



## Meeting Facilities Rental Policies and Procedures South Campus

Gateway University Research Park's South Campus offers one training room in Research Facility One ("RFO"), and an Atrium and Auditorium at the Joint School of Nanoscience & Nanoengineering ("JSNN"), which can be reserved for meetings or events on a first-come, first-served basis. Priority use is given to tenants of Gateway University Research Park; non-tenants can reserve these rooms, subject to availability.

These areas may be reserved during **REGULARLY SCHEDULED HOURS**, which are 8:00am to 5:00pm, Monday to Friday. Use of the facilities outside of these hours will result in additional fees, noted below. **THIS FEE IS NOT PRO-RATED.** This fee is in addition to other charges that may be applicable.

Rooms may be "held" for specific dates, but unless confirmed within three (3) business days of initial "hold" reservation, the "hold" will be cancelled.

**PLEASE NOTE:** This space is located within an operating research and academic facility. As such, we ask all users to be respectful of all faculty, staff, students or tenants who occupy our facilities. Programs or activities that will generate noise should be avoided.

### General Liability Insurance

Gateway University Research Park requires general liability insurance for non-university events held in our facilities for meetings, conferences, camps/clinics, or other special functions or events. This requirement can be satisfied by providing a certificate of insurance or by purchasing a general liability insurance policy. Insurance may also be required for University events:

- Held at Gateway University Research Park and are co-sponsored with another organization
- Bring vendors or performers to campus

The acceptable form of this documentation is a certificate of insurance showing evidence of general liability insurance to cover the event and use of Gateway University Research Park facilities.

The certificate of insurance must provide a minimum of \$1 million in coverage limits and **INCLUDE GATEWAY UNIVERSITY RESEARCH PARK AS THE CERTIFICATE HOLDER AND AS AN ADDITIONAL NAMED INSURED FOR THE EVENT AND USE OF FACILITIES.**

The certificate of insurance should be sent, **two weeks** prior to the event, to:

Gateway University Research Park  
2901 East Gate City Blvd., Suite 2500  
Greensboro, NC 27401-4904

For any event where liquor is served, a certificate of insurance showing evidence of liquor liability coverage must also be provided.

### **Audio / Visual Equipment**

The following equipment is available and included in your rental rate, when available:

- LCD Projector (ceiling mount) – **VGA only**
- Screen
- Stand Alone Podium with Built-in Sound
- Whiteboard
- One (1) Handheld Microphone and One (1) Lavalier
- Wireless Internet
- Tables, Rectangular (A)
- Tables, Round (A)
- Chairs, Unpadded (A)

*(A) GatewayURP has a limited number of tables and chairs available; extra tables and chairs above what Gateway can supply will be the responsibility of the reserving entity.\*\**

Individuals or groups are responsible for bringing signage, laptops, batteries, power strips, presentation remotes, pointers, adapters or extenders (HDMI to VGA, DVI to VGA, etc.), flip chart stand and paper, markers, and all other office supplies, as these are not provided by Gateway University Research Park.

### **Food / Beverage**

Other than a vending machine and soda machine, Gateway University Research Park does not provide food or beverage service of any kind.

**THERE ARE NO CATERING KITCHENS LOCATED AT EITHER GATEWAY CAMPUS. LIMITED SPACE FOR CATERING PREP IS AVAILABLE.** A list of caterers who have provided service at our South Campus can be provided upon request.

### **Trash / Recycling**

All individuals/groups renting a conference room are responsible for clearing off tables and ensuring that all trash items are properly disposed of prior to departing the room. Excess liquids should be disposed of in an appropriate sink (please ask Gateway staff to show you where).

Gateway University Research Park maintains a recycling policy, and recycling bins are available in each conference room. We ask that all renters utilize the recycling bins as marked and to please refrain from placing plastic bottles, aluminum cans, and other recyclable items in the regular trash cans.

*\*\*Contaminated cardboard such as pizza boxes are not recyclable.\*\**

### **After-Hours/Weekend**

Regular room rentals are available Monday to Friday between the hours of 8:00am–5:00pm. Additional rates apply for room rentals outside of regular Gateway University Research Park hours. No after hour rentals are available beyond 9:00pm daily.

## Gateway University Research Park Meeting Facility Policies and Procedures

- Reservations can be made by calling Lettie Cobb at Gateway University Research Park at 375-9232. She will make every effort to respond to your request as quickly as possible.
- Your reservation has not been approved until you have received a confirmation notice. It is not advisable that you begin advertising your event until you have received this notice.
- The Gateway University Research Park facilities may be reserved during **REGULARLY SCHEDULED HOURS**, which are 8:00am to 5:00pm, Monday to Friday and after hours through 9:00pm daily. **Use of the facilities outside of these hours will result in additional fees as outlined above. This fee is in addition to other charges that may be applicable. Saturday/Sunday rental fees are minimum daily rate. FEES ARE NOT PRO-RATED.**
- Early access may be available before the meeting, provided no other groups have reserved the room. For early morning meetings, the main doors of the building are unlocked at 7:00am. There is no access allowed before 7:00am. Setups may occur the day before provided the room is not in use. Please discuss this with Gateway prior to planning your event setup or arrival. It is essential that all meetings / events terminate at the appointed times to facilitate the next meeting / event.
- **A \$25 cancellation fee will be billed for all cancellations made less than 48 hours prior to meeting date/time.**
- Gateway University Research Park maintains a quiet and enjoyable atmosphere for all of the Park's research tenants. All meetings, events and programs should be conducted in such a manner as not to produce excessive noise that may be disruptive to the Park's tenants.
- Gateway is not responsible for the protection of equipment and supplies you drop off prior to your meeting or event.
- Setup and equipment needs should be included when making the reservation. Last minute request for equipment may not be honored.
- Storage space is not available. Gateway University Research Park will not be responsible for any materials or equipment left in the building overnight, during breaks or after events. Any items left will be disposed.
- With notice, Gateway University Research Park will provide table and chair arrangement prior to your event. Provision for supplying table cloths, utensils, serving dishes, cups, glasses, etc., usually considered necessary for serving refreshments, is the responsibility of the sponsoring organization.

**THE RESERVING ORGANIZATION ACKNOWLEDGES IT WILL BE CHARGED FOR DAMAGES THAT OCCUR TO GATEWAY EQUIPMENT, INCLUDING ALL A/V, TABLES, CHAIRS, ETC.**

**FOOD POLICY:**

Gateway University Research Park **DOES NOT HAVE A CATERING KITCHEN NOR DO WE PROVIDE FOOD SERVICE.** A vending machine and a soda machine are available on the Ground Floor of Research Facility One, and a soda machine is located on the First Floor of the Joint School of Nanoscience and Nanoengineering.

Groups planning to use facilities at Gateway involving any food service must notify Gateway of that fact at the time the reservation is made and groups should be prepared to provide all items necessary for food and/or beverage service. ("Food" includes such things as snacks, soft drinks, other hot or cold beverages, receptions, banquets, meals, luncheons, dinners, brunches, desserts, etc.).

**ABSOLUTELY NO FOOD OR BEVERAGES ARE ALLOWED  
IN THE JSNN AUDITORIUM**

Again, Gateway University Research Park has no facilities available for food preparation, cleaning, storage, heating or cooling. No kitchen is available for use.

Groups may not bring in appliances for use.

Electrical or gas devices, which produce heat for cooking or sautéing are **ABSOLUTELY NOT ALLOWED**. This would include items such as hot plates, burners, grills, cookers, fondue pots – to name a few.

Aluminum or stainless steel chafing dishes with accompanying chafing fuel (sterno) are allowed for the heating or warming of food.

- Ice or excess liquids are not to be poured into urinals, toilets, or disposed of on lawns or garden beds. Groups will be billed for any damage to these areas resulting from ice or liquids.
- Groups are expected to leave the area clean and in good order. If the area is not cleared of all food items, supplies and equipment immediately following the function, a fee may be charged to the organization.
- **ALL DECORATIONS MUST BE APPROVED IN ADVANCE** and preferably at the time of the reservation. The use of any combustible materials, including (among others) plants, trees, leaves, crepe paper, streamers, banners, moss, hay, straw, etc., is prohibited. Decorations may not be attached in any manner to curtains, drapes, and furnishings, plaster walls, doors or windows. Glitter or confetti may not be utilized in decorating.
- Items may not be stapled, nailed, tacked or glued. Only drafting or painters tape or other non-destructive sticking materials may be used. Candles and open-flame devices may not be used for decorations. Other than floral arrangements for tables, live or cut greenery for decorating purposes is prohibited.

- Gateway University Research Center is not responsible for any losses or injuries suffered by any person as a result of a room reservation and / or activities sponsored by the reserving organization. These incidents should be reported immediately to the staff of Gateway University Research Park.
- Gateway University Research Park is a smoke-free facility. Smoking urns are located outside 25 feet from the building perimeter. Any use of fire producing articles, i.e., candles, incense, matches, etc. is prohibited inside and outside the building.
- Use of firearms, illegal drugs and illegal gambling devices are not permitted at any time within the building.
- It is expected that outstanding balances will be settled in a timely manner. Balances that are delinquent may result in a cancellation of current reservations and a loss of reserving privileges for future reservations.
- Violations of the Gateway University Research Park policies may result in the loss of privileges, additional charges or both, whichever is appropriate.

#### **ALCOHOL BEVERAGE POLICY:**

The service and consumption of alcoholic beverages is strictly regulated by North Carolina law. All persons using Gateway University Research Park meeting facilities are charged with compliance with these laws. Noncompliance may subject Gateway University Research Park to legal liability. In order to ensure against violations of the law, the possession, service, and consumption of alcoholic beverages on the premises is subject to Gateway University Research Park's Alcoholic Beverage Policy and Procedures.

All University-related groups will also be required to adhere to their respective campus policies regarding alcoholic beverage service and consumption. Please review each University's respective policy for more details and instructions for completing this process (links below).

***North Carolina A&T State University***

[http://www.aggieeventcenter.com/docs/Alcohol\\_Policy.pdf](http://www.aggieeventcenter.com/docs/Alcohol_Policy.pdf)

***The University of North Carolina at Greensboro***

<http://policy.uncg.edu/alcohol/>

## Gateway University Research Park Acknowledgement of Policies and Procedures

*I understand and will adhere to these policies and regulations. I understand I am the responsible party for room(s) and the event(s) that takes place.*

*I know that failure to do so may cause me to lose future meeting room privileges and possibly incur justified fees.*

*I understand I will be billed for any additional cleaning, repair or replacement charges relating to any Gateway University Research Park equipment that we utilize and occupy.*

*I understand I will be billed \$25 for any cancellations occurring less than 48 hours prior to event/meeting.*

**Signature of Requestor** \_\_\_\_\_

Date \_\_\_\_\_

**Signature of Responsible Faculty/Staff Member** (if applicable) \_\_\_\_\_

Date \_\_\_\_\_

### **Billing Contact:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_



## Meeting / Conference Room Rental Checklist

Please complete the following information and return to Lettie Cobb at 375-9661 (fax) or by email ([lettiec@gatewayurp.com](mailto:lettiec@gatewayurp.com)). Thank you.

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### ABOUT YOUR MEETING:

Room Requested: \_\_\_\_\_

Event: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Telephone: \_\_\_\_\_ Contact E-Mail: \_\_\_\_\_

Number of attendees: \_\_\_\_\_

Time of Event: Start \_\_\_\_\_ A.M. / P.M.

Break \_\_\_\_\_ A.M. / P.M.

End \_\_\_\_\_ A.M. / P.M.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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### FOOD AND BEVERAGES:

Yes, we plan to serve food and beverages during the event.

Breakfast

Lunch

Dinner

No, we will not be serving food/beverages.

If you would like a list of recommended caterers, please let us know.



## AUDIO VISUAL EQUIPMENT:

- LCD Projector (ceiling mount)
- Projection Screen
- Overhead Sound
- Stand Alone Podium with Built-in Sound
- Whiteboard
- Telephone
- Handheld Microphone
- Wireless Lavalier
- Wireless Internet
- Power strip / extension cord (max. 4)

### Tables

Please indicate quantity of tables required:

- |            |                                 |
|------------|---------------------------------|
| Qty. _____ | 30" x 72" Rectangular (max. 3)  |
| Qty. _____ | 18" x 72" Rectangular (max. 20) |
| Qty. _____ | 60" Round (max. 11)             |
| Qty. _____ | 30" Cocktail Tables (max. 10)   |
  
- |            |  |
|------------|--|
| Qty. _____ | <b>Chairs</b> , unpadded (max. 50) – Suite 2600                      |
| Qty. _____ | <b>Chairs</b> , unpadded (max. 88) – Auditorium/Atrium/Outside Space |

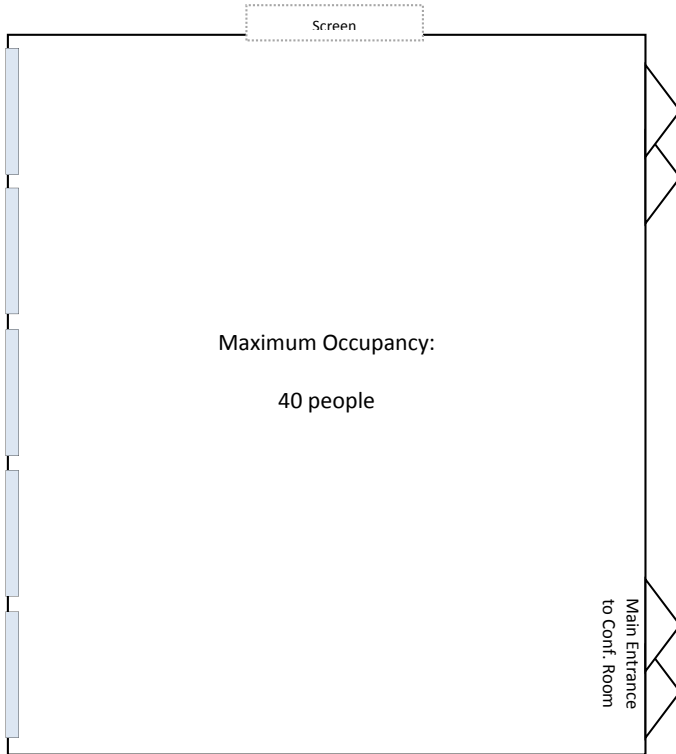
The following items are **UNAVAILABLE** and must be supplied by the user or group for their respective function.

35mm slide projector  
Adapters or Extenders (DVI to VGA, HDMI to VGA...)  
Batteries  
Directional Signage  
Easels  
Ethernet cables  
Flip chart stand, paper and permanent markers  
Laptops, desktops, and monitors  
Linens  
Name badges  
Office supplies (*e.g. pens, pencils, note pads, paper clips, binder clips, Post-It notes, staplers, scissors, rulers, tape*)  
Overhead projector  
Power strips and/or surge protectors (as noted above, Gateway can supply up to 4 power strips/extension cords)  
Presentation Pointers or Lasers  
Radio / CD or cassette tape players  
Remote control cord  
Television / DVD player

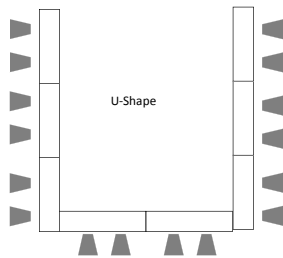
# 2901 East Gate City Blvd., Suite 2600 - ROOM DIAGRAM

(not to scale)

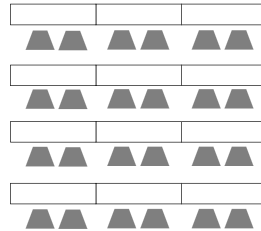
Please check the box indicating the desired room setup.



U-Shape

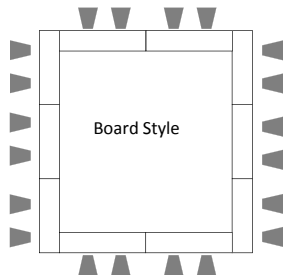


Classroom Style

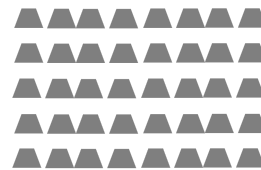


Classroom

Board Style



Theatre Style



Theatre

2907 East Gate City Blvd.,  
**ATRIUM/AUDITORIUM DIAGRAM**  
*(not to scale)*

