Scheduling Meetings on Campus

Liz Johnson

Scheduling Division

Office of the Registrar

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?

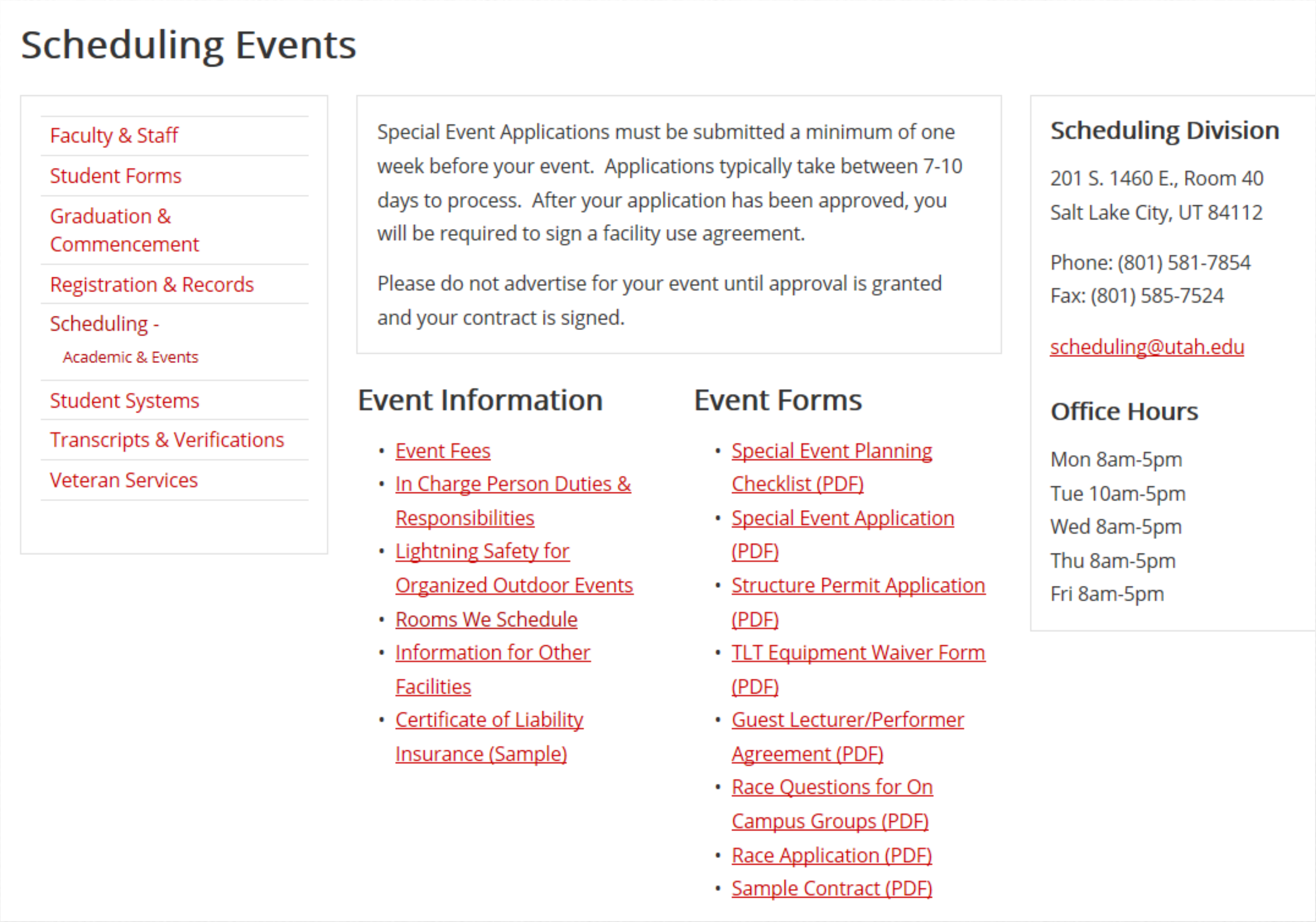
- Campus Calendar of Events
- Fliers
- Posters
- Banners
- Emails

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.


Faculty & Staff
Student Forms
Graduation & Commencement
Registration & Records
Scheduling -
Academic & Events
Student Systems
Transcripts & Verifications
Veteran Services

Scheduling Events

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
- Information for Other Facilities
- Certificate of Liability Insurance (Sample)

Event Forms

- Special Event Planning Checklist (PDF)
- Special Event Application (PDF)
- Structure Permit Application (PDF)
- TLT Equipment Waiver Form (PDF)
- Guest Lecturer/Performer Agreement (PDF)
- Race Questions for On Campus Groups (PDF)
- Race Application (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

Office Hours

Mon 8am-5pm
Tue 10am-5pm
Wed 8am-5pm
Thu 8am-5pm
Fri 8am-5pm

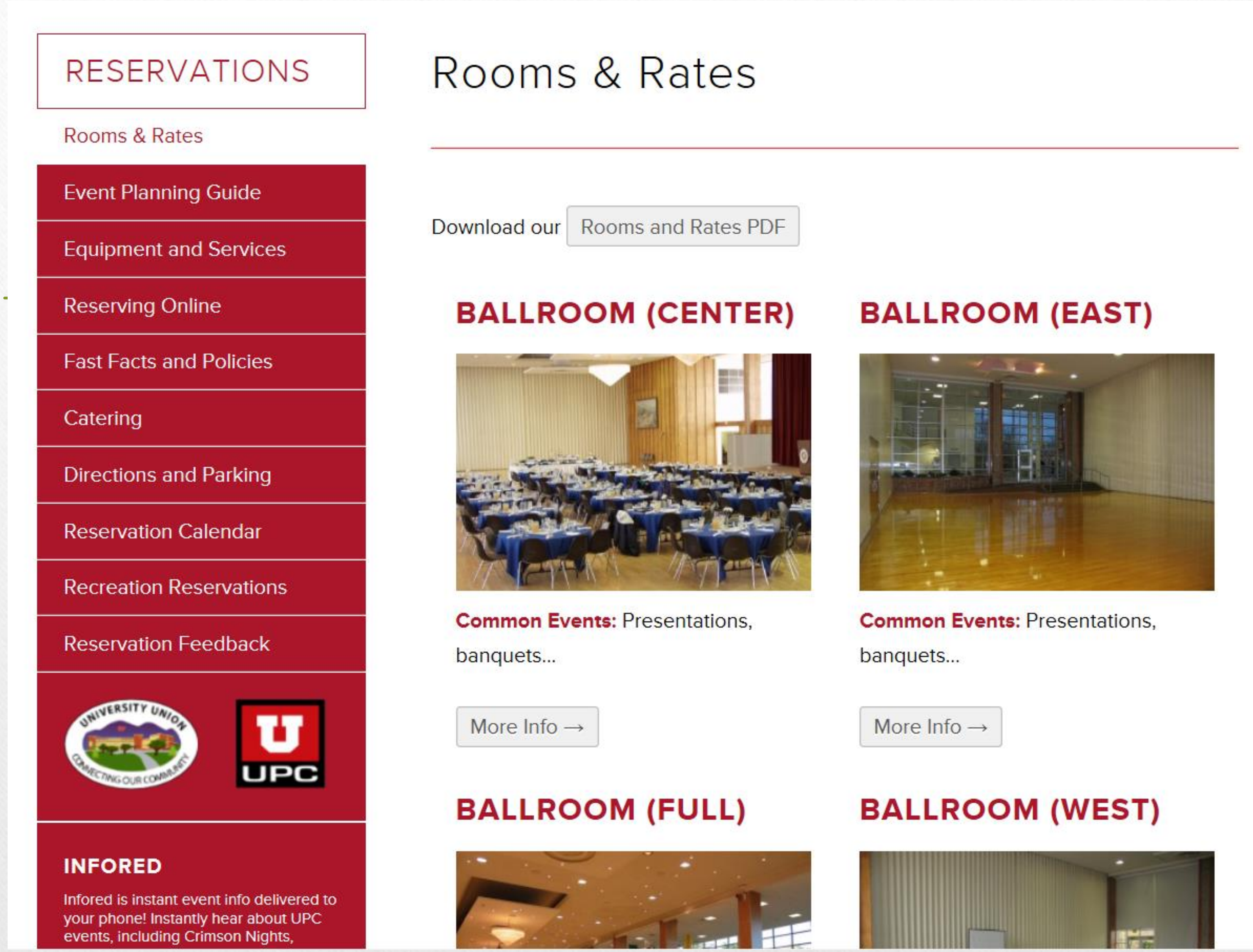
http://registrar.utah.edu/scheduling/events/index.php

General Assignment Classrooms

- How to Reserve
    - Online- for student groups and university depts. Astra.utah.edu
    - By email- 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/rooms/
- How to Reserve
  - Online- for student groups and university depts
  - By Phone 801.581.7251
  - By email- reservations@union.utah.edu
  - In Person- Drop by Union 255 M-F 8-5


RESERVATIONS
Rooms & Rates
Event Planning Guide
Equipment and Services
Reserving Online
Fast Facts and Policies
Catering
Directions and Parking
Reservation Calendar
Recreation Reservations
Reservation Feedback
UNIVERSITY UNION
CONNECTING OUR COMMUNITY
U
UPC
Rooms and Rates PDF
More Info →
More Info →

Rooms & Rates

Download our Rooms and Rates PDF

BALLROOM (CENTER)

Common Events: Presentations, banquets...

BALLROOM (EAST)

Common Events: Presentations, banquets...

BALLROOM (FULL)

BALLROOM (WEST)

INFORED

Infored is instant event info delivered to your phone! Instantly hear about UPC events, including Crimson Nights,

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.	**Auditorium style: $137**	**Custom with tables: $253**
Category B Meetings or events reserved and coordinated by university departments, organizations and staff with no admission or registration fees associated with the event.	**Auditorium style: $171**	**Custom with tables: $275**
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.	**Auditorium style: $416**	**Custom with tables: $416**
Category D All other non-university groups or individuals.	**Auditorium style: $810**	**Custom with tables: $810**

Other Info: For an additional $45, there is a high lumen projector available for bright and clear presentations during the day as well as after the sun sets.

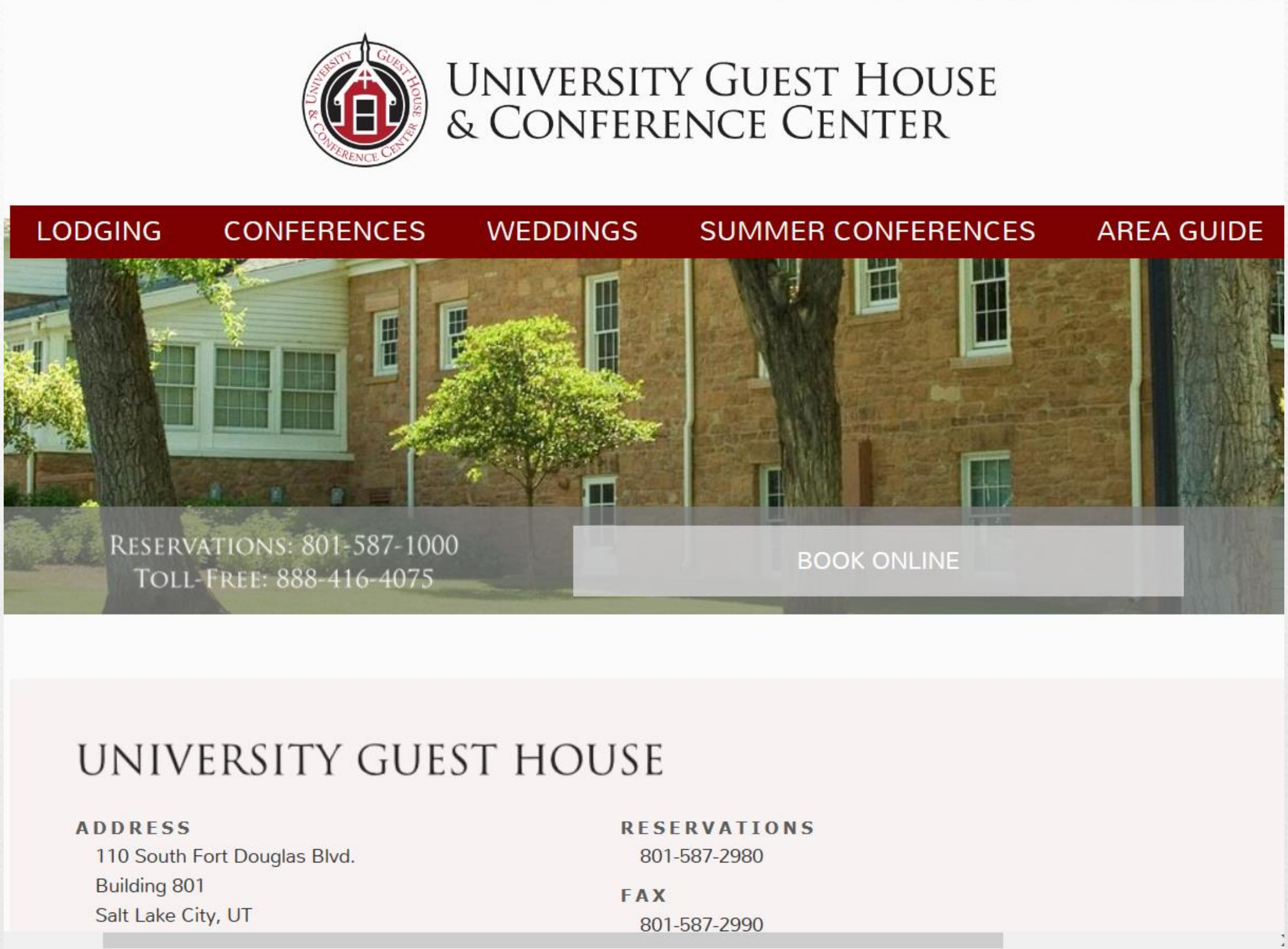
All rooms have access to free wireless internet and are wheelchair accessible.

Events requiring more than 80 tables will be charged $5 for each additional table.

UNION

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 CONFERENCES
AREA GUIDE
BOOK ONLINE

RESERVATIONS: 801-587-1000
TOLL-FREE: 888-416-4075

UNIVERSITY GUEST HOUSE

ADDRESS

110 South Fort Douglas Blvd.
Building 801
Salt Lake City, UT

RESERVATIONS

801-587-2980

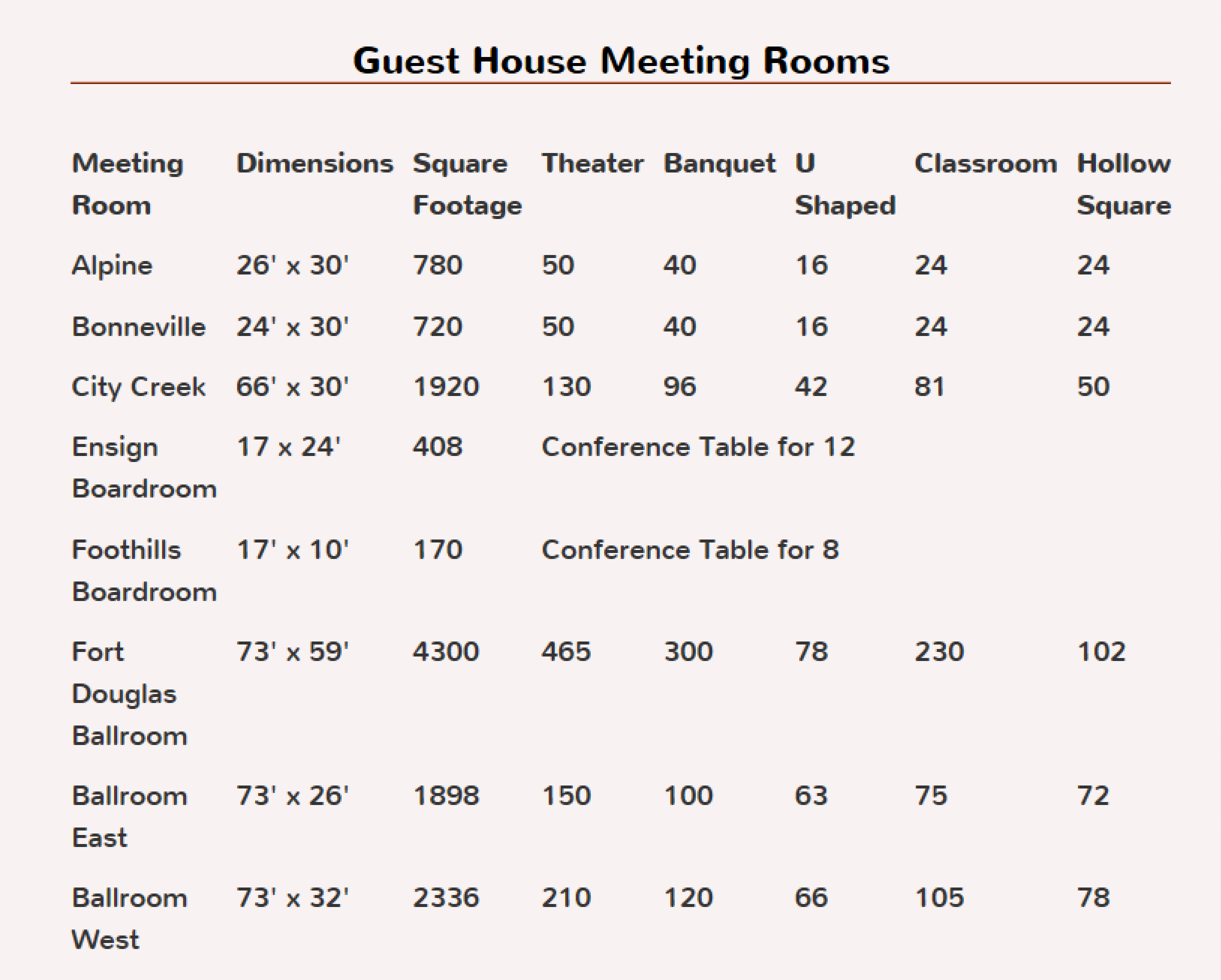
FAX

801-587-2990

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

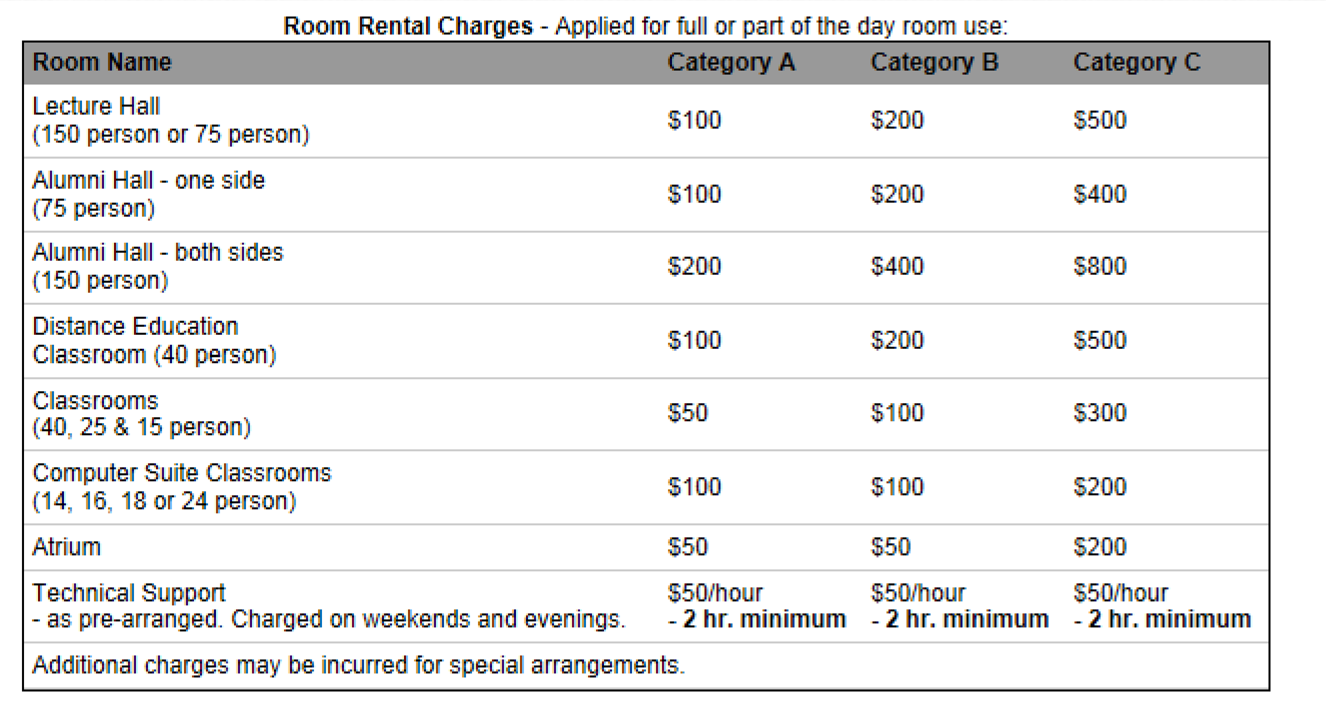
Meeting Room	Dimensions	Square Footage	Theater	Banquet	U Shaped	Classroom	Hollow Square
Alpine	26' x 30'	780	50	40	16	24	24
Bonneville	24' x 30'	720	50	40	16	24	24
City Creek	66' x 30'	1920	130	96	42	81	50
Ensign Boardroom	17 x 24'	408	Conference Table for 12				
Foothills Boardroom	17' x 10'	170	Conference 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

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.

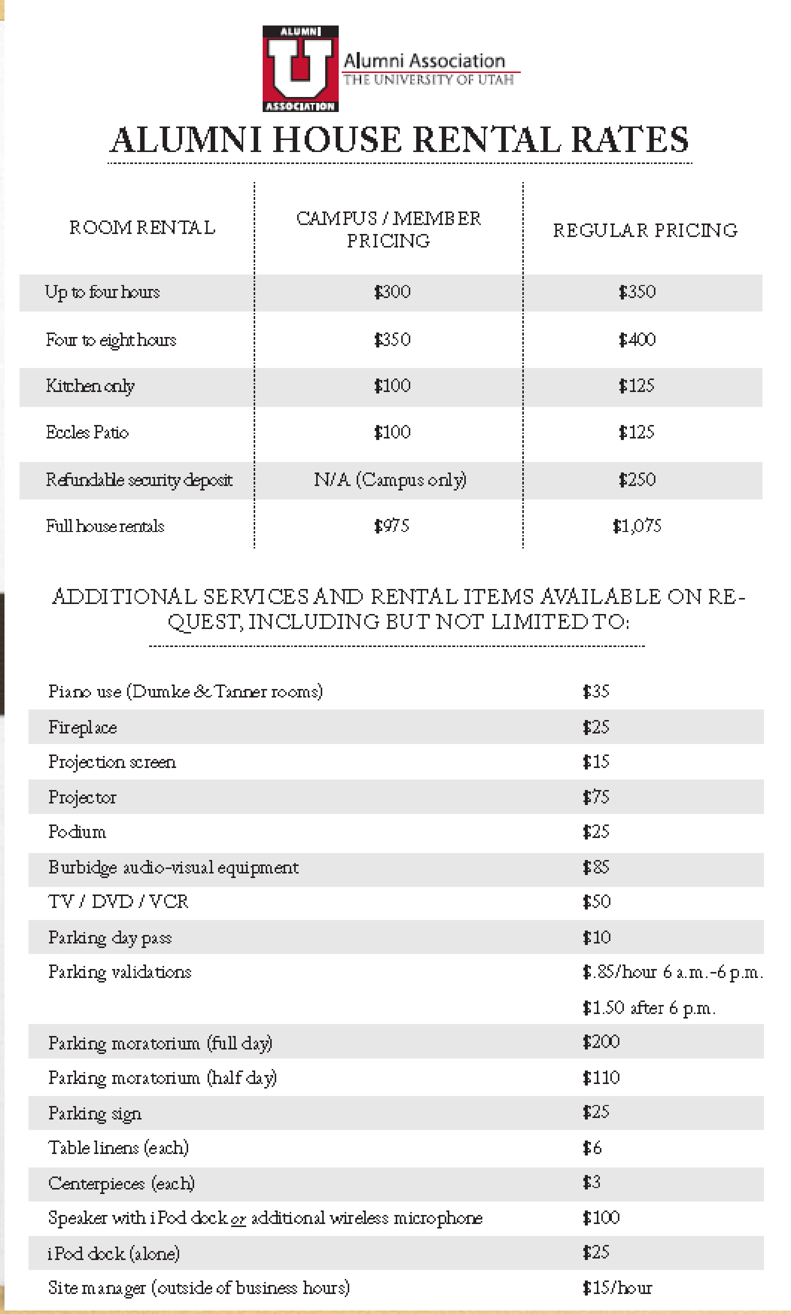
Stadium & Arena Event Services

- How to Reserve
  - By email- info@stadium.utah.edu
  - By Phone 801.581.5445
  - In Person- 6th 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
  - 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

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

Questions??

Liz Johnson
ejohnson@sa.utah.edu
5-7708