

# Scheduling Meetings on Campus

Liz Johnson  
Scheduling Division  
Office of the Registrar

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# So you want to have a meeting...

- What are your expectations?
- What is your budget?
- How do I find a space?

# What type of meeting?

- Lecture
- Training
- Reception

# Who is your Audience?

- Students
- Faculty
- Staff
- Alumni
- Public/Guests
  - Families/Children

# Select a Date or Date Range

- Be flexible
- Use a Doodle Poll to help find times that will work for your attendees
- Afternoons and Fridays are often more open, both for attendees and locations
- Check to make sure other large events are not scheduled for the same day

# Length of Event

- 1 hour lecture
- ½ or full day conference
- Multiple day event
- Plan for setup/teardown time

# Number of Attendees?

- RSVP
- Open Invitation
- Annual Event

# How will you advertise?

- Campus Calendar of Events
- Fliers
- Posters
- Banners
- Emails

# Food or no Food?

- Food entices people to come
- Must use approved catering list for venue
- Not all areas allow food

# General Assignment Classrooms

- Scheduled through Scheduling Division, Registrar's Office
  - Rooms of varying sizes from 20 to 420
  - Classes receive first priority
  - Fill out Special Event Application for review depending on meeting type
  - Rooms are free if no admission is charged or donations collected
  - Self-service- no on-site contact, no AV assistance, pack out own trash, etc.

# Scheduling Events

Students

Registration &  
Records

Veteran Services

Transcripts &  
Verifications

Graduation &  
Commencement

Academic & Event  
Scheduling

Faculty & Staff

Special Event Applications must be submitted a minimum of one week before your event. Applications typically take between 7–10 days to process. After your application has been approved, you will be required to sign a facility use agreement.

Please do not advertise for your event until approval is granted and your contract is signed.

## Event Information

- [Event Fees](#)
- [In Charge Person Duties & Responsibilities](#)
- [Lightning Safety for Organized Outdoor Events](#)
- [Rooms We Schedule \(PDF\)](#)
- [Information for Other Facilities \(PDF\)](#)

## Event Forms

- [Special Event Planning Checklist \(PDF\)](#)
- [Special Event Application \(PDF\)](#)
- [Structure Permit Application \(PDF\)](#)
- [IMS Fee Waiver Application \(PDF\)](#)
- [Guest Lecturer/Performer Agreement \(PDF\)](#)
- [Sample Contract \(PDF\)](#)

## Scheduling Division

201 S. 1460 E., Room 40  
Salt Lake City, UT 84112

Phone: (801) 581-7854  
Fax: (801) 585-7524

[scheduling@utah.edu](mailto:scheduling@utah.edu)

## Office Hours

Monday – Friday  
8:00 AM – 5:00 PM

Note: every second and fourth Wednesday  
Scheduling is closed from  
8:00 AM to 10:00 AM for  
staff training.

<http://registrar.utah.edu/scheduling/events/index.php>

# General Assignment Classrooms

- How to Reserve
  - Online- for student groups and university depts. [Astra.utah.edu](http://Astra.utah.edu)
  - By email- [scheduling@sa.utah.edu](mailto:scheduling@sa.utah.edu)
  - By Phone 801.581.7854
  - In Person- SSB 40 M-F 8-5

# A. Ray Olpin University Union



- Top Notch Service!
  - Dedicated and courteous staff
  - Atmosphere & Location is excellent!
  - [http://union.utah.edu/index.php?page=reservations&subpage=Rooms and Rates](http://union.utah.edu/index.php?page=reservations&subpage=Rooms%20and%20Rates)
- How to Reserve
  - Online- for student groups and university depts
  - By Phone 801.581.7251
  - By email- [reservations@union.utah.edu](mailto:reservations@union.utah.edu)
  - In Person- Drop by Union 255 M-F 8-5

[home](#)[events](#)[services](#)[information](#)[involvement & leadership](#)

## Reservations

- Calendar of Events
- Rooms and Rates
- Event Planning Tips
- Policies
- Catering
- Directions and Parking
- Building Maps
- Feedback

### ROOM RESERVATIONS

All Great events start with a good location and a well thought out plan. The University of Utah Union reservations staff can help you with both.

**Top Notch Service** The real advantage of choosing the Union for your next event is the Union reservations staff. The dedicated and courteous service you will receive is ensured with every booking. There will always be a competent staff person on hand at all time to assist you. You will receive the first class attention you deserve in all stages of planning and carrying out your event.

**Atmosphere** The facilities at the Union offer you a variety of atmospheres to choose from to fit your occasion; bright spacious rooms with sweeping views of the valley; outdoor patios dressed up or down; meeting to recreation rooms... The Union has the space you need to make your event comfortable and memorable.



**Common room**

**Everything You Need in One Place** Centrally located on the beautiful University of Utah campus, the Union is unique in its ability to house many different services under one roof. The in-house catering and dining facilities make it easy to create a food plan for any occasion. Recreational facilities such as bowling lanes, billiard rooms, a video arcade and public lounge spaces are all there for your entertainment. A full service on site Copy Center, Wireless Web service, and convenient parking just make it all that much easier.

## TODAY'S EVENTS

### MSA

PARLOR C  
8:00 am 9:00 pm

### Branden/Marketing

A LBV CTR PILLAR \$\$  
9:00 am 9:00 pm

### Lawn Signs

PATIO LAWN 2  
9:00 am 9:00 pm

### Branden/Marketing

A LBV UNDER STAIRS \$\$  
9:00 am 9:00 pm

### Lawn Signs

PATIO LAWN 1  
9:00 am 9:00 pm

### MSA

## FOLLOW US!

Like 1k Send

ROOM	A	B	C	D
311	0	0	25	58
312	0	0	25	58
319	0	0	25	58
323 A/B	0	0	38	81
323A	0	0	25	58
323B	0	0	25	58
COMMON ROOM	0	0	25	58
DEN	0	0	50	100
THEATRE	0	0	50	100
PANO EAST	65	85	100	200
CRIMSON VIEW	125	140	180	400
PARLOR A	30	38	90	150
PARLOR B	0	0	55	100
PARLOR C	0	0	35	40
COLLEGIATE	30	38	90	150
SALTAIR	100	130	165	290
<b>ENTIRE BALLROOM</b>				
AUDITORIUM STYLE	200	258	580	1,008
CUSTOM WITH TABLES	400	450	580	1,008
<b>CENTER BALLROOM</b>				
AUDITORIUM STYLE	118	156	360	710
CUSTOM WITH TABLES	230	250	360	710
<b>EAST BALLROOM</b>				
AUDITORIUM STYLE	41	51	110	149
CUSTOM WITH TABLES	85	100	110	149
<b>WEST BALLROOM</b>				
AUDITORIUM STYLE	41	51	110	149
CUSTOM WITH TABLES	81	100	110	149
<b>BALLROOM CORRIDOR</b>	32	32*	50*	75*

## RATE CATEGORIES

### CATEGORY A:

MEETINGS OR EVENTS RESERVED AND COORDINATED BY STUDENTS OR STUDENT ORGANIZATIONS WITH NO ADMISSION OR REGISTRATION FEES ASSOCIATED WITH THE EVENT

### CATEGORY B:

MEETING OR EVENT RESERVED AND COORDINATED BY UNIVERSITY DEPARTMENTS, ORGANIZATIONS AND STAFF WITH NO ADMISSION OR REGISTRATION FEES ASSOCIATED WITH THE EVENT

### CATEGORY C:

STUDENTS, STUDENT ORGANIZATIONS, UNIVERSITY DEPARTMENTS, ORGANIZATIONS AND STAFF CHARGING A REGISTRATION OR ADMISSION FEE FOR THEIR EVENT

NOT-FOR-PROFIT  
STATE/FEDERAL GOVERNMENT  
PUBLIC SCHOOLS  
ALUMNI

### CATEGORY D:

ALL OTHER NON-UNIVERSITY GROUPS OR INDIVIDUALS

### ADDITIONAL FEES AND PERSONNEL SERVICES:

FUNCTION MANAGER	\$10/HOUR PER MANAGER
EXCESSIVE CLEANUP	\$25/HOUR PER PERSON
WEDDING RECEPTIONS CRIMSON VIEW	\$400 APPLIES TO ALL RATE CATEGORIES
CAMPUS POLICE	\$40/HOUR
PARKING VALIDATIONS	ALL DAY \$7.00, HOURLY \$.72
EXTENDED HOURS	\$35/HOUR-\$60/HOUR



## Entire Ballroom

### BALLROOM - ENTIRE

Set to suit, Phone jacks, 4 mic jacks, Stage 24x42x14

Set Up	Auditorium Style Rates	Custom with Tables Rates	Dimensions
1000	Category A:	Category A:	239x59
Auditorium	\$200	Category B:	Stage
300	Category B:	\$400	24x42x14
Classroom	\$258	Category C:	12446 Sq.
540	Category C:	\$450	Ft.
Rounds/6	\$580	Category C:	
720	Category D:	\$580	
Rounds/8	\$1008	Category D:	
600 Testing		\$1008	



## Center Ballroom

### BALLROOM - CENTER

Set to suit, Phone jack, 4 mic jacks stage, Stage: 24x42x14

Set Up	Auditorium Style Rates	Custom with Tables Rates	Dimensions
750	Category A:	Category A:	50x160
Auditorium	\$118	Category B:	8000 Sq. Ft.
150	Category B:	\$230	Stage:
Classroom	\$156	Category C:	24x42x14
360	Category C:	\$250	
Rounds/6	\$360	Category C:	
480	Category D:	\$360	
Rounds/8	\$710	Category D:	
350 Testing		\$710	



### Common room

#### COMMON ROOM

Built-in screen, Built-in LCD projector, Board table, Built-in white board, Displ

#### Set Up

30 Auditorium  
16 Board Table

#### Rates

Category A: \$0  
Category B: \$0  
Category C: \$25  
Category D: \$58

#### Dimensions

14x27  
378 Sq. Ft.



#### THEATRE

Auditorium, 99 floor tablet arm seats, Built-in screen, Built-in VCR/DVD/LCD projector, stage (2 wireless mics)

#### Set Up

99

#### Rates

Category A: \$0  
Category B: \$0  
Category C: \$50  
Category D: \$100



**Collegiate room**

**COLLEGIATE ROOM**

Set to suit, Built-in white board/flip chart/screen, Built-in LCD projector, Phone jack

**Set Up**

- 60 Auditorium
- 30 Board Table
- 30 Classroom
- 40 Hollow Square
- 48 Rounds/6
- 64 Rounds/8
- 40 Testing
- 30 U-Out

**Rates**

- Category A: \$30
- Category B: \$38
- Category C: \$90
- Category D: \$150

**Dimensions**

20x40  
800 Sq. Ft.



**Saltair room**

**SALTAIR ROOM**

Set to suit, Built in screen, Built in TV/VCR/DVD/LCD, 4 mic jacks

**Set Up**

- 300 Auditorium
- 120 Classroom
- 54 Hollow Square
- 168 Rounds/6
- 224 Rounds/8
- 180 Testing
- 54 U-Out

**Rates**

- Category A: \$100
- Category B: \$130
- Category C: \$165
- Category D: \$290

**Dimensions**

60x58  
3480 Sq. Ft.



## **The Den**

### THE DEN

Set to suit, Sliding glass door to patio

#### **Set Up**

50 Auditorium  
18 Board Table  
30 Classroom  
30 Hollow Square  
30 Rounds/6  
40 Rounds/8  
48 Testing  
25 U-Out

#### **Dimensions**

24x32  
768 Sq. Ft.

#### **Rates**

Category A: \$0  
Category B: \$0  
Category C: \$50  
Category D: \$100

# Conference and Event Management



- 30 years of experience in detailed conference coordination, locally, nationally, and internationally
  - Online Registration
  - Speaker Management
  - Budgeting
  - Entertainment and Tours
  - Food and Beverage Coordination
  - Web Development
- How to Reserve
  - Online- submit a request form (RFP)
  - By Phone 801.587.2980
- <http://www.universityguesthouse.com/Conference-Facilities>



# UNIVERSITY GUEST HOUSE & CONFERENCE CENTER

[LODGING](#)[CONFERENCES](#)[WEDDINGS](#)[SUMMER EVENTS](#)[MAPS & MEDIA](#)[CONTACT](#)

University Guest House

## CONFERENCE FACILITIES

Our 35,000 square feet of meeting space is divided among 6 buildings in the Historic Fort Douglas area, including the University Guest House, the Officers Club, the Commander's House, the Pierre Lassonde House, the Chapel, and even the fort's original movie theater. We have facilities for all types of gatherings from business meetings to formal dinners.

To reserve one of our facilities or to just ask a question, contact our office at 801-587-2980 or submit a [Request Form](#). For a summary sheet showing all the facility details, [click here](#).

### University Guest House

110 South Fort Douglas Blvd., Salt Lake City

Meeting Rooms: 6

[Map](#)



There are four meeting rooms and two boardrooms located in our 180 room on-campus hotel. Our conference facilities are well suited to any type of gathering, whether small in our boardrooms or large in our Fort Douglas Ballroom. A preparation kitchen is

**BOOK YOUR EVENT**

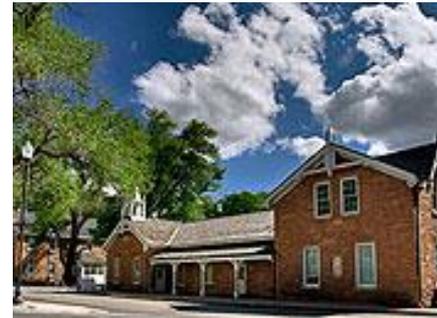
801-587-2980 | [Request Form](#)

**35 Years and Counting**

Conference & Event Management  
planning conferences for  
departments for over 35 years  
planned meetings through the  
and Canada, all around the  
Utah and on the University of  
help you create a first class meeting  
where you decide to

# Fort Douglas Spaces

- University Guest House- 6 rooms
- Officers Club- 4 rooms
- Commander's House- 4 rooms
- Pierre Lassonde House- 3 rooms
- Post Chapel- up to 165 people
- Post Theatre- up to 250
  
- Outdoor
  - The Grove
  - Bandstand- up to 150
  - Fort Douglas Picnic Area



Guest House Meeting Rooms							
Meeting Room	Dimensions	Square Footage	Theater	Banquet	U Shaped	Classroom	Hollow Square
Alpine	26' x 30'	780	50	40	16	24	24
Bonneville	24' x 30'	720	50	40	16	24	24
City Creek	66' x 30'	1920	130	96	42	81	50
Ensign Boardroom	17 x 24'	408	Conference Table for 12				
Foothills Boardroom	17' x 10'	170	Conference Table for 8				
Fort Douglas Ballroom	73' x 59'	4300	465	300	78	230	102
Ballroom East	73' x 26'	1898	150	100	63	75	72
Ballroom West	73' x 32'	2336	210	120	66	105	78

Heritage Center							
Meeting Room	Dimensions	Square Footage	Theater	Banquet	U Shaped	Classroom	Hollow Square
Meeting Room 1A	36' x 20'	720	70	40	24	30	30
Meeting Room 1B	36' x 48'	1728	140	80	33	84	42
Meeting Rooms 1A & 1B	36' x 68'	2448	210	128	N/A	99	N/A

Capacities based on room selection and setup

Cost varies depending on size & configuration

# HSEB- Eccles Health Science Education Building

- Available for Health Related Use

Room Rental Charges - Applied for full or part of the day room use:

Room Name	Category A	Category B	Category C
Lecture Hall (150 person or 75 person)	\$100	\$200	\$500
Alumni Hall - one side (75 person)	\$100	\$200	\$400
Alumni Hall - both sides (150 person)	\$200	\$400	\$800
Distance Education Classroom (40 person)	\$100	\$200	\$500
Classrooms (40, 25 & 15 person)	\$50	\$100	\$300
Computer Suite Classrooms (14, 16, 18 or 24 person)	\$100	\$100	\$200
Atrium	\$50	\$50	\$200
Technical Support - as pre-arranged. Charged on weekends and evenings.	\$50/hour - 2 hr. minimum	\$50/hour - 2 hr. minimum	\$50/hour - 2 hr. minimum
Additional charges may be incurred for special arrangements.			

# HSEB- Eccles Health Science Education Building (Events)

- How to Reserve
  - Online- request form can be found at <http://library.med.utah.edu/lib/faculty/contact-form.php?addressee=uzYd6OgK&dom=91aea213acb2018>
  - By Phone- Nancy Litz- 801.581.8052

# Stadium & Arena Event Services

- **Scholarship Reception Room**
- *(Level 4 in Rice-Eccles Stadium Tower)*

- **Rental Fees**

- **Daytime:** (M-F, 8 am-5 pm)

- 100 People or Less: \$1,100

This includes set up, clean up, and staffing for your entire event.

More than 100 People: \$1,500

This includes set up, clean up, and staffing for your entire event.

- **Mezzanine**

- *(Level 5 in Rice-Eccles Stadium Tower)*

- **Rental Fees**

- **Daytime:** (M-F, 8 am-5 pm)

- \$450 - This includes set up, clean up, and staffing for your entire event.



# Stadium & Arena Event Services

- **Varsity Room**
- *(Level 6 in Rice-Eccles Stadium Tower)*
  - **Rental Fees**
  - **Daytime:** (M-F, 8 am-5 pm)
  - 100 People or Less: \$950  
This includes set up, clean up, and staffing for your entire event.
  - More than 100 People: \$1,300  
This includes set up, clean up, and staffing for your entire event.
  
- **Conference Room**
- *(Level 5 or Level 6 in Rice-Eccles Stadium Tower)*
  - **Rental Fees**
  - **Daytime:** (M-F, 8 am-5 pm)
  - Half Day: \$100  
This includes set up, clean up, and staffing for your entire event.
  - Full Day: \$150  
This includes set up, clean up, and staffing for your entire event.

# Stadium & Arena Event Services

- How to Reserve
  - By email- [info@stadium.utah.edu](mailto:info@stadium.utah.edu)
  - By Phone 801.581.5445
  - In Person- 6<sup>th</sup> Floor, Rice- Eccles Stadium, M-F 8-5
- <http://stadium.utah.edu/space/index.php>

# Alumni House

- Centrally Located
- Elegant Dining Room
- Beautiful Patio
- Serving Kitchen





Alumni Association  
THE UNIVERSITY OF UTAH

## ALUMNI HOUSE RENTAL RATES

ROOM RENTAL	CAMPUS / MEMBER PRICING	REGULAR PRICING
Up to four hours	\$300	\$350
Four to eight hours	\$350	\$400
Kitchen only	\$100	\$125
Eccles Patio	\$100	\$125
Refundable security deposit	N/A (Campus only)	\$250
Full house rentals	\$975	\$1,075

ADDITIONAL SERVICES AND RENTAL ITEMS AVAILABLE ON REQUEST, INCLUDING BUT NOT LIMITED TO:

Piano use (Dumke & Tanner rooms)	\$35
Fireplace	\$25
Projection screen	\$15
Projector	\$75
Podium	\$25
Burbidge audio-visual equipment	\$85
TV / DVD / VCR	\$50
Parking day pass	\$10
Parking validations	\$ .85/hour 6 a.m. -6 p.m. \$1.50 after 6 p.m.
Parking moratorium (full day)	\$200
Parking moratorium (half day)	\$110
Parking sign	\$25
Table linens (each)	\$6
Centerpieces (each)	\$3
Speaker with iPod dock or additional wireless microphone	\$100
iPod dock (alone)	\$25
Site manager (outside of business hours)	\$15/hour



Dumke  
Reception  
Room



Tanner  
Dining Room



Burbidge  
Board Room

75-100  
Capacity



# Alumni House

- How to Reserve
  - By email-  
[rachel.vantassell@alumni.utah.edu](mailto:rachel.vantassell@alumni.utah.edu)
  - By Phone 801.581.3710
- <http://ulink.utah.edu/s/1077/index.aspx?sid=1077&gid=1&pgid=880>

# Outdoor Areas

- Request through appropriate agency
- Form to fill out for sprinklers to be off or contact Lorenzo Lopez - 801.581.5358
- <http://facilities.utah.edu/facilities-services/landscape-maintenance/event-form.php>

# Start at Home

- Department or College Facilities
- Nearby Locations
- Call Scheduling for a referral or check out our website for a list of buildings and contacts

[http://registrar.utah.edu/\\_pdf/facilities-not-scheduled-by-scheduling.pdf](http://registrar.utah.edu/_pdf/facilities-not-scheduled-by-scheduling.pdf)

<b><u>Building / Facility</u></b>	<b><u>Contact Person</u></b>	<b><u>Phone #</u></b>
ACS Conf., Park 150 (~18ppl)	Front Desk	581-3349
Alumni House	Rachel Van Tassell	581-3710
ASB 220 (after 2:00), 210	Stephanie Halander	585-0099
Babcock Theater & West Institute	Barbara Sturgis	581-3269
Business Plaza (outdoor and bldgs)	Heather Storie	587-8183
Carolyn Tanner Irish Humanities Bldg.	Beth Tracey	581-8473
Catmull Gallery, WEB	Sarah BagDoian	581-8346
College of Law Bldg.	Virginia Beane	581-3738
College of Nursing Bldg.	Shayla Degooyer	581-7729
College of Pharmacy Bldg.	Sara Ray	581-5984
Conference Serv., U Guest House & Fort Douglas (can schedule any of these bldgs) (Post Theatre ~200 ppl)	Front Desk	587-2980
	Meghan Webb	587-2982
	Lindsay Beacco	587-2981
David Gardner Hall	Music Dept.	581-6762
	Claudia Horton	587-9544
Field House	Cheri Jenkins	581-8898
G. S. Eccles Tennis Center	Front Desk	581-7075
Heritage Center ( <a href="http://housingevents.sa.utah.edu/ems">http://housingevents.sa.utah.edu/ems</a> )	Shannon Hagen	587-2909
HPR Activity Areas	Brent Park	581-7891
HSEB	Nancy Litz	581-8052
Huntsman Cancer Institute Auditorium	Roni Whittle	587-9315
INSCC High Perf Comp Center Aud (Rm 110)	Janet Ellingson	585-3791
Huntsman Center, Rice-Eccles Stadium & Olympic Cauldron Park	Front Desk	581-5445
Kingsbury Hall (~1990 ppl)	Robin Wilks-Dunn	581-6261



# Questions??

Liz Johnson

[ejohnson@sa.utah.edu](mailto:ejohnson@sa.utah.edu)

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