

THIS IS YOUR PERSONAL UWF EVENT SERVICES GUIDEBOOK



UNIVERSITY *of* WEST FLORIDA

**AN EVENT SPACE FOR
CREATING MEMORIES,
FORMING CONNECTIONS,
AND LEARNING TOGETHER**





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PRIOR TO YOUR EVENT

All event details must be finalized **two weeks prior** to your event. As soon as you submit your event request, you will be assigned an event coordinator and they will assist you in the following steps.

□ Visit uwf.edu/reservations to review venue space information

□ **Approve setup or diagram**

Changes to your setup cannot be made on the day of your event, so please approve the setup or diagram for your event at least two weeks prior to your event.

□ **Create your equipment list**

Communicate the equipment you will need with your assigned event coordinator.

□ **Get approval on your event decorations**

Submit all decorations you plan to have at your event for approval to your event coordinator.

□ **Get approval on food items (if applicable)**

Keep in mind that food is only permitted with prior approval and must follow UWF food guidelines.

□ **Identify additional points of contact**

If you're working with other vendors in addition to UWF UCES, establish your point of contact for those services before the event and let them know what their responsibilities are.

□ **Formulate an outdoor event backup plan (if applicable)**

If you've having an outdoor event, establish a back up plan early. Check the weather report in the time leading up to your event and communicate with your event coordinator if adjustments need to be made. Adjustments cannot be made the day-of the event.

□ **Check delivery status of critical items (if applicable)**

Check the status of any deliveries needed for your event.

□ **Review additional planning information →**

Catering/Food Food and catering are allowed if approved prior to the event.

Damage to Spaces or equipment Persons or organizations reserving space are responsible for any damage and shall repair the damage to the satisfaction of Facilities Operations, or pay for repairs. Damage to the facility or equipment will be billed directly to the party responsible for reserving the space.

Facility Usage Hours Adherence to the hours indicated on your reservation is required. Use of the space outside of those times may result in additional fees.

Lost Items University Commons and Event Services (UCES) is not responsible for any items that are left behind after your event.

Parking Special parking requests should be submitted to the Reservations and Conference Services at least two weeks prior to the event by contacting the office at **850.474.2408** or **reservations@uwf.edu**.

Pets Only Service Animals are approved to be in the building.

Restricted Items The following items are not permitted
❖ **items are allowed if approved prior to the event.*

- Candles (Must be artificial candles with light)
- Confetti, balloons with confetti
- Dirt/Soil*
- Feathers
- Glitter
- Hydrated Beads and Gel Beads
- Paint*
- Powder
- Rice
- Sand Weights
- Tape, Command Strips, etc.
- Wax (Dance, Melting)

Signs Email **reservations@uwf.edu** to request printed and/or digital directional signage for your event. Signs cannot be attached or affixed to University furniture, walls, trees, ceiling, and light poles, please use our provided sign stands. Do not attach any items to floor, windows, walls, ceiling, and doors.

Special Accommodations The Commons must be informed of any Americans with Disabilities Act (ADA) or Student Accessibility Resources (SAR) accommodations at least two weeks prior to the event by contacting **850.474.2408** or **reservations@uwf.edu**.

Outdoor Events and Equipment University Commons does not provide tables, chairs, trash cans, or staging equipment for outdoor event spaces. These items can be requested through the University Facilities and Maintenance Office or rented from an external vendor.

Room Changes UCES reserves the right to change room assignments if deemed necessary.

Room Checks To ensure a safe and secure environment, UCES staff members reserve the right to check on any space at any point in time, regardless of an in progress event.



COME CHECK-IN, WE'RE HERE TO GUIDE YOU

Go to the Service Desk to check-in for your event and you will be given access to your room. If no one is available at the Service Desk, please contact the Building Manager at **850.516.3507**. The Building Manager on duty will give you access to your room and answer questions you may have.

- Your room will be set up based on the diagram you have approved prior to your event.
- Please remember to pack up any items that you have brought with you. Any items left in the building from your event will either be thrown away (decorations, containers, etc.) or will be brought to the lost and found log at the Service Desk (laptops, cell phones, etc.).
- Please throw away any items that you don't want to take with you.
- Please remember to restore the space to its original state.
- All events must follow UWF guidelines for event parking. Our office will assist with communicating all policies and procedures for event parking.

ON THE DAY-OF YOUR EVENT, STAFF IS **ABLE** TO ASSIST WITH:

INDOOR EVENT

- Sign stands
- WiFi info
- Trash bags
- Trash can relocation
- Building map/directions
- Tech troubleshooting
- Room light adjustments
- Clicker
- HDMI cable
- Laptop

- Microphone volume adjustment
- Small setup adjustments
- Moving a check-in table
- Moving/adjusting uplights

OUTDOOR EVENT

- Tech troubleshooting
- Laptop
- WiFi info
- Building map/directions

ON THE DAY-OF YOUR EVENT, STAFF IS **UNABLE** TO ASSIST WITH:

INDOOR EVENT

- Equipment addition:*
Tables, chairs, tech equipment, linen, conference phone, decorations. **Unless the event would be severely affected*
- Setup adjustments:
moving row(s) of tables or chairs, moving stage, moving dance floor, moving pipe and drape.

OUTDOOR EVENT

- Decorating the event
- All equipment and event services needs for outdoor events must be confirmed two weeks prior to event date. Outdoor event needs cannot be accommodated day of the event.
- Moving facilities/non-UCES equipment (outdoor tables, chairs, tents, stage, etc.)
- Setup of tables, chairs, or trashcan placement



AFTER YOUR EVENT

WE HOPE YOUR EVENT WAS A SUCCESS!

Directly after your event, the Building Manager will inspect the room to make sure that it's restored to its original condition. The Reservations and Conferences Office will reach out to the responsible party if any additional fees or questions about event need to be addressed.



BILLING AND FEES

Cancellations and changes must be made 72 hours prior to the start of your event to avoid a cancellation fee. Weekends are not calculated into the 72-hour window.

Non-University Affiliated

University Commons and Event Services will work with you to collect payments for fees associated with your event.

Note that all fees associated with your event must be paid by one week prior to your event.

Payments can be taken over the phone, in-person (Building 22, Service Desk and Ticket Center), or by mailing a check. The University Commons and Event Services can take VISA, Mastercard, or Discover for credit card payments.

If paying by check, please remit to:

UWF Cashier's Office
Building 20E
11000 University Parkway,
Pensacola, FL 32514

University Departments and Registered Student Organizations (RSOs)

Departments and RSOs have the option to be billed via Journal Entry two weeks after the day of the event or to pay on-site.

If a University Department and RSOs would like to make payment via cash, check, or credit, please notify the Reservation and Conference Services Office, or email ucesbilling@uwf.edu.

If you need to discuss payment options further, please contact ucesbilling@uwf.edu to schedule a payment consultation appointment.

Some charges may be billed after your event. Departments and Student Organizations will be responsible for all making payments within two weeks of receiving their final invoice.

EVENT SERVICES GUIDELINES

Compliance If the University determines that an event or gathering does not comply with Event Services Guidelines, the University reserves the right to:

- Deny or rescind the event organizer's permission to use the venue (even if the event has already started); and
- Restrict the event organizer from reserving campus space in the future.

Repeat or blatant disregard for the Event Services Guidelines may result in adjudication through the conduct process.

Conduct The University of West Florida is dedicated to the advancement of knowledge and learning and to the development of ethically responsible individuals. UWF students and student organizations are expected to uphold appropriate standards of behavior and to respect the rights and privileges of others. All students and student organizations are expected to conduct themselves in accordance with all federal, state and local laws, and board of governors and university regulations, and policies.

UWF is committed to ensuring that all students, faculty, and staff are treated with dignity and respect. UWF affirms its desire to maintain a learning and living environment for all students that is free from all forms of unlawful discrimination, harassment, and retaliation. All members of the university community are responsible for ensuring that their conduct does not discriminate, harass or retaliate against others, and are to cooperate in maintaining a climate where discrimination, harassment, and retaliation are not tolerated.

EMERGENCY PROCEDURES



In the event of an emergency, please follow these emergency procedures:

Fire Alarm

If the building fire alarm system goes off, please stop all event activity and exit the building. Event Services staff will go over the emergency exits during the event check in process. **DO NOT reenter the building**, until a member of the event services team arrives and instructs event activity resumes back in the building. All event services team members are certified crowd managers by the Fire Marshall Services.

Injury

If an event attendee is injured during an event, please alert a member of the event services team.

Exits

All emergency exits are clearly marked in all venue spaces. Venue space exits cannot be blocked by any materials.

Venue spaces

Only spaces being used by event attendees will be unlocked. All other event venue spaces will be locked.

EMERGENCY CONTACT INFORMATION

UWF Police Department

850.474.2415



UCES Building Manager

Office: 850.857.6117

Cell: 850.516.3507

UCES Main Office

850.474.2406

TAG US FOR A CHANCE TO HAVE YOUR EVENT FEATURED ON OUR SOCIAL MEDIA.

 /UWFUCES

 uwf_commons

 UWF University Commons and Event Services



University Commons
and Event Services

UNIVERSITY *of* WEST FLORIDA

 850.474.2406 Main

 850.516.3507 Building Manager

 uwf.edu/uces

Building 22
11000 University Pkwy
Pensacola, FL 32514