

University Center Fee Information

General Fee Information

The UTC University Center has a variety of fees that may be assessed for events in the facility. These fees can be organized into four different groups: Facility Fee, Technology Fee, Staffing Fees, & Services Fee, with the Staffing and Services Fees having different types of fees within those groups. Each of these fees are discussed more in their respective sections below.

Registered Student Organizations

Student organizations who are actively registered through the Dean of Students Office are not charged for use of space or technology in the University Center. They are also exempt from any Building Staffing Fees. If a student organization requests Media Tech coverage for their event, if additional custodial support is required, or if security is deemed necessary for their event the applicable charges will be assessed. Those fees will be discussed with the organization prior to the event being approved. If security is deemed necessary for a student organization event the payment for security will be made directly to UTC Police.

Community alumni chapters of registered student organizations will be charged all appropriate fees regarding use of space, technology, staffing, etc., even if the UTC student organization members are invited to attend.

University Departments and Offices

For most events, University departments and offices are not charged for using space or technology in the University Center. Events that require staffing (i.e. Building Staffing if outside operating hours or Media Tech Staffing if requested) will be charged the applicable fees.

Events from university departments and offices are charged the applicable Facility Fee and Technology Fee when certain conditions are present.

- Target Audience – If the target audience of the event is the Non-UTC Community (i.e. not UTC students, faculty, and staff)
- Non-UTC Audience Majority – If the majority of those expected to be in attendance are not from the UTC community (students, faculty, & staff), even if the target Audience is the UTC Community.
- Co-Sponsoring with a Non-UTC Entity – Co-sponsoring with a non-UTC entity does not automatically cause the charge for space and technology. If a department or office co-sponsors with a non-UTC entity, and that entity is the primary contact for the event there will be charges for space and technology.
 - It is important to note the UTC entity's responsibilities when co-sponsoring with a non-UTC entity. The UTC entity must ensure...
 - All non-affiliated individuals/entities comply with the terms of the Facilities Use Policy, other UTC and/or UT policies, and all local, state, and federal laws

- Any and all costs or fees associated with the event are paid
- In all advertising and reporting of the event or meeting, the name and/or mark of UTC is used only to indicate location and in no way implies sponsorship or endorsement of the activity or the individual's/group's objectives or candidacy
- All communication including reservation and event arrangements with the University Center staff
- UTC department representative must be present for the duration of the event.

Non-UTC Entities

Private individuals, non-profit, and for-profit entities can rent University Center rooms for meetings and events. These events will incur Facility Fee charges for use of the space, and may incur additional charges for use of technology, staffing, or other University Center-provided services.

Non-UTC entities are limited to a maximum of two reservations per semester during the fall (August – December) and spring (January – April) semesters. During the summer (May – July), non-UTC entities are not limited on the number of reservations allowed in the University Center.

The University may require non-UTC entities, including events by private individuals, to provide a certificate of insurance and a signed minors-on-campus indemnification form. Non-profit entities are also required to show proof of current registered non-profit status.

Co-sponsorship by a UTC office, department, or registered student organization does not exempt a non-UTC entity from any fees regarding the use of space, technology, staffing, etc. Similarly, UTC faculty, staff, students, and alumni are not exempt from fees for personal, non-UTC related events.

Be aware that the University Center may not be able to host your event for various reasons. For example,

- During certain busy or more important times of the year (Welcome Week, Commencement weekends, etc.), the University Center may be unavailable because of other potential campus events/needs.
- During the Fall and Spring semesters, we may be unable to host your event during the day on weekdays because of limited parking on campus. There is some visitor/event parking on campus, but parking for larger meetings may be available.

More detailed information about fees for UTC departments and offices and non-UTC entities can be found below.

Other Important Information

- All events with food in the University Center must use Aramark Catering. Outside food and catering is prohibited. If outside catered food is found at your event, your reservation will be ended immediately.
- For non-UTC entities, the University Center will work with UTC Parking Services to coordinate and communicate parking arrangements. Attendees of weekday events during regular business hours will be charged to park on campus. If the event organizers are paying for the attendee parking the charge is \$3.25 per car, per day. That charge will be included on your final invoice from the University Center. If the attendees are responsible for paying for their own parking the charge is \$5.00 per car, per day.
- If the University Center does not have the equipment you need for your event, you are permitted to use outside vendors for that equipment. (ex. You want to use a different size table from what the UC offers.) If an outside vendor is used, it must be communicated with the UC staff at least 2 weeks prior to your event so that set-up and breakdown efforts can be coordinated. The University Center staff is not responsible for the set-up, breakdown, or operation of any outside vendor equipment.
- Guest network access can be set-up free-of-charge for events in the University Center. Please notify the University Center Office at least one week prior to your event for network access.
- The UC Food Court seating area is controlled through UTC Dining. To inquire about using that space you should contact them directly at 423-425-4200.

*****IMPORTANT NOTE: THESE POLICIES ARE SUBJECT TO CHANGE WITHOUT NOTICE.*****

University Center Fees

Facility Fee

The Facility Fee is the basic rental fee for use of a room in the University Center. The Facility Fee includes the use of technology that is listed with the room in the Facility Fee list. It is a flat daily fee regardless of the amount of time the space is used. The UC does not charge based on half-day/whole date rates or by the hour.

Room Rental Rates (effective until June 30, 2019)

Room	Non-Profit, Dept. Conf. Daily Rate	Private/ For-Profit Daily Rate
Auditorium Capacity: 300 Includes the use of the computer, screen, & projector and 2 wireless microphones.	\$150.00	\$300.00
Chattanooga Room (Per Section) Capacity: Dependent on Set-Up Includes the first set-up and tables, chairs, etc. Technology available for an additional fee. There are 3 sections in the Chattanooga Room (A, B, & C).	\$50.00	\$100.00
Tennessee Room Capacity: Dependent on Set-Up Includes the first set-up of tables, chairs, etc. Includes the use of the projector and screen, 4 display monitors, 2 handheld wireless microphones and 1 lapel microphone.	\$600.00	\$1,200.00
Raccoon Mountain Room Capacity: 120 Includes the use of the computer, screen, & projector.	\$75.00	\$150.00
Signal Mountain Room Capacity: 80 Includes the use of the computer, screen, & projector.	\$50.00	\$100.00
Chickamauga Room Capacity: 48 Includes the use of the computer, screen, & projector.	\$100.00	\$200.00
Ocoee Room Capacity: 35 Includes the use of the computer, screen, & projector.	\$40.00	\$40.00
Heritage Room Capacity: 26	\$40.00	\$40.00

Includes the use of the computer, screen, & projector.

Fortwood Room Capacity: 24 Includes the use of the computer, screen, & projector.	\$40.00	\$40.00
Walden Ridge Room Capacity: 8 Includes the use of a computer, 60" monitor, and webcam.	\$40.00	\$40.00
Riverbend Room Capacity: 18 Includes the use of a computer, 80" monitor, and webcam.	\$40.00	\$40.00
Hiwassee Room Capacity: 25	\$40.00	\$40.00
Sequoyah Room Capacity: 20	\$40.00	\$40.00
Game Room* Capacity: 300 Includes the use of all Game Room equipment. A Game Room Attendant is required for this space. Technology available for an additional fee.	\$150.00	\$300.00

Beginning July 1, 2019, the University Center will be raising the Facility Fee for use of most of their rooms. All events reserved prior to December 31, 2018, for dates after July 1, 2019, will be charged the original Facility Fee.

Room Rental Rates (effective beginning July 1, 2019)

Room	Non-Profit, Dept. Conf. Daily Rate	Private/ For-Profit Daily Rate
Auditorium Capacity: 300 Includes the use of the computer, screen, & projector and 2 wireless microphones.	\$350.00	\$575.00
Chattanooga Room (1 Section)	\$130.00	\$240.00
Chattanooga Room (2 Sections)	\$260.00	\$480.00
Chattanooga Room (3 Sections) Capacity: Dependent on Set-Up Includes the first set-up and tables, chairs, etc. Technology available for an additional fee.	\$350.00	\$650.00

Tennessee Room Capacity: Dependent on Set-Up Includes the first set-up of tables, chairs, etc. Includes the use of the projector and screen, 4 75" monitors, and 2 wireless microphones.	\$600.00	\$1,200.00
Raccoon Mountain Room Capacity: 120 Includes the use of the computer, screen, & projector.	\$180.00	\$300.00
Signal Mountain Room Capacity: 80 Includes the use of the computer, screen, & projector.	\$155.00	\$255.00
Chickamauga Room Capacity: 48 Includes the use of the computer, screen, & projector.	\$180.00	\$310.00
Ocoee Room Capacity: 35 Includes the use of the computer, screen, & projector.	\$95.00	\$145.00
Heritage Room Capacity: 26 Includes the use of the computer, screen, & projector.	\$95.00	\$145.00
Fortwood Room Capacity: 24 Includes the use of the computer, screen, & projector.	\$95.00	\$145.00
Walden Ridge Room Capacity: 8 Includes the use of a computer, 60" monitor, and webcam.	\$95.00	\$145.00
Riverbend Room Capacity: 18 Includes the use of a computer, 80" monitor, and webcam.	\$95.00	\$145.00
Hiwassee Room Capacity: 25	\$50.00	\$100.00
Sequoyah Room Capacity: 20	\$50.00	\$100.00
Game Room* Capacity: 300 Includes the use of all Game Room equipment. A Game Room Attendant is required for this space. Technology available for an additional fee.	\$150.00	\$300.00

*The University Center Game Room is only available for rental during times that it is not scheduled to be open for game play. Non-UTC entities cannot reserve the Game Room during regular business hours and when it is open for student use. UTC departments and

organizations can reserve the Game Room when it is open for student use, but they will not have exclusive use of the space.

Full details about room set-ups and picture of each room can be found on the University Center website.

Technology Fee

The Technology Fee is assessed when technology is requested beyond what is included under the Facility Fee. Many of our rooms are equipped with computers, screens, and projectors which are covered by the Facility Fee. If additional technology needs are requested (such as a microphone) then the Technology Fee would be assessed.

Technology Rental Rates

Item	Daily Rate	Quantity Available
<u>Presentation Equipment</u>		
A/V Cart Includes a computer, projector and small screen.	\$75.00	3
Projector Screen (9'x12') Available for Chattanooga Rooms only.	\$50.00	1
Projector Screen (5'x7')	\$25.00	3
Projector Computer not included.	\$50.00	3
Confidence Monitor Available for Chattanooga Rooms and Tennessee Room Only	\$50.00	2
<u>Audio Equipment</u>		
Wireless Microphone System Either 1 handheld or 1 lapel microphone	\$50.00	4
Wired Microphone	\$20.00	10
Mackie Audio Mixer 14-channel non-powered audio mixer. Microphones not included.	\$50.00	1

Harbinger Audio System 4-channel amplifier with 2 speakers. Microphones not included.	\$50.00	1
JBL Speaker System Amplifier/speaker combo with Bluetooth connection capabilities.	\$70.00	1
Explorer PA System Amplifier/Speaker combo with 1 wireless microphone.	\$75.00	1
Monitor Speaker One speaker for artist to hear music .	\$15.00	4
<u>Lighting Equipment</u>		
LED Light (1 Fixture) LED light fixture that can be set-up to add color effects to a space. Can be used on the floor or elevated using a light tree (additional cost).	\$15.00	8
LED Light Set Contains 3 LED lights, one DMX controller, and one light tree.	\$50.00	2
DMX Controller Used for events when LED light transitions may be required. DMX Controller is not required for basic LED Light use.	\$10.00	2
Light Tree Used for elevating LED light fixtures. Lights not included.	\$5.00	3

The University Center has a variety of audio/video cables and adaptors available for use at no additional charge. Microphone stands and speaker stands are also provided at no additional charge. If you plan to use your personal computer and an adaptor is needed, the University Center does not guarantee we will have the adaptor that will connect your computer with our system. We suggest individuals planning to use their personal computer with the University Center technology bring the adaptor needed.

Staffing Fees

Staffing Fees are assessed when additional staffing is requested or required for an event. Types of staffing that incur additional fees are...

- **Building Staffing**
- **Media Tech Staffing**
- **Custodial Staffing**
- **Security Staffing**
- **Game Room Staffing**

Building Staffing Fee

Building Staffing Fee	\$20.00/hr
Extended Operating Hours – 1-Hour Minimum	
Specific Opening – 3-Hour Minimum	

The Building Staffing Fee is assessed when events sponsored by departments and non-UTC entities are scheduled beyond the normal operating hours of the University Center. (Student Organizations are not charged a Building Staffing Fee during the Fall and Spring Semesters.) When the Building Staffing Fee is assessed for extending operational hours there is a one-hour minimum charge. On days when the University Center would be opening for a specific event (i.e. a day when the University Center would be otherwise closed) there is a three-hour minimum charge.

For purposes of the Building Staffing Fee, the University Center will use the following operating hours;

Fall and Spring Semester (Weekend Before First Day of Class – Commencement)

- Weekdays when class is in session
 - Monday-Thursday – 7:00am-11:00pm
 - Friday – 7:00am-8:00pm
- Weekends when class is in session the following Monday
 - Saturday – 10:00am-8:00pm
 - Sunday – 10:00am-10:00pm
- Weekdays when class is not in session
 - 7:00am-6:00pm
- Weekends when class is not in session the following Monday
 - Fee Assessed For All Time

Summer (Sunday After Spring Commencement – July 31)

- Weekdays – 7:00am-6:00pm
- Weekends – UC Closed (Fee Assessed For All Time Requested Time)

August (August 1 – Wednesday Before Freshman Move-In)

- Weekdays – 7:00am-7:00pm
- Weekends – 10:00am-7:00pm

Winter Break (Sunday After Fall Commencement – Friday Before Spring 1st Day of Class)

- Weekdays – 7:00am-6:00pm
- Weekends – Fee Assessed for All Time

Spring Break (Saturday Beginning Spring Break – Sunday Ending Spring Break)

- Weekdays – 7:00am-6:00pm
- Weekends – Fee Assess For All Time
 - NOTE: If Aramark is open on the weekends around Spring Break, the Building Staffing Fee would not be assessed for the time that they are open for meals.

Media Tech Staffing Fee

Media Tech Staffing Fee	\$15.00/hr
Weekdays – 2-Hour Minimum	
Weekends – 3-Hour Minimum	

The Media Tech Staffing Fee is assessed when events request a student staff member to staff their event specifically for the purpose of audio-visual technology assistance. Media Techs can be requested to staff all of your event, or only a portion. Weekday events requesting a Media Tech will be charged a 2-hour minimum for the staffing. Weekend events will be charged a 3-hour minimum.

For those events requesting Media Tech Staffing to be present for the start of their event, the staff member will be scheduled to start at least 30 minutes prior to the event start time. That will allow them time to talk to the event organizer for any last minute instructions or changes. Media Techs can arrive earlier than 30 minutes prior to the event start time at the request of the event organizer.

Specifically, the Media Tech can assist with...

- Logging on to university computers
- Volume control for presentations and microphones
- Minor technology troubleshooting
- Minor in-event technology set-up and breakdown

The Media Tech is not responsible for issues arising from the use of personal or non-UTC rented technology. Also, in the event of a complete technology failure the Media Tech may not be able to fix the issue. However, they will know how to call for additional assistance from the University Center professional staff.

A few other things we ask you to consider if your event will use Media Tech Staffing...

- It is encouraged that you not rely on the Media Tech to click through slides during a presentation. The University Center has a slide advancer that can be borrowed for this purpose.
- If your event includes a meal, the University Center requests that you consider allowing the Media Tech to eat at your event.

Custodial Staffing Fee

Custodial Staffing Fee 4-Hour Minimum	\$30.00/hr Per Custodian
------------------------------------------	-----------------------------

The Custodial Staffing Fee is assessed when additional custodial coverage is deemed necessary for your event. Custodial coverage is provided through the University Center's custodial vendor.

Event features that might require additional custodial coverage are...

- Time of the event (late evening events, special specific opening for events, etc.)
- Estimated event attendance

Security Staffing Fee

Security Staffing Fee 3-Hour Minimum	\$30.00/hr (Per Officer)
-----------------------------------------	-----------------------------

The Security Staffing Fee is assessed when the University Center determines that an event is required to have security present. In most cases, the security staffing will be provided by the UTC Police Department, coordinated and scheduled by the University Center Office. The number of security personnel required for an event is determined by UTC Police.

The one event feature that will always require the presence of security in the University Center is the on-site collection/exchange of money (i.e. cash or check collection from ticket and/or merchandise sales, monetary donation collection, etc.). Events accepting payments exclusively via credit card transactions are not required to have security present.

Other event features that might require security presence are...

- Type of event
- Estimated event attendance
- Late-night events

Game Room Staffing Fee

Game Room Staffing Fee 2-Hour Minimum	\$10.00/hr
------------------------------------------	------------

The Game Room Staffing Fee is assessed when the Game Room is rented for exclusive use by either UTC entities or non-UTC entities. This fee is in addition to the Facility Fee charged for renting the Game Room.

Services Fees

Services Fees cover miscellaneous items that might be associated with hosting an event in the University Center. Types of services that incur fees are...

- **Parking Fee**
- **Printing Fee**
- **Second Room Set-Up Fee**

Parking Fee

Important Note: This fee only applies when the event organizers will be covering the cost for attendee parking.

Parking Fee (effective until June 31, 2019)	\$3.25 Per Car, Per Day
Parking Fee (effective beginning July 1, 2019)	\$4.00 Per Car, Per Day

Guests attending weekday events during regular business hours will be charged to park on UTC's campus. Payment for parking can be handled in two ways:

- Guests can pay for their own parking. The charge is \$5.00 per car, per day.
- The event can pay for guest parking. The charge is included on the final invoice from the University Center.

Printing Fee

Black and White Printing One-Sided, 8.5"x11"	\$0.07 Per Page
Color Printing One-Sided, 8.5"x11"	\$0.35 Per Page

Non-UTC entities can have items printed or copied from the copy machine in the University Center Office. The paper is standard 8.5"x11" printer paper. The University Center does not have special paper (colored, card stock, glossy, etc.) for your printing needs.

Charges for any printing and copying will be added to your final invoice from the University Center. We encourage everyone to bring any copies necessary and use the University Center station for last-minute/emergency purposes only.

Second Room Set-Up Fee

Chattanooga Rooms (1 Section)	\$20.00
Chattanooga Rooms (2 Sections)	\$40.00
Chattanooga Rooms (3 Sections)	\$50.00
Tennessee Room	\$50.00

For the Chattanooga Rooms and the Tennessee Room the Facility Fee covers the first set-up of the room. If the room needs to be reset during an event (ex. changed from an auditorium set-up to a banquet set-up) then the Second Room Set-Up Fee is charged.

For multi-day events, there is no charge for resets.

If you have any questions regarding University Center fees, please contact the University Center Office at 423-425-4455 during normal business hours.

Proof of current registered non-profit status must be provided for any non-profit entity sponsored event.

All events are billed after the event date. Pre-payment is not required.

Any request for fees to be waived should go to the Executive Director of Campus Recreation and the University Center.