

## Policies and Procedures for the University Events Room

The University of Southern Maine is proud to have a first-class facility available to its community in the University Events Room (“UE”) on the seventh floor of the Albert Brenner Glickman Family Library. In keeping with the University’s aim for this room to be a showpiece for years to come, it is important for those who use the UE Room to be familiar with and adhere to the following Policies and Procedures.

The rationale for this document is to ensure that each guest of the UE Room and USM gets the *best* possible and *consistent* service, thereby enhancing the University’s institutional integrity and public image.

The primary use of the University Events Room is for *special* University events, programs and meetings.

Because it is a large, multipurpose space, it is not appropriate for smaller, routine meetings or academic classes. There are other spaces on campus, which should first be used for such meetings. Events or meetings that can utilize the size and flexibility of the space, the catering facilities, the audiovisual equipment, and/or leverage the ambiance of the room are encouraged. A reservation of the UE Room includes the back hallway near the freight elevator. This space can be used for a green room, storage or event staging. The reservation does **not** include the Great Reading Room, the Group Study Room or outside hallways. If break out rooms are needed, contact Christina Foster (ext. 4790).

The lobby of the UE Room is appropriate only for conference check-in or display tables. It cannot be used for a reception or break out space.

### **I. Reservation**

A. The University of Southern Maine’s Department of Conferences (“DOC”) is responsible for booking events in the University Events Room . They can be contacted at 780-5960 or e-mail [conferences@usm.maine.edu](mailto:conferences@usm.maine.edu)

B. Generally, appropriate reservations will be accepted on a first come, first serve basis. All University departments, academic units, student, faculty and staff organizations may request to use the space. Priority will be given to needs of the Office of the President and Office of Advancement. Certain events may be bumped for others with priority. Every effort will be made to find alternative space.

C. Cancellations must be given at least 48 hours before the event. Failure to give such minimal notice will force service departments to bill you for the event.

**II. Affiliation** – As with all University facilities, outside groups being sponsored by a University department must be conducting a program with a clear and direct connection with the sponsoring department and the University’s goals of education, research or public service. The reservation of the room for non-university events will be considered on a case by case basis and will be secondary to university reservations. All non-university groups or events must work through the Department of Conferences. Please

review the “Sponsorship of External Groups” document linked from the Dept. of Conferences’ website at [www.usm.maine.edu/conferences](http://www.usm.maine.edu/conferences) or call 780-5960 to have a copy sent to you.

**III. Service Providers for the UE Room** – Be advised that groups will be required to use USM service departments where available, and will not be allowed to use outside vendors.

**Meeting Planning.** Outside meeting planners are not allowed. Groups reserving space are strongly encouraged to use the Department of Conferences’ experienced meeting planning staff. While internal groups can elect to go without a meeting planner at all, please be aware of the list of duties and arrangements that become the sponsoring department’s sole responsibility, including but not limited to:

1. **Food Services** ARAMARK or other Department of Conferences’ confirmed professional, licensed caterer are the food service providers approved in the UE Room (a certificate of insurance is required). For insurance reasons, no food may be brought into the UE Room that is not provided by ARAMARK or a professional caterer. This includes food brought from home and food bought at retail stores. Although not mandated, ARAMARK offers the advantages of being the onsite, fully insured caterer with direct experience for providing excellent service to the room including delivery, staging, and clean-up. Further, ARAMARK has a vested interest in the success of each event and the University as a whole.

2. **Audio/Visual Equipment** The UE Room is equipped with most equipment needed for meetings and events. Contact Christina Foster (ext. 4790 ) in the Glickman Library for an orientation to all the a.v. equipment in addition to the motorized shades, light switches/ dimmers, and other special room features. If audio visual equipment is essential to the success of your meeting, we encourage you to contact Media Services. An A.V. Technician can be hired to oversee your meeting. The UE Room is not equipped with a photocopying machine. Be prepared in advance. In emergencies, a copy card can be purchased from the front desk of the Glickman Library.

3. **Facilities Management** (*required for all functions*) for custodial and set-up services. The round tables in the UE Room are new and may not need table cloths. Banquet tables (long, rectangular) are older and have not been updated. Table cloths for these tables are encouraged and can be ordered through ARAMARK.

4. **University Police** will be required if your function takes place outside of normal library operating hours.

5. ***A representative from the sponsoring department must be onsite at the University Events Room before, during and after the event.*** The onsite representative is responsible for receiving any deliveries, ensuring room set up, greeting guests, overseeing the event, troubleshooting and make certain that university policies are followed. At the close of the event, further responsibilities include securing audio visual equipment, all lights are off and the room is locked. These responsibilities may be shared among more than one person.

6. **Cancellation;** when not using the DOC, you are responsible for cancellations with each department of the University involved in servicing your event. Each department has its own procedure for cancellation; please be aware that 48 hours may or may not be enough time to cancel without incurring charges.

**IV. Violation of Policies, Financial Responsibility.** Use of the UE Room is a privilege. The University, reserves the right to refuse use of the UE Room to any University department, academic unit, student, faculty and staff organization or external client that does not follow the Policies and Procedures herein, does not pay their bills in a timely manner or otherwise misuses the room.