

## UNIVERSITY CLUB COMMITTEE RECOMMENDATIONS

March 6, 2007

We recommend that the University Club be incorporated in the state of Tennessee as a not-for-profit corporation with 501 (c)(3) IRS tax-exempt status. It should be governed by a board of directors elected by its members. We recommend that all University faculty and staff members and retirees should be eligible for membership.

We further recommend that the University lease, at a nominal rate, the first floor of the Patten House to the University Club for its use between the hours of 4:30 and 7:30 p.m. on no more than forty Fridays during each year, plus no more than twelve additional occasions per year totaling no more than forty hours. At all times other than the above-mentioned events, the University (via Auxiliary Services) will be free to lease the first floor of the Patten House to University colleges or departments, individual faculty or staff, or individuals or organizations outside the University (as allowed by University policy and as deemed appropriate by the University administration). The University Club should have “right of first refusal” to use the Patten House facility on Friday evenings, but would be able to reserve it for special events at other times only if it had not already been reserved for another event. As part of the terms of the lease, the University Club shall agree to maintain a minimum of \$1 million in liability insurance with the University as an additional named insured party.

Membership dues should be charged in order to recover the University Club’s operating costs including, but not limited to, purchasing liability insurance as described above. We recommend that membership dues be kept as low as feasible in order to encourage participation by faculty and staff. As in the case of participation in health insurance plans, we envision University Club membership as a faculty/staff benefit partially paid for by members and partially subsidized by University support of the meeting facility and other benefits. The benefits of membership should at least include a modest discount on personal rental of the Patten House facility and the ability to participate in Friday evening social hour events as described below, including the use of a storage locker for member-purchased alcoholic beverages. We also recommend that, if it is financially feasible, the University should provide additional benefits to University Club members. Some possible examples include: a discount on Aramark catering for personal events held at the Patten House; a discount on tickets to Patten Series performances and/or Chattanooga Symphony and Opera performances; a discount on academic regalia and/or other items purchased through the University bookstore; free or discounted tickets to athletic events; and a member ID card with the various Club benefits listed on it for easy reference.

We recommend that no initiation or joining fee should be charged, and that annual dues should initially be set in the amount of \$50 – this amount to be reviewed periodically by the Club’s board of directors with a view to keeping membership as affordable as possible while still covering Club operating expenses. We recommend that membership dues should be paid on an annual, academic year basis covering the period August 1 through the following July 31. We suggest establishing an annual enrollment period during August and September of each year during which currently employed faculty and staff and retirees may join or renew their Club memberships; after that, membership should be closed until the following year, though newly

hired employees might be allowed an opportunity to join without waiting for the next annual enrollment period.

Our recommendations regarding University Club operations and activities follow:

The University Club will be allowed to sponsor up to forty (40) Friday evening social hour events per academic year (August through the following July). These events will be open to Club members and their spouses; each Club member may also invite up to three (3) guests, who may not be UTC students under the age of 25. These events will be held between the hours of 4:30 and 7:30 p.m. Members wishing to drink alcoholic beverages during this time will each be issued a private locker which only that member can open, in which he/she may store personally purchased alcoholic beverages to serve to him/herself and his/her spouse/guests of legal drinking age. Only the member who owns the alcoholic beverages may serve drinks; guests may not pour drinks for themselves or others. Members shall not serve drinks to anyone who appears to be already intoxicated or functionally impaired due to the consumption of alcohol. Alcoholic beverages may not be sold to anyone; therefore no money may be given to a member by another member or a guest in consideration of being served an alcoholic drink. Guests will not be allowed to bring alcoholic beverages to these events.

During the Friday evening social hour events, Club members and/or guests may bring non-alcoholic mixers, snacks, hors d'oeuvres, etc. for themselves and/or to share with others. Members will not cook on the premises or allow their guests to do so, as the Patten House kitchen is designated "warming only." It will also be permissible for the University Club to provide, using its operating funds, non-alcoholic mixers or food (but not alcoholic beverages) for the Friday evening social hours.

In addition to the Friday evening social hours, the University Club may sponsor up to twelve (12) special events each year that are open to the University faculty and staff at large; no admission fee will be charged for these events. The University Club must reserve the Patten House facility for these special events in advance, via Auxiliary Services. The University Club may purchase food and beverages, including alcoholic beverages, to serve at these events. Any food and non-alcoholic beverages served will be purchased through Aramark Food Services (which shall have the right of first refusal on catering these events) unless Aramark chooses not to bid on the event. If alcoholic beverages are served at any of these special open events, drinks will be poured and served only by properly licensed and trained personnel; and the University Club will apply and pay for a "special event license" from the Alcoholic Beverage Commission (ABC) to serve alcoholic beverages.

At times other than Friday evening social hours and the (up to 12/year) special open events allocated to the University Club, the University may lease the first floor of the Patten House to any other individual or group deemed acceptable by the administration. This may include individual faculty or staff for their own personal events (birthday parties, wedding receptions, etc.); University colleges, departments, or other authorized campus groups; and/or individuals or groups not affiliated with the University. No outside (non-University-affiliated) entity may rent the Patten House more than twice per year.

Renters of the facility will be informed that they are not allowed to cook on site (the kitchen is “warming only”) and that any alcoholic beverages served must be purchased by the entity renting the facility and dispensed by properly licensed and trained personnel. All reservations for use of the facility will be made through Auxiliary Services and all catering shall be arranged through Aramark Food Services unless they decline to bid on the event. For safety reasons, occupancy for events held in the Patten House will not exceed 65 persons or the maximum capacity determined by the City Fire Marshal, whichever is less. For event rentals by individuals (on or off campus) or external groups, a written guest list must be provided to Auxiliary Services in advance of the event. The fees charged for external rentals should be sufficient to cover all expenses associated with the use of the Patten House facility, including facility cleanup; however, Auxiliary Services may choose to require a refundable cleaning deposit in addition to the rental amount.

There should be a tiered rental rate for the Patten House facility when it is not in use for University Club-sponsored events – similar to the tiered rates charged for the Patten Chapel, rooms in the University Center, etc. We recommend establishing a member rate, a slightly higher non-member faculty/staff rate, and an outside rental rate. The member rate should be slightly below the general faculty/staff rate, but not so low that employees will join the University Club merely to rent the facility one time. The outside rental rate should be high enough that the University is not seen as competing with other nearby rental venues. Suggested rental amounts might be in the range of \$225/250/500 for an event lasting 3-4 hours; the exact rates should be determined by Auxiliary Services, and should be periodically reviewed based on maintenance and cleaning costs, rates for other facilities in the area, etc. Colleges, departments, and other University entities should be able to use the Patten House facility free of charge if it is not already booked for another event (there may, however, be reasons to establish a charge for extra expenses associated with after-hours events).

The University will support the University Club by purchasing and installing lockers suitable for individual member storage of alcoholic beverages and a cabinet(s) suitable for storing paper/plastic products and other non-perishable items purchased by the Club. The University will also maintain the Patten House facility in serviceable condition, including repair/replacement of furnishings and equipment (including, but not limited to, an icemaker, refrigerator, and warming and/or microwave ovens) due to normal wear and tear. The University will periodically exterminate the Patten House for termites, pests, etc. and will provide routine cleaning of the facility at reasonable intervals. (University Club members participating in Friday evening social hour events will clean up after themselves to the extent practical, including bagging up trash and taking it out to the dumpster.) The University will authorize its police officers and/or security personnel to open up the facility for events beginning before or after normal operating hours, and will also dispatch an officer or other authorized person to secure the facility at the conclusion of each event.

Respectfully submitted,

University Club Committee:

Debbie Bell, Pat Boyer, Joe Dumas (chair), Bob Marlowe, Cindee Pulliam, Barbara Wofford