

# Events Made Easy

## Facility Rental

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.



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

# Conference Training Center

The Conference Training Center 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 ft <sup>2</sup>	2436 ft <sup>2</sup>	1508 ft <sup>2</sup>

Seat Capacity:

Reception/ Dance	Meeting	Banquet
500	386	250



Registered Student Organizations and Affiliated groups: No cost unless charging admission \$100.00

Sponsored Non-Affiliated Groups: \$300.00

Non-Affiliated Groups: \$600.00

## 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 rental 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.

Please contact the Event Scheduling Coordinator regarding prices and capacity for individual sections.



# 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.



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: \$300.00

Non-Affiliated Groups: \$600.00



## Charger Union Conference Rooms

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



<u>Size</u>	<u>Room Number</u>	<u>Capacity</u>	<u>Sponsored Non-Affiliated Groups</u>	<u>Non-Affiliated Groups</u>
<u>Small</u>	221	4	\$25.00	\$50.00
<u>Medium</u>	228	8	\$40.00	\$80.00
	232	8		
	233	8		
<u>Large</u>	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 Lutfi at 256-824-1502.
- **Email:** You can also reserve space by emailing us at [chargerevents@uah.edu](mailto:chargerevents@uah.edu).
- **In Person:** Visit the Event Scheduling Coordinator, Fathia Lutfi, 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](mailto: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.

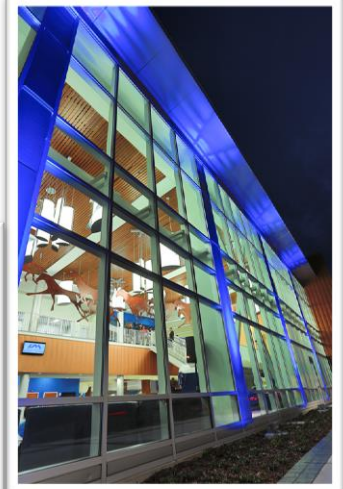
\*\*\*Table request outside The Conference Training Center and Charger Union will be granted on Special Arrangement.



## 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 Rates

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

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

## Lighting Packages:

Contact the Audio/ Visual Coordinator, Martez Clemmons, for a quote (256-824-2302, av@uah.edu)

**OPTIONAL ADD-ONS**

	<u>Affiliated</u>	<u>Sponsored</u>	<u>Non-Affiliated</u>
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. tech	\$15/hr. tech	\$20/hr. tech
LCD Projector (3k/8k)	\$25/\$35	\$35/\$50	\$50/\$100
LCD TV 42"	\$25	\$35	\$50
LCD TV 60"	\$35	\$45	\$60
Screens			
- 8 x 8ft	\$10	\$15	\$25
- 10.5 x 14ft	\$15	\$20	\$35
Pipe and Drape	\$1 /foot	\$2 /foot	\$ 3 /foot
Metal Lectern	\$10	\$20	\$30
Stage (per piece)	\$25	\$50	\$75
Spandex Columns (2)	\$10	\$20	\$30
Event Operator	\$10/hr. tech	\$15/hr. tech	\$20/hr. tech

**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 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:

<http://www.uah.edu/uc/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 you 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 even 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.

## **Rental Guidelines and Information:**

**Booking Reservations:** An event booked by telephone or email is tentative until the client returns a signed copy of the event request form and remits payment for the deposit. Failure to complete booking with a deposit could result in forfeiture of booking date.

**Deposit:** Deposit is 50% of the rental fee and is required upon acceptance of the agreement in order to reserve your date. This amount will be applied to the final invoice and total amount due.

**Method and terms of payment:** An invoice will be sent the Monday following the event. Payment in the form of cash, check, or credit card is due to the Event Scheduling Coordinator within thirty (30) days after receipt of invoice.

**Cancellation Policy:** No penalty will be assessed for cancellation of facility reservations at the University of Alabama in Huntsville (UAH) that is made 10 working days or more prior to the beginning of the rental period. For cancellations made less than 10 working days prior to the scheduled event date, the event scheduling office may impose a cancellation penalty of \$100.00 plus the cost to the university for any arrangements already made for the client. As an exception, any reservation made with University Housing, Sodexo, or the Bevill Conference Center is subject to the cancellation policies established by those departments. 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.

**Set Up Requirements:** The hosting organization is responsible to notify Event Services and Production staff of the set up requirements for the event. Please contact the Event Scheduling Coordinator at [chargerevents@uah.edu](mailto:chargerevents@uah.edu) to make arrangements. Student specialist set up staff will be notified of what is needed for the event based on your final approval of facility layout. 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.

**Audio Visual Equipment:** Facilities are leased as is. Audio visual equipment requested that is not provided in the installed system rental rate will incur additional fees. Please review the audio visual prices for more information, and charges are calculated based on service and equipment usage. It is the hosting organizations responsibility to make the proper audio visual arrangements. The University is not responsible for equipment brought in by groups. Only UAH AV technicians are permitted to operate university equipment.

**Decorations:** No decorations are provided by the facility unless prior arrangements are made. Outside vendors for décor are allowed, and decorations must be approved by the Event Scheduling Coordinator. Please do not affix any items to the wall. Flame candles are **NOT** allowed. Do **NOT** use any type of confetti or sparklers.

**Food & Beverage Requirements:** Sodexo is the exclusive caterer for The Conference Training Center and Charger Union. Our talented food and beverage team is eager to enhance your meeting or special event with culinary creations guaranteed to delight your guests! Please take a moment to visit their website <http://www.uah.edu/dining/catering> to view menu offerings. You can contact Stiliyana Ruseva, Catering Sales Manager, to discuss specific options and ideas for your event at 256-824-4721 or by email at [sr00001@uah.edu](mailto:sr00001@uah.edu).

**Wireless Internet Access:** Wireless internet is available for your event. Please make arrangements with your event scheduling coordinator.

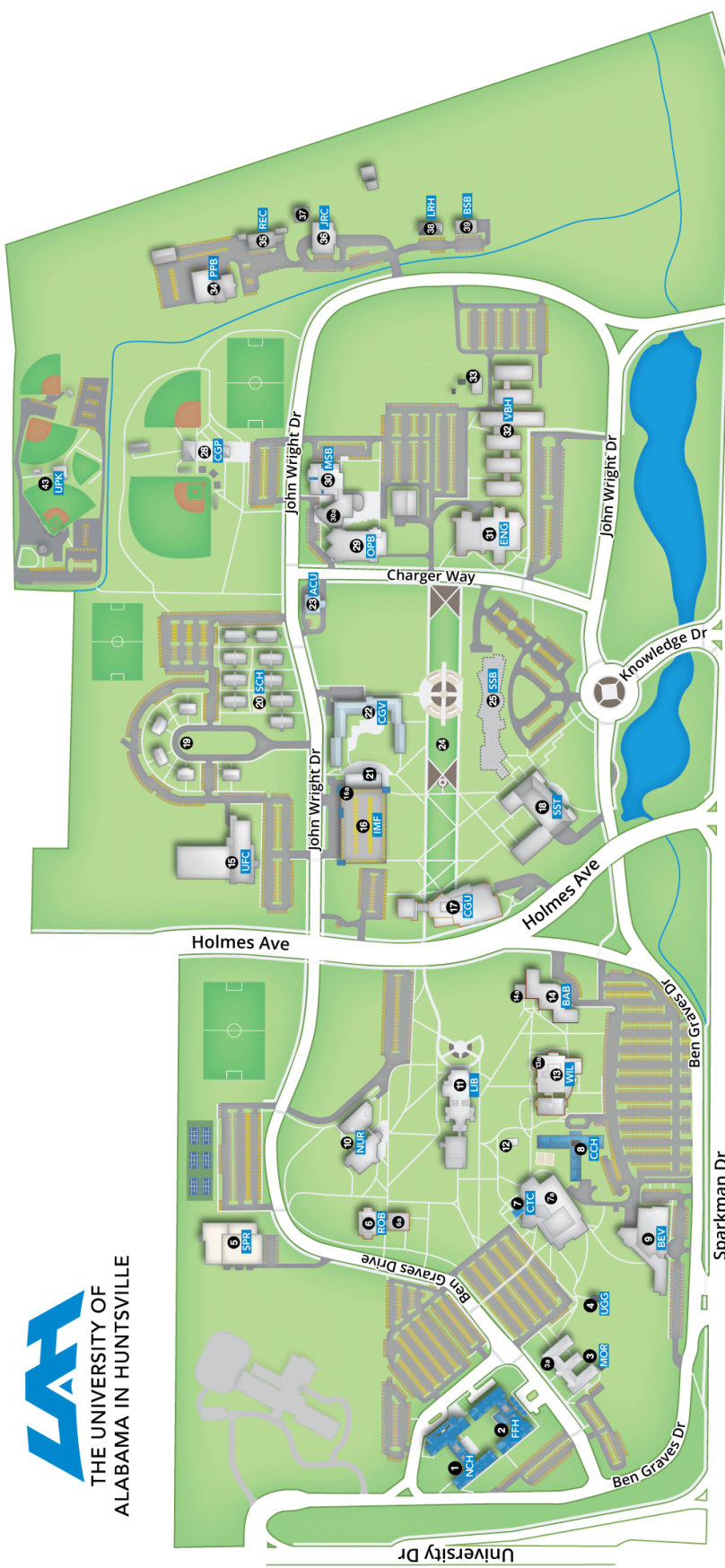
**During the Event:** It is important to know the building may be in use by one or more groups at any given time. During the week, Monday- Saturday classes are in session. Please be courteous to others who may be in the building by keeping noise levels to a minimum. Children should always be supervised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

**After the Event:** The rented space should be returned to original state after the event. All equipment the organization brings to 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. The university's custodial staff does not work on weekends. Extra cleaning costs incurred to the University due to the actions of event participants will be included on a final event billing. The University is not responsible for items left behind by groups. Any damages or missing items will be assessed to the organization billed accordingly.

**Rules and Regulations:** 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 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 will be made on an individual basis with the public safety office. All events held on campus are governed by federal, state, and local laws, as well as university regulations and policies.

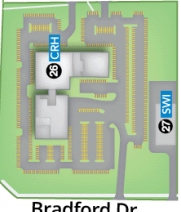


# Campus Map



- 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. **SRA** Spragins 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. **NUB** Nursing Building
- 11. **LIB** Salmon Library
- 12. Amphitheater
- 13. **WIL** Wilson Hall/Disability Support
- 13a. Wilson Theater
- 14. **BAH** Business Administration Building
- 14a. Chan Auditorium
- 15. **UFC** University Fitness Center
- 16. **INF** 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. **ACH** 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

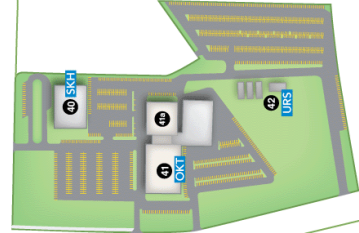
- 32. **VBH** Wermer von Braun Research Hall
- 33. **VPB** Physical Plant
- 34. **REC** Central Receiving and Shipping
- 36. **JRC** Johnson Research Center
- 37. Propulsion Research Lab
- 38. **WLRH** WLRH Radio Station
- 39. **BSB** Business Services Bldg./Copy Center
- 40. **SKH** Shelby King Hall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



Bradford Dr



For additional information visit our website at [www.uah.edu](http://www.uah.edu)



Technology Dr