staff of the set up requirements for the event. Please contact the Event Scheduling Coordinator for your audio visual (AV)/setup requirements. Set up and AV staff will be notified of what is needed for the event. Requests made less than three (3) business days prior to the event may result in a set up that is “as is” or the same set up as the previous event.

Media Equipment: Facilities are leased as is with an installed audio visual system (screen, projector, one microphone, and podium/stand). Additional resources are not standard equipment included in the use rate. AV equipment and lighting arrangements are requested by emailing chargerevents@uah.edu. Charges are calculated based on service and equipment usage. It is the User’s responsibility to make the proper AV arrangements. The University is not responsible for equipment brought in by groups. Only UAH AV techs are permitted to operate University equipment.

Food & Beverage Requirements: All beverage, refreshment and banquet services in the CTC and CGU must be catered by Sodexo. Please make arrangements for catering through the Bevill Center’s sales office at, (256)824-4721 or sr00001@uah.edu. It is the User’s responsibility for cleanup and trash removal. The University’s custodial staff does not work on weekends. Extra cleaning costs incurred by the University due to the actions of event participants will be included on a final conference billing. The University is not responsible for items left behind by groups.

Internet Access: Wireless internet is not available unless prior arrangements are made with Network Service. Contact the OIT Helpdesk (256) 824-3333 in the Salmon Library to make the appropriate arrangements. There are no additional fees incurred for use.

Building Access: If the event begins before the building opens, or continues after the event concludes, the User will be assessed a \$50.00 per hour fee.

Safety: Safety restrictions prohibit the blocking of doorways, elevators, stairwells and emergency exits. Displays must not block exits, fire doors or impede the flow of pedestrian traffic. Any accidents or injuries occurring on campus must be reported promptly to the University Police. The University is not responsible for accidents, injuries, or loss of property. Some events may require the service of campus police and Hemsí. Arrangements must be made on an individual basis with the public safety office (256) 824-6596. Charges may apply.

Child Protection Policy: UAH is committed to maintaining a supportive and safe educational environment, one which seeks to enhance the well-being of all members of its community. Within that commitment, UAH places importance on creating a secure environment for children on our campus. A “child” is any person under 18 years of age. The University’s Child Protection Policy can be located at www.uah.edu/images/administrative/legal/pdf_files/RM%20-20CHILD%20PROTECTION%20POLICY.pdf. All User’s and guests must comply with this policy if any children will be on campus in connection to the Event.

Rules and Regulations: All events held on campus are governed by federal, state, and local laws, as well as University regulations and policies.

During the Event: It is important to know the building may be being used by one or more groups at any given time. During the week, Monday- Saturday classes and testing are in session. Please be courteous to others who may be in the building by keeping noise levels to a minimum. Children should always be supervised by an adult and not allowed to run in the building or play on the stairway.

After the Event: The space used should be returned to its original state after the event. All equipment the User brings into the building for the event must be removed within twenty-four hours after the event. The lobby arrangement must be in the same order after the event as you found it. Any damages, missing items, excessive cleaning and/or trash removal will be assessed to the User and billed accordingly.

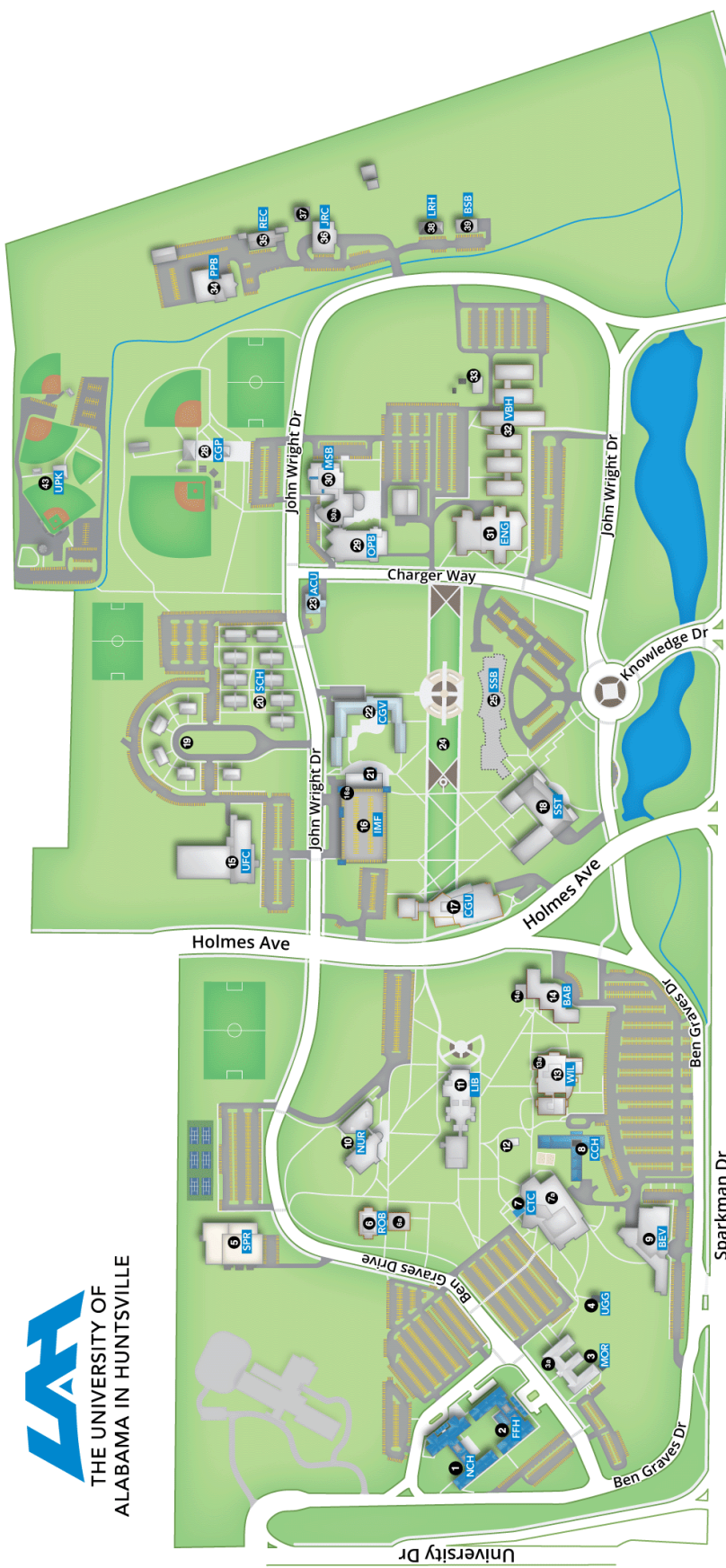
Outdoor Events: For events that will be outdoors, an additional Outdoor Activity Request Form must be completed. The form is available through Juanita Owen, Associate Director of Conferences and Events, via email at owenj@uah.edu

Last Minute Reservations: Events scheduled less than 24 hours in advance may receive limited heating/air service and AV support.

Method and Terms of Payment: A non-refundable 50% deposit must accompany this Use Form and will be applied to the amount due. An invoice will be sent following the event. Payment, in the form of cash, check, or credit card, is due to the Charger Union 202 B within 30 days after receipt of bill.

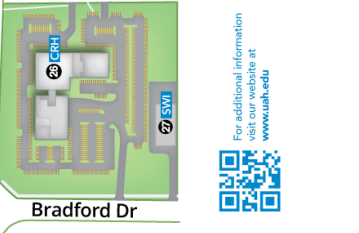
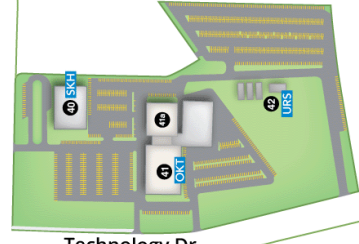
Cancellation Policy: No penalty will be assessed for cancellation of UAH facility reservations that is made 10 working days or more prior to the beginning of the use period. For cancellations made less than 10 working days prior to the scheduled event date, UAH may impose a cancellation penalty of \$100.00 plus the cost to the University for any arrangements already made for the User. As an exception, any catering reservation made with Sodexo is subject to the cancellation policies established by that department. The University reserves the right to cancel or reschedule an event based on unforeseen circumstances, unscheduled closings of the University, equipment failure, misrepresentations given about event, illegal activities surrounding the event, or disregard for students or facilities.

Campus Map



- 1. **NGH** North Campus Residence Hall
- 2. **FFH** Frank Franz Hall
- 3. **MOR** Morton Hall
- 3a. Studio 106
- 4. **UGG** Union Grove Gallery and Meeting Hall
- 5. **SPR** Spriggins Hall
- 6. **ROB** Roberts Hall
- 6a. Roberts Recital Hall
- 7. **CTC** Conference Training Center/Admissions
- 7a. Exhibit Hall
- 8. **CGH** Central Campus Residence Hall
- 9. **BEV** Bevill Conference Center & Hotel
- 10. **NUR** Nursing Building
- 11. **LIB** Salmon Library
- 12. Amphitheater
- 13. **WIL** Wilson Hall/Disability Support
- 13a. Wilson Theater
- 14. **BA** Business Administration Building
- 14a. Chan Auditorium
- 15. **UCF** University Fitness Center
- 16. **IMF** Intermodal Parking Facility
- 16a. Public Safety
- 17. **CGU** Charger Union/Campus Visits
- 18. **SST** Shelby Center for Science and Technology
- 19. Fraternity/Sorority Row
- 20. **SCH** Southeast Campus Housing
- 21. Charger Village Food Court
- 22. **CGV** Charger Village I
- 23. **ACU** Credit Union
- 24. University Greenway
- 25. **SSB** Student Services Center/Opening 2016
- 26. **CRH** Robert "Bud" Cramer Research Hall (National Space Science and Technology Center and NOAA Weather Forecasting Office)
- 27. **SWI** SWIRLL (Severe Weather Institute Research and Lightning Laboratory)
- 28. **CGP** Charger Park
- 29. **OPH** Optics Building
- 30. **MSB** Materials Science Building
- 30a. McDonnell Douglas Auditorium
- 31. **ENG** Engineering Building

- 32. **VBH** Werther von Braun Research Hall
- 33. **VPB** Annex
- 34. **PHS** Physical Plant
- 35. **REC** Central Receiving and Shipping
- 36. **JRC** Johnson Research Center
- 37. Propulsion Research Lab
- 38. **WLRH** WLRH Radio Station
- 39. **BSB** Business Services Bldg./Copy Center
- 40. **SKH** Shelby King Hall
- 41. **OKT** Olin B. King Technology Hall
- 41a. Oak Ridge-Huntsville Partnership
- 42. **UHS** UAH Rise School
- 43. **UPK** University Park



For additional information visit our website at www.uah.edu