

UO Departments and Affiliated Organizations

Policies | Deadlines | Rates

Our staff is here to assist you with every detail of your group's events—including reserving meeting rooms and classrooms, event planning, audio/visual equipment, lighting, staging and room setup. Call us if you have any questions. We are here to help. This packet is designed to give you all the information to begin planning your event from requesting space, to planning for associated costs and any specific requirements.

Erb Memorial Union
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Eugene, OR 97403-1228
Phone: [541] 346-6000
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Web: <http://emu.uoregon.edu>
Email: schedule@uoregon.edu

Make your request as soon as possible. We know there are unexpected event opportunities and spur-of-the-moment meetings, but please reserve rooms and equipment as early as possible. We will do our very best to accommodate your requests. However, we cannot always guarantee that we will be able to schedule staff or ensure availability for last minute events. For major events, all event details must be finalized by Thursday the week before the event.

Only faculty and staff are automatically allowed to schedule and may do so either by phone, e-mail or coming into our office. We authorize faculty and staff by cross checking each person's information with the Campus Directory or your official home page. If your staff includes students or GTFs, these individuals require a special authorization letter from the department chair or coordinator. Please send these to the Scheduling and Event Services Office by campus mail or e-mail. All special authorizations expire on July 1st of every year. We also encourage any person contacting us to reserve a space be prepared to provide an index code for all potential charges especially if technical equipment is requested.

Keep in touch with us. Plans can change...let us know. More than anything, we want you to have a successful experience. Our office is open 8am-5pm Monday to Friday.

WHEN TO MAKE YOUR REQUEST

Requests should be made as soon as possible to ensure space and equipment availability. Department representatives may call, email, fax, or walk into the Scheduling Office to plan events.

Simple Meetings in the EMU and Classrooms

Meetings in the EMU should be scheduled by 1:00pm the day before the meeting. Requests for classrooms for non-academic events can also be made through our office, and need to be reserved at least 2-3 days before the event.

Last Minute Requests

If you have a last-minute-day-of request for a pre-set meeting room with no technical equipment and no catering, please stop by or call our office and we will try to accommodate your request. Please remember to clean up the room when your event is finished.

Weekly Meetings

Weekly meetings for departments can be scheduled dead week the term prior to the term that the weekly meetings are being requested. Each organization may schedule a maximum of three separate weekly meetings each term.

Large Events

Large events such as conferences can be reserved for two academic years starting October 1st of the current academic year. You should plan to meet with Scheduling and Event Services staff throughout the year as you plan your event. All details must be finalized by Thursday two weeks before the Event including payment, equipment, and setup.

HOW TO PLAN AN EVENT

- First**—Have an authorized member of your organization contact the Scheduling Office to check on the dates, times, and room availability. Our student office staff will either make a preliminary reservation or transfer you to a Scheduling and Event Services Coordinator.
- Second**—Pull together all the details of your event. Work with your Scheduling and Event Services Coordinator to determine if you need approvals (e.g. Candles), how you would like the room setup, and technical equipment that you will need for your event.
- Third**—At least 2 weeks before the event, confirm all details with your Scheduling and Event Services Coordinator so he or she can create a cost estimate for your event. If there are charges for your event, you must provide your Coordinator with an index code.
- Fourth**—Be sure we have the payment information. Events lacking complete payment or other information by 12:00 noon on Thursday the week before the event will be subject to cancellation of equipment and services.

COSTS AND ROOM CHARGES

There are room rental charges for **all** UO departments unless the event is completely free to attend. This includes registration fees, conference fees, catering charges, admission fees, donation requests, or **any** attempt to recuperate event-associated costs. Your organization or program will be charged for equipment, Event Services staff, and Event Cashier expenses necessary to facilitate your event.

CONFIRMING YOUR REQUEST

After we receive your request, you will be sent a reservation confirmation that will include a Reference ID#, requested equipment and resources and room setup/layout. Please confirm the setup, pending resources, and equipment information with us. If you have requested technical equipment, you will need provide your Scheduling and Event Services Coordinator with an index code for payment. If we do not receive all the needed information by the deadline of Thursday before your event, your reservation may be cancelled without notice. Late fees may apply for last minute requests.

IF YOU NEED TO MAKE A CHANGE

The individual who made the reservation must make any changes. All changes to your reservation must be received in the Scheduling and Event Services Office by noon the Thursday before your event. Changes received after the noon deadline but at least 48 hours prior to your confirmed reservation time may be accepted only at the discretion of the UO Scheduling & Event Services liaison. Changes received less than 48 hours prior to your confirmed reservation time may be accepted at the discretion of the UO Scheduling & Event Services liaison. Your group will be charged a \$15.00 late fee.

IF YOU NEED TO CANCEL

The individual who made the reservation must make the cancellation in person in the Scheduling and Event Services Office. We must receive your reservation cancellation no later than 48 hours prior to the start of your event. If we receive your cancellation less than 48 hours but at least 24 hours prior to the set ready time, your group will be charged 50% of all expenses/charges listed on your reservation. If we receive your cancellation less than 24 hours prior to the set ready time, your group will be charged 100% of all expenses/charges listed on your reservation. If you obtain equipment from an outside vendor through UO Scheduling & Event Services, your group is subject to the vendor's policies and is responsible for all expenses/charges incurred for this equipment.

POLICIES

ALCOHOL AND FOOD

Contact UO Catering (346-4303) to provide food or beverage for campus events. Student organizations may contact EMU Foods to provide food for events in the EMU.

AMPLIFIED SOUND

The use of amplified sound in an outdoor space will be approved on an individual basis. Amplified sound must not disrupt or interfere with classes. An **EMU Amphitheater Sound Policy and Reservation Addendum** is required for events in the Amphitheater.

CANDLES/SMOKE MACHINES

A sample candle and holder exactly as you will have at the event must be submitted to the Scheduling and Event Services Office for approval. However, neither open flames (including sparklers) nor smoke are permitted. Some candles with enclosed flames are permitted. A **Candle Approval Request** is required 15 working days prior to your event.

CLASSROOMS

Your group may be charged for a classroom custodian if clean up requires more than normal custodial services. No food or beverages are allowed in classrooms.

DECORATIONS

Decorations may not be taped to the EMU and some can be potential fire hazards. Please contact our office to discuss your decorations.

EVENT SECURITY

Some large events will require security. This will be determined on an individual basis by the UO Scheduling & Event Services Director. Security costs are the responsibility of the sponsoring group.

EVENT SERVICES STAFF

Event Services Staff is required for the delivery, setup, operation, takedown, pickup of complex equipment or systems, for larger functions held in the EMU; and for functions held in the Amphitheater, Ballroom, East Lawn, Fishbowl, Fountain Court, and South Dining Room.

FISHBOWL, FOUNTAIN COURT AND SOUTH DINING ROOM

These spaces are available only on Friday/Saturday from 5pm-2am. Additional charges apply for events ending after the building closes. See extended/holiday building hours rates for details.

FOOD AND ALCOHOL

Contact UO Catering (346-4304) to provide food or beverage for campus events. Student organizations may contact EMU Foods to provide food for events in the EMU.

GERLINGER ALUMNI LOUNGE

Due to the antique and beautiful furnishings in the Gerlinger Lounge, a supervisor is required for all events. In the lounge no dancing is permitted. Large furniture, including the piano and rugs, cannot be moved. Events in the Gerlinger Lounge must end no later than 12:00 midnight.

GUEST CARDS

Campus Cash debit cards, which can be used at various locations on campus, are available for guests visiting the university. Contact the Scheduling Officer for more details.

GROUP LIABILITY

Any damage occurring during the use of a University facility is the responsibility of the sponsoring organization.

OUTDOOR SPACE

Requests for the use of outdoor space around the EMU and across campus will be handled on an individual basis and are subject to restrictions necessary to prevent conflict with previously scheduled classes and events/meetings in the EMU.

PARKING

Some metered parking is available on the streets. A one-day visitor permit to park in a faculty-staff parking lot can be obtained through the Department of Public Safety at 346-5447. The lot adjacent to the EMU [Lot 29A] may be reserved for special events through Public Safety. A charge is assessed for this service. Parking attendants for Lot 29A may be scheduled through our office after the lot has been reserved through Public Safety.

ROOM CAPACITY

Fire Code requires that room capacities are not exceeded, that room setups have aisles, and that there is no obstruction of exits, stairways or aisles. For complex room layouts, please work with Scheduling and Event Services to customize the arrangement.

RAFFLES

Income per raffle may not exceed \$2,000.00. Raffle tickets cannot be sold to persons under age 18.

ROOM RATES

Rental is based on room capacity for events that are not free.

MEETING ROOMS/CLASSROOMS

Room Capacity	Daily Rate
1-50	\$45.00
51-150	\$75.00
151-200	\$145.00
201-525	\$180.00

OTHER EMU ROOMS/SPACES

	Daily Rate
Ballroom Area	\$325.00
Fishbowl	\$150.00
Fountain Courtyard	\$75.00
International Lounge	\$75.00
Skylight	\$75.00-600.00
South Dining Room	\$125.00
Taylor Lounge	\$75.00
Gerlinger Lounge	\$75.00

OUTDOOR SPACES

	Daily Rate
Amphitheater	\$325.00
East Lawn	\$325.00
Other Campus Locations	\$75.00-600.00

EXTENDED/HOLIDAY BUILDING HOURS RATES

These rates are in addition to any event services staff that may be required for events requiring multiple areas in the EMU to be open beyond normal operating hours or on a legal holiday.

Extended Building Hours	\$40.00 per hour
Holiday Building Hours	\$100.00 per hour

EVENT SERVICES STAFF HOURLY RATES

Event Services Staff is required for:

- Delivery, setup, operation, takedown, and pickup of complex equipment or systems
- Larger functions held in the EMU
- Functions held in the following spaces:
 - Amphitheater
 - Ballroom
 - East Lawn
 - Fir Room
 - Fishbowl*
 - Fountain Court*
 - South Dining Room*

*Available only on Friday/Saturday from 5pm-2am. Additional charges apply for events ending after the building closes. The Ballroom and individual areas used beyond normal EMU operating hours require an Event Services Area Supervisor and may also require Event Services Monitors.

	Hourly Charge
Event Services or Gerlinger Staff/Technician/Monitor	\$11.00
Event Services or Gerlinger Staff/Technician/Monitor OVERTIME	*\$16.50
Event Services Staff Leader/Area/Gerlinger Supervisor	\$15.00
Services Staff Leader/Area/Gerlinger Supervisor OVERTIME	*\$22.50
Technical/Specialized Equipment Installation or Repair	\$24.00

*Overtime will be charged for any personnel working over 10 hours in a single day for a particular event.

TECHNICAL PACKAGES

Unless otherwise noted, packages include: delivery/pickup/setup/takedown and equipment as specified and rates are per day. Each 24-hour period or portion thereof is counted as one day. For packages requiring Event Services Staff to operate equipment, see Event Services Staff hourly rates and other setup/takedown rates for additional charges. These package prices are based on setup of equipment at a single location. Setups in multiple locations or a combination of several packages may necessitate additional hourly staff charges.

AUDIO/VISUAL PACKAGES

Unless otherwise indicated, rates are **per day**. Each 24-hour period or portion thereof is counted as one day. Packages include any items listed under audio/visual equipment [see equipment rates]

	Daily Rate
Basic Av Package—Up To 4 Items	\$41.00
Intermediate Av Package—Up To 8 Items	\$75.00
Large Av Package—Up To 12 Items	\$110.00

SOUND REINFORCEMENT PACKAGES

Unless otherwise indicated, rates are **per day**. Each 24-hour period or portion thereof is counted as one day.

	Daily Rate
Basic Sound Reinforcement System Includes up to 4 wired microphones with stands, mixer/amp. & up to 2 speakers. This tier includes the Lectern with built-in sound, Gumwood & Fir Room built-in sound systems.	\$46.00
Intermediate Sound Reinforcement System [Equipment Only]* Includes up to 8 wired microphones with stands, 2 D.I. boxes, mixer/amp, 2 main speakers, 2 monitor speakers, cassette and/or CD player & 1 wireless mic. [subject to availability]	\$75.00
Large Sound Reinforcement System [Equipment Only]* Includes unlimited wired microphones with stands, D.I. boxes, 16/24-channel mixer, processing equipment [equalizers/compressors/effects], 2 main speakers, 2 subwoofers, 4 monitor speakers, appropriate amplifiers, CD+Cassette Rack & 3+ wireless mics.[subject to availability] Large Av Package—Up To 12 Items	\$250.00

*Typically requires 2 event services staff to set up, operate and take down. Price **does not** include staff labor.

PORTABLE LIGHTING PACKAGES

Unless otherwise indicated, rates are **per day**. Each 24-hour period or portion thereof is counted as one day.

	Daily Rate
Basic Lighting System Includes up to 4 Par cans with gels, 2 stands, dimmer packs and control console.	\$46.00
Intermediate Lighting System [Equipment Only]* Includes up to 6 Par cans with gels, 2 stands, dimmer packs and control console. Also includes choice of effects lighting—small mirror ball with pin spot, multicolor rotating beam light or strobe light.	\$75.00
Large Lighting System [Equipment Only]* Includes up to 8 Par cans with gels, 3 stands, dimmer packs and control console. Also includes small mirror ball with pin spot, multicolor rotating beam light and strobe light.	\$100.00

*Typically requires 2 event services staff to set up, operate and take down. Price does not include staff labor.

SETUP/TAKEDOWN RATES

CONCOURSE/LOBBY AREAS

	Daily Rate
1–6 Tables	\$29.00
7–16 Tables	\$50.00
17–25 Tables	\$75.00
35 Tables Maximum [Includes Main Lobby and Concourse together]	\$92.00

CANOPIES

Canopies always require Event Services personnel to set up and take down. Fees include periodic cleaning. They can be delivered to and set up at any outdoor area on the UO Campus. When set up in the Amphitheater or East Lawn 6 tables and 12 chairs are included at no extra cost. Price includes rental and staff labor.

	Daily Rate
One small canopy (10' x 10')	\$38.00
One large canopy (20' x 20')	\$146.00
Two small canopies	\$54.00
Two large canopies	\$244.00
Three small canopies	\$81.00
Three large canopies	\$332.00
Four small canopies	\$97.00

EQUIPMENT RATES

These are the per-unit cost rates for technical equipment. Consult Event Services for special arrangements and rates applicable to large conferences and multiple room use. Unless otherwise indicated, rates are **per day**. Each 24-hour period or portion thereof is counted as one day. Please note that this is a partial listing of our most popular equipment, and that it is not representative of the broad range of audio and video resources that Event Services has to offer. Please contact Event Services for more information on specific requests.

SPECIAL EQUIPMENT

Unless otherwise indicated, rates are **per day**. Each 24-hour period or portion thereof is counted as one day. Customers supplying their own computers are responsible for having the proper hardware, software and operating knowledge for the system.

	Daily Rate
VHS Camcorder [With Tripod, If Needed]	\$25.00
Multi-Standard 1/2" VHS VCR [For Pal, Secam Tape Playback]	*\$25.00
LCD Video/Computer Projector [With Vcr Or Dvd Player, If Needed]	*\$40.00
Digital Camera [Does Not Include Output Media]	*\$35.00
Computer—Notebook/Powerbook [Does Not Include Output Media]	*\$50.00

*Requires event services staff to set up, operate and take down. Price **does not** include staff labor.

AUDIO/VISUAL EQUIPMENT

Unless otherwise indicated, rates are **per day**. Each 24-hour period or portion thereof is counted as one day.

	Daily Rate
Television [27", 25" Or 20" On Mobile Cart]	\$10.00
13" Portable TV/VCR/Radio Combo Unit	\$15.00
DVD Player/VCR Combo Unit	\$15.00
Overhead (Transparency) Projector	\$7.00
Slide Projector [Includes 80-Slide Tray, Wired Remote With 25' Extension]	\$12.00
4' x 4' Tripod Screen	\$5.00
6' x 6' Tripod Screen	\$7.00
8' x 8' Tripod Screen	\$12.00
10' x 10' Cradle Screen	\$18.00
12' x 12' Cradle Screen	\$22.00
Easel with Pad & 2 Markers	\$7.00
CD Player or 5-Disc Changer	\$10.00

BALLROOM EQUIPMENT

Unless otherwise indicated, rates are **per day**. Each 24-hour period or portion thereof is counted as one day.

	Daily Rate
Built-in Sound System [Includes Up To 8 Wired Mics., Cd/Tape Playback]	\$45.00
Lecture Lighting	\$15.00
Banquet Lighting	\$25.00
Dance Lighting	\$40.00
Concert/Stage/Special Lighting	\$70.00
Follow Spot	\$25.00
Three-Phase AC Power for User-Provided Equipment	\$25.00

All ballroom equipment requires event services staff to set up, operate and take down. Price does not include staff labor.