Policies and Procedures for Reservation and Use of Curry Meeting Rooms

Curry School of Education, Ruffner Hall and Bavaro Hall
Updated March 2015

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Introduction

Meeting rooms in Ruffner Hall and Bavaro Hall support Curry School of Education academic, research, and development programs. Reservations are scheduled on a first-come, first-served basis. The dean's office reserves the right to reassign a group to an alternate space should this become necessary. Meeting space is provided without charge, except when special accommodations are required (i.e.: special cleaning, damages).

Failure to follow this policy and any procedures contained herein may result in the loss of reservation privileges.

Who May Use the Meeting Rooms

Meeting rooms may be reserved for UVa functions by:

- Curry School of Education departments and centers
- Curry faculty, staff, and students
- Curry recognized organizations

Requests from others wanting to use meeting rooms for UVa events will be forwarded to the dean's office administrator for final approval.

All reservations must have a Curry staff or faculty point of contact who will be responsible for ensuring compliance with the guidelines noted in this document.

Reservation Process

Faculty and staff may reserve space using Microsoft Outlook calendar. Students wishing to request meeting rooms should work with personnel in their department, the Curry Student Affairs Office (Ruffner 102), or the Curry Dean's Office (Bavaro 130).

Please note that certain functions or units may be provided priority access to a particular meeting room. In the event of a priority booking, the dean's office will work to find an alternate location which will meet the needs of the event organizer.

Prior to approval, requests must include the following details:

- *Detailed event title (i.e.: Mgmt and Planning Team-Carls)*
- *Organizer's name, department, e-mail, and phone*
- *Number of attendees expected*
- *Set-up and clean-up time required*
  (max. of 1 hour on either side of reservation)
- *Technology equipment or training requests*
- *Room set-up assistance requests*
- *After-hours building access requests*
- *Name of caterer (if applicable)*

Event organizers will be notified upon making a reservation that the reservation is *pending approval.* Reservations are official only when the above information has been received and an e-mail confirmation is provided from the Dean's Office. Dean's office staff will connect the event organizer with necessary service units if special needs are requested.

Advance Reservations

Room reservations may be made according to the schedule below. Requests for earlier reservations will be forwarded to the dean's office administrator for final approval.

Time-Frame	Reservations open to Curry Department Chairs and Center Directors	Reservations open to all
Spring/Summer Semester	*September 15th*	*October 1st*
Fall Semester	*March 15th*	*April 1st*

Cancellations

If an event/meeting will not take place at the reserved time, the event organizer should immediately remove the reservation from the calendar and/or provide notification to the events manager (curryevents@virginia.edu).

Requesting "Holds" for Space

There may be instances where a meeting room is needed but details have not been confirmed by the department or center. In this instance, a room—or number of rooms—can be placed on "hold" for up to five business days by contacting curryevents@virginia.edu or calling 243-1644. The "hold" will be released if the requesting party does not formally request the meeting room within five business days.

General Policies

Hours

Conference rooms are open 8:00 a.m. – 5:00 p.m. Monday-Friday. Dean's office staff will unlock and lock meeting rooms at the start and end of each day. If a meeting room needs to be unlocked, please call 434-924-3332.

If a reservation for a meeting or event is scheduled outside of these hours, a key may be signed out to the event organizer by the dean's office. Keys must be returned on the following business day after the meeting or event has taken place. Meeting room doors should be locked when the event has concluded.

Damages/Liability

Users are required to report and pay for any damage done to a meeting room space and/or equipment as a consequence of their event. A $50 <u>minimum</u> fee will be charged to your department should damages occur.

Safety

Event organizers and participants are expected to adhere to all safety policies and procedures, which comply with local, Virginia, and federal laws, as well as UVa regulations. Facilities and safety questions should be directed to the dean's office administrator by calling 434-924-3332 or e-mailing jcarls@virginia.edu.

Capacity

Capacity is set by the fire marshal with the safety of occupants in mind. Event organizers and participants are required to adhere to room capacity restrictions unless *written approval is provided*. Exact room capacities are available on the Curry website at: http://curry.virginia.edu/gateway/faculty-staff/conference-space.

The Use of Extension Cords, Power Strips, and Surge Protectors

The use of lightweight extension cords is prohibited at UVa. By fire code, extension cords cannot be used as permanent wiring. Heavyweight extension cords can be used on a temporary basis (less than a day).

Power strips and surge protectors must have a UL rating and be fused with a reset switch. Fused power strips may not be used in series to create a longer cord.

Furniture

The fire code states that hallways are to be kept clear of all materials. Furniture should not be placed in the hallway outside of the meeting rooms and cannot block doors, exits, or walkways at any time. Furniture may not be removed from the room without approval of the dean's office.

Evacuation Procedures

A wide variety of emergencies may require a workplace or meeting room to be evacuated. These emergencies may include fires, explosions, floods, earthquakes, hurricanes, tornadoes, or other disturbances. The Workplace Evacuation Plan for the Curry School of Education is available online and should be reviewed in case of emergency during a meeting or event.

> The evacuation site for both Ruffner and Bavaro is the Perry-Fishburn Tennis Courts (the Dell).

> http://www.virginia.edu/emergencypreparedness/documents/emergency_procedures_2014-2015_final.pdf

Room Set-Up and Clean Up

Room set-up and clean-up is the responsibility of the event organizer. The dean's office events manager can provide recommendations for room configurations if needed. Requests for set-up support will be honored by the dean's office if received at least one week in advance and staff support is available at the time of the event.

Clean-up should include:
- White boards/black boards: Erased and wiped down.
- Furniture: Return to previous configuration. Wiped down.
- AV equipment: Turned off.
- Catering: See below.

Catering

The event organizer or the caterer must provide serving equipment, paper products, utensils, food, beverages, ice, coasters, and trash bags. All tables should be covered if food is served, and hot food should be placed on a protective mat. Open flame is not permitted.

At the conclusion of the meeting/event, event organizers should do the following:

- Clean up trash and remove all debris from the meeting room. Full trash bags should be carried out of the building and placed in the dumpsters located on Bonnycastle Drive or Newcomb Road South. A cleaning fee may be charged if spills occur or additional clean-up is necessary.
- All tables and credenzas should be wiped down using water only.

If the event organizer wishes to have support from housekeeping during the clean-up, please work with the Dean's Office Administrator to coordinate. Services are provided for a fee and a university PTAO is required.

Alcohol

All events where alcohol will be served, whether department- or student-sponsored, must have the approval of the Vice President for Student Affairs. Alcohol approval request forms should be submitted directly to the Office of the Vice President for Student Affairs in the South West Wing of the Rotunda.

Alcohol approval request forms should be submitted no later than 7 days before the event. If alcohol is approved, UVa Security will need to be hired to manage the alcohol service. A copy of the form should be submitted to the events manager (curryevents@virginia.edu) before the event.

Holloway Hall

Holloway Hall: There is a kitchen outfitted with a refrigerator, microwave, and sink available for use by a caterer in Holloway Hall. Caterers can access Bavaro Hall through the R2 parking lot which provides same level access through the elevator at the North end of the building. Information on catering details should be provided to the events manager (curryevents@virginia.edu) prior to the event.

Parking

Parking is available in the Newcomb Hall Parking Garage for a fee. Event organizers can make other arrangements with Parking and Transportation. Parking and Transportation's Event Operations Division offers a range of services to provide parking options for event visitors. To make a reservation, contact Parking and Transportation at 434-924-3305.

Technology

Our conference rooms are equipped with a variety of technology to meet many needs. To determine what type of technology is available in each space please view our room matrix at:
http://curry.virginia.edu/gateway/faculty-staff/conference-space.

Technology Assistance and Setup

If your group will require assistance with the technology in the room or need to make a specific technology request, please contact the Educational Technologies Office (ETO) as soon as possible at edtech-support@virginia.edu or 434-924-7086. Requests for specialized set up or support must be made through the ETO at least 10 business days in advance. Event organizers may also request an equipment orientation at least 24 hours prior to the event or meeting. At the conclusion of the meeting, all technology should be returned to its appropriate rest/standby state and portable devices/adapters stored in their appropriate location.

Wireless

Guests may access the internet through a wireless guest access passcode. Event organizers can obtain a wireless access passcode through the WiFi at UVa guest page: http://its.virginia.edu/wireless/device-guest-configure.html.

Click on "Guest Passcodes for Wireless Access," sign into Netbadge, to create the passcode. It is recommended to either save electronically or print the generated certificate to provide to the guest.

Those needing assistance should contact curryevents@virginia.edu or call 243-1644.

Contacts

The following contacts in the Curry Dean's Office may assist with reservation and event needs:

Name	Title	Phone	Email
Diane Cole	Special Events Manager	434-243-1644	*curryevents@virginia.edu*
Pam Farmer	Administrative Coordinator	434-982-2285	
Joey Carls	Dean's Office Administrator	434-243-4326	
Kay Buchanan	Curry Librarian (Library Data Commons only)	434-982-2664	*kac7f@virginia.edu*