

**University of Rochester
Munnerlyn Atrium, Goergen Hall
Facility and Service Policies**

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I. MISSION

The mission of the University of Rochester Conference and Events Office is to support the University's mission by providing professional planning services for special University events, traditions, and conferences of an academic affiliation.

II. SCOPE

These policies cover the scheduling and use of the Biomedical Engineering and Optics building Atrium space.

III. CATEGORIES OF USE

The Munneryn Atrium space is available for meetings and events that are sponsored by both internal and external groups. The Conference and Events Office (C&E) has been given the responsibility for coordinating the reservation and use of Atrium space.

All reservations are subject to the scheduling priorities and guidelines administered by the C&E Office on behalf of the College. See section VI (Scheduling Priorities and Timelines).

A) *College Use*

College Use constitutes events that are targeted principally (at least 80%) to faculty, staff, and/or students of the College of Arts, Sciences and Engineering.

Examples include: departmental conferences; special or recurring departmental meetings; and student education activities.

College Use reservations are NOT subject to space rental charges. However, they are responsible for all service costs associated with such use (see pg. 3).

B) *University Sponsored Use*

University Sponsored Use constitutes events that are directly sponsored by a University school or division other than the College (ie., Simon, Warner, Eastman, Medical Center, Central Administration) or a department/division of the College, but which are targeted principally to NON University participants. Such sponsorship requires:

- 1) Verification from the appropriate department/division head; and
- 2) Direct control/involvement of that unit.

Examples include: research or other conferences, and activities sponsored by departments or divisions from any of the schools of the University of Rochester.

University Sponsored Use reservations are subject to discounted space rental charges, as well as all service costs associated with such use (see pg. 3).

C) *External Use*

External Use constitutes events that are targeted principally to groups not associated with the University. These would include corporate groups, non-profit organizations, or any group not falling within Categories A or B.

External Use reservations will be coordinated through the Conference and Events Office and will be staffed accordingly depending upon the type and scope of the function. All External Use activities are subject to full space rental charges, as well as C&E coordination fees and all service costs associated with such use.

IV. **RENTAL and SERVICE FEES**

The College leadership has instructed that a fee structure be developed and implemented to recoup some of the operating expenses associated with use of the Munneryn Atrium. The fee structure has two components rental fees and service costs.

RENTAL FEES:

	UR Sponsored	External
All day (6 a.m. to 6 p.m.)	\$300	\$400
1/2 day (3-6 hours)	\$200	\$300
1/4 day (<3 hours)	\$200	\$300
Evening (6-11:00 p.m.)	\$300	\$400

The *RENTAL FEE* is based on the actual space(s) utilized for any given activity. The fee structure reflects the College's out of pocket expenses, as well as certain administrative and fixed costs associated with the facility.

- College Use reservations are NOT subject to any rental fee.
- University Sponsored Use reservations are subject to discounted rental fees
- External Use reservations are subject to the full rental rate

The current rental fee structure is also available from the Conference and Events Office, 585 – 275 – 4111 and from the C&E website: www.conferences.rochester.edu.

SERVICE COSTS consist of the expenses from any and all of the services, materials or special requests associated with any use of the Atrium space. These include, but are not limited to, parking, housekeeping setups, special media needs, catering, equipment rental, and C&E management fees where applicable.

All users are responsible for paying Service Costs associated with their activity(s).

V. RESERVING SPACE and SERVICES

1. All reservation requests are directed to the Conference and Events Office at 585-275-4111 or through the EMS space reservation system.
2. C&E :
 - Confirms availability and schedules the space.
 - Provides users with instructions for use of the facility;
 - Confirms applicable rental fees (university-sponsored or external groups only);
 - Coordinates necessary support services;
 - Obtains deposits and other paperwork as appropriate prior to the activity.
3. **Note: A signed UR requisition (form 312) is to be submitted to confirm the reservation whenever support services are requested through the C&E Office. This requisition will be used to process any charges or fees associated with the use of the space.**
4. All users are responsible for returning the Atrium space to its normal configuration.
5. **A minimum of one (1) hour of housekeeping services at the rate of \$24/hr. is required for all groups.** Additional housekeeping charges may be assessed when special cleaning is required following any activity/reservation.

VI. SCHEDULING PRIORITIES and TIMELINES

- A) In carrying out its responsibilities to administer reservations and use of the Munnerlyn Atrium space, the Conference and Events Office must balance the various, often conflicting, priorities considered necessary to meet the differing needs of the many University of Rochester users. The cooperation and understanding of all prospective users is key to achieving maximum positive utilization of this space.
- B) Reservations for the Atrium space may be made up to 12 months in advance, based upon scheduling priorities and space availability. *Scheduling priorities are as follows:*
 - 1) *University Leadership Special Requests*
 - 2) *College Departmental Conferences or Special Events*
 - 3) *University wide Conferences or Special Events*
 - 4) *Curricular Activities for University students*
 - 5) *External Events*
- C) The privilege of reserving the Atrium space is contingent upon providing conference planning information in a timely fashion. If information on the planned activity and/or deposits (where applicable) are not received as requested, and after appropriate notification, space will be returned to inventory for reassignment to other uses.
- D) Double booking of this space is not permitted.

VII. CANCELLATION POLICY

- A) Cancellations of space/service requests must be received in writing by the Conference and Events Office. This applies to all categories of users. Letter, fax or e-mail cancellations will be accepted.
- B) Cancellations received up to 10 days in advance of reservation will receive a refund of 50% of deposit (where applicable), however, all groups will be responsible for any charges incurred in planning/preparing for the event; including C&E staff time and services, vendor cancellation fees or any other charges specifically related to their event.
- C) Cancellations less than 10 days in advance will receive no refund of deposit.

VIII. PUBLIC AREAS and CORRIDORS

The Munneryn Atrium space can be ideal for registration, exhibits and receptions. The C&E Office will work with clients to meet their needs while insuring adequate traffic flow and minimizing disruptions for all users.

IX. SUPPORT SERVICES

- A) All groups or individuals using the Atrium facility are required to coordinate all support service requirements (housekeeping, media, access/security) through the Conference and Events Office.
- B) The College Office of Event Support will provide media support for activities held in the Atrium. Use of any other media suppliers must be authorized/coordinated through the C&E.
- C) The University Environmental Services Dept, (General Housekeeping), will provide Housekeeping support for activities held in the Atrium. To insure that we are in compliance with the NYS Fire Codes and the U of R Risk Management policies, all set-ups are to be done by our housekeeping staff. Use of any other suppliers must be authorized/coordinated through the C&E Office.

X. FOOD and BEVERAGE

- A) ONLY University-approved caterers will be allowed to service activities within the Atrium.
- B) Any restrictions to be determined by the College.

XI. PARKING

- A) Unless otherwise specified, parking is available on a first-come, first-serve basis. Special events and/or conference parking to be coordinated through the C&E Office.

- B) University Transportation is responsible for establishing all parking fees. Parking Permits can be purchased through the parking office.
- C) Requests for parking spaces or attendant services should be coordinated through the C&E Office.

XII. SECURITY

- A) Outdoor entryways into the Atrium are secured after hours. Only designated individuals with reader cards will be allowed into the facility after hours.
- A) Both internal and university-sponsored groups are instructed to obtain access to the Atrium space through the C&E Office as necessary. For external groups, all space access will be arranged through the C&E Office.

XIII. SMOKING

In the light of the clear health hazards associated with tobacco and as an institution committed to promoting the best possible health care for all, the University of Rochester has adopted a University-wide smoke-free policy.

- Smoking is not prohibited within all buildings, grounds, or vehicles parked on University of Rochester property.

XIV. AMERICANS WITH DISABILITIES (ADA)

The University of Rochester is committed to providing equal educational and employment opportunities for qualified individuals with disabilities, in accordance with state and federal laws and regulations, including the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973. Further, the University is committed to applying the strengths of its resources, talents and ingenuity to maintain an inclusive environment for individuals with disabilities.

For Further Information on the Munnerlyn Atrium contact:

Conference Coordinator
University of Rochester
Conference and Events Office
585-275-4111