

ALUMNI HOUSE RESERVATION POLICIES AND RENTAL PRICES FOR ALUMNI

1. RESERVATION PROCEDURES

Alumni are able to rent the Alumni House for personal celebrations such as anniversaries, birthdays, dinners, lunches, showers, and weddings. The house is not available to rent for work functions or non-affiliated events. Only alumni or current and former University employees may rent the Alumni House.

Alumni (the client) should contact the Alumni House Manager via phone, email, or using the website reservation request/inquiry page. Also, clients may schedule an appointment to visit the Alumni House. Once a reservation/event date is determined, a confirmation email will be sent through the reservation system

Contact Information:

Alumni House Manager: John Comer

GPS & Mailing Address: UNCG Alumni House, 404 College Avenue,
Greensboro, NC 27412

Office Phone: 336-256-1466

Email: jfcomer@uncg.edu

Alumni House Website: <https://www.alumni.uncg.edu/>

Reservation/Inquiry Page:

https://www.alumni.uncg.edu/s/1659/index.aspx?sid=1659&gid=2&pgid=822&cid=2053&post_id=0

2. OAKLEY FAMILY RECEPTION ROOM – ROOM #101

The large reception hall in the Alumni House is named for the family of Betsy and Mitchell Oakley. A major interior design renovation was completed in December of 2021 thanks to the generous donation of the Oakley family and the room received a fresh and contemporary update to its furnishings and decorations.

The Oakley Family Reception Room and adjacent first floor spaces (Byrd Parlor, outdoor balcony/terrace area, catering kitchen) are available to use for events.

Capacities:

- Seated banquet maximum capacity: 96 (12 60" round tables x 8 chairs).
- Seated banquet maximum capacity with full AV: 88 (11 60' round tables x 8 chairs).
- Lecture seating maximum capacity: 150 (only 150 chairs in inventory).
- Classroom style maximum seating capacity: 36 (3 15' tables per row, 4 rows, 9 seats per row).

- U-shaped meeting table maximum capacity: 33 (11 15' tables with 3 chairs per table).
- Standing Room Only (SRO) maximum capacity: 175

The client will need to confirm attendance and plan event capacities with the Alumni House Manager based on the setup and event type.

* Capacities will be strictly enforced with penalty. Exceeding the planned event capacity may result in the loss of rental privileges.

3. OAKLEY FAMILY RECEPTION ROOM RENTAL PRICE

Oakley Family Reception Room: \$100.00 per hour of reserved time.

Reservation time includes the set up/decoration time, event time, and strike/clean time.

4. WEDDING EVENTS

Clients may reserve the Alumni House for wedding events. The bride, groom, or either set of parents must be alumni.

Contact the Alumni House Manager for wedding event availability and pricing.

5. PAYMENT INFORMATION AND TIMELINES

To confirm a reservation, the client will need to pay a non-refundable deposit of 20% of the total rental price within 14 days of securing the reservation through the Alumni House Manager.

The client will need to pay the remaining balance by 30 days prior to the reservation/event date.

To cancel a confirmed reservation, the client will need to notify the Alumni House Manager by 30 days prior to the reservation/event date.

A refund (less the non-refundable 20% deposit) will be issued if the client cancels by the cancellation deadline of 30 days prior to the reservation/event date.

To make a payment or deposit, the Alumni House accepts check, credit card, or cash payments.

CHECK:

To pay by check, please make the check payable to "UNCG" and mail it to the mailing address listed on the reservation (see address above).

CREDIT CARD:

To pay by credit card, a secure credit card link will be sent via email to the client. The Alumni House accepts the following Visa, Mastercard, and Discover.

CASH:

To pay by cash, please make an appointment to bring the cash to the Alumni House. The Alumni House Manager will be able to provide an official University cash receipt.

All payments and deposits will be updated in the reservation system and listed on the reservation confirmation.

6. EVENT PLANNING INFORMATION AND TIMELINES

The client will need to finalize all event planning arrangements no later than 5 business days prior to the reservation/event date. Failure to finalize the planning details may result in cancellation of the reservation/event.

The client will need to work with the Alumni House Manager to plan event details for reservation time, equipment, setup, catering, vendor coordination, and event activities appropriate and suitable to the space in the Alumni House. The Alumni House does not provide table linens.

The total reservation time includes setup/decoration time, event time, and strike/clean time.

The Alumni House provides the setup of equipment (tables, chairs, etc.) and certain audio/visual equipment for events. The Alumni House provides an attendant during the event to monitor the house, assist vendors, clean restrooms, and secure the building.

7. CATERING

For catered events, the Alumni House requires the client to use a licensed and bonded company. The client may not serve self-prepared or home-cooked food. The Alumni House does not have a preferred catering list. The client may use any licensed and bonded restaurant, catering company, or professional caterer.

8. RESTRICTIONS

Events held in the Alumni House must be suitable to the historic building and its recently renovated spaces. There are restrictions on the type of activities, usage of equipment, and decorations allowed in the building. The client will need to work with the Alumni House Manager to determine acceptable arrangements.

9. BUILDING AVAILABILITY AND CLOSURES

The Alumni House operates as the Alumni Center for the University campus and is open for business weekdays, Monday-Friday, 8:00 a.m. to 5:00 p.m.

Alumni events may be held in the building during extended hours, Monday-Saturday, 8:00 a.m. to 10:00 p.m. All events and related activities must end at 10:00 p.m. The event strike and clean time may extend up to 11:00 p.m. The building is closed and locked at 11:00 p.m.

The Alumni House is closed on Sundays, during University breaks, and on federal holiday weekends.

The Alumni House may be subject to closure when the University's operation status changes due to adverse weather or environment health and safety reasons.

10. PARKING ARRANGEMENTS

The client will need to work the UNCG Office of Parking Operations & Campus Access Management to make parking arrangements for client, guest, and vendor parking. The Alumni House does not provide parking or have a dedicated parking lot adjacent to the building.

UNCG Office of Parking Operations & Campus Access Management

Office Phone: 336-334-5681

Email: parking@uncg.edu

Website: <https://parking.uncg.edu/>