

ALUMNI HOUSE RESERVATION POLICIES AND RENTAL PRICES FOR CAMPUS PARTNERS

1. RESERVATION PROCEDURES

Various rooms in the Alumni House are made available for rent to campus partners (University administrative, academic, departmental, and organizations). Campus partners are able to rent the Alumni House for meetings, lectures, lunches, dinners, receptions, and educational related programming. Student-centered events should feature awards, honors, and programming appropriate to the University's mission and suitable to the building's recently renovated spaces.

Campus partners (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.

Rental Price: \$80.00 per hour of reserved time.

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: 200 (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. HORSESHOE ROOM – ROOM #011

The Horseshoe Room is named for the large “horseshoe” or u-shaped meeting table located in the room. A 70” monitor with HDMI and VGA connection is available for audio visual needs. The room is available “as is” or “preset” and cannot be changed. A maximum of two 6’ tables can be added to the room for catering.

Rental Price: \$20.00 per hour of reserved time.

Capacity: up to 16 (maximum).

4. PECKY CYPRESS ROOM – ROOM #019

The Pecky Cypress Room is named for its special cypress wood paneling. There is a large meeting table and separate lounge area with sofas and wingback chairs. A 65” monitor with HDMI connection is available for audio visual needs. The room is available “as is” or “preset” based on the setup capacities listed below.

Rental Price: \$20.00 per hour of reserved time.

Capacities:

- Meeting Table: up to 12 (maximum).
- Meeting with AV: up to 11 (maximum)
- Banquet Seating: up to 10 (maximum).

- Lounge Area: 8 (sofas & wingback chairs) or up to 20 with use of the 12 meeting table chairs.
- Standing Room Only (SRO): up to 40 (maximum).

5. PAYMENT INFORMATION AND TIMELINES

Following the conclusion of an event, an invoice will be generated for payment. Invoices are generated weekly for events that occurred in the week prior. Payments will be due 30 days from the invoice date. Campus partners will be sent a reservation invoice and University Interdepartmental Invoice (BANFIN-33). However, the following is a list of all acceptable payment options.

INDERTERDEPARTMENTAL INVOICE (BANFIN-33):

A copy of the reservation invoice and BANFIN-33 will be sent to the client via email. The BANFIN-33 should be sent to the UNCG Accounts Payable Office via email (acctpay@uncg.edu) or campus mail (821 S. Josephine Boyd St.).

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 3 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.

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/>