

Guidelines for Table and Chair Use Outside of the University Center

The University Center has tables and chairs available to be used outside of the UC. These tables are available for student organizations, UTC departments, and non-UTC groups for use. UTC departments and student organizations may be able to use the tables and chairs at an off-campus venue for a university related event. However, prior approval must be obtained for these instances. Non-UTC groups and organizations will not be permitted to use the tables and chairs off campus.

Chair Rental Fees

All UTC departments and non-UTC groups will be charged a rental fee for the use of chairs from the University Center. Student organizations will be charged a rental fee for the use of chairs if they are being used in another event facility on campus (i.e. Maclellan Gym, Fine Arts Center, etc.) The chairs you will be provided will be either our black plastic folding chairs (for orders of 50 or less) or our metal and plastic stacking chairs.

Please note that our metal and plastic stacking chairs are our primary chairs used in the University Center Chattanooga Rooms. Depending on what event(s) are scheduled in the UC we may not be able to provide the number of chairs requested. Every effort will be made on the part of the UC to communicate any issues as quickly as possible so other arrangements can be made for your event.

Chair Rental Fee Structure

<i>No. of Chairs</i>	<i>Price Per Chair</i>	<i>Minimum</i>	<i>Minimum Billed at this Level</i>	<i>Maximum</i>
1-30	\$1.00	\$1.00	-	\$30.00
31-50	\$0.90	\$27.90	\$30.00	\$45.00
51-75	\$0.80	\$40.80	\$45.00	\$60.00
76-100	\$0.70	\$53.20	\$60.00	\$70.00
101-150	\$0.60	\$60.60	\$70.00	\$90.00
151+	\$0.50	\$75.50	\$90.00	-

Table Rental Fees

All UTC departments and non-UTC groups will be charged a rental fee for the use of tables from the University Center. Student organizations will be charged a rental fee for the use of tables if they are being used in another event facility on campus (i.e. Maclellan Gym, Fine Arts Center, etc.)

The tables you can request from the UC are our 6' Rectangle tables (6'x30"), our 54" diameter round tables (6-person tables), or our 6' diameter tables (8-person tables).

Table Rental Fee Structure

6' Rectangle Tables

<i>No. of Tables</i>	<i>Price Per Table</i>	<i>Minimum</i>	<i>Minimum Billed at this Level</i>	<i>Maximum</i>
1-16	\$5.00	\$5.00	-	\$80.00
17-24	\$4.50	\$76.50	\$80.00	\$108.00
25-32	\$4.00	\$100.00	\$108.00	\$128.00
33-40	\$3.50	\$115.50	\$128.00	\$140.00
41+	\$3.00	\$123.00	\$140.00	-

Round Tables

- 54" Diameter Table - \$6.00 per table
- 6' Diameter Table - \$8.00 per table

Table and Chair Set-Up and Breakdown

UTC departments and non-UTC groups will be charged a Service Fee if they want the University Center to set-up and breakdown their tables and chairs. This charge will be assessed at \$20.00 per hour with a minimum charge of one (1) hour.

UTC Departments and non-UTC groups wishing to set-up the tables and chairs on their own can pick them up from the UC Office (226) the day of their event. Upon pick-up, the UC staff will coordinate with you the drop-off of the tables and chairs at the UC after your event.

If you are not using UC staff to set-up and breakdown the tables and chairs for your event, and the equipment is not returned you will be assessed the Service Fee.

Registered student organizations will not be charged a Service Fee for the set-up and breakdown of tables unless their event time extends beyond normal University Center hours.

Depending on the location of your event, the University Center may require you to have UTC Facilities Planning and Management staff pickup and return tables and chairs from the UC. The requesting department or organization is responsible for coordinating with UTC Facilities on the request, and is responsible for any charges associated with their time.

Depending on the number or type of tables and chairs requested, or the location of your event, the University Center may require the use of UC staff or Facilities to set-up and breakdown the equipment for your event.

Lost or Damaged Tables and Chairs

If a table or chair is lost or damaged during your event, there will be a replacement fee assessed. The fees for lost or damaged tables and chairs are:

- Lost or Damaged Chair - \$25.00
- Lost or Damage 6' Rectangle Table - \$75.00
- Lost or Damaged 54" Round Table - \$145.00
- Lost or Damaged 6' Round Table - \$175.00