



**University of New Hampshire**  
at Manchester



# EVENT POLICY

*Rev. 7/1/18*

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## UNHM Overview

UNH Manchester (“UNHM”) provides service to a number of different constituents in meeting its urban mission. First and foremost, UNHM provides matriculated and continuing education students access to academic classes in order to fulfill requirements for a degree or for professional development and personal enrichment. Support for the academic component of our mission is a priority in the allocation of resources.

UNHM also provides use of our facilities based on availability of space and staff, and consistency with our mission. This document addresses the use of UNHM space, audio/visual equipment and support personnel for media, security, publicity and other related services.

## Event Types

**Internal Event** – An internal event is defined as a meeting, information session, or any other activity that a UNHM department or student group conducts in keeping with its normal day-to-day work, purpose or mission. Event attendance must consist of a majority of UNHM faculty, staff, students and/or prospective students. Onsite management of all internal events is the responsibility of the requestor unless other arrangements are made directly with the Events Office.

There is no charge to reserve space for internal events. All internal requests to reserve space should be submitted at least **three weeks prior to the date of the event** through the Events Office.

**External Event** – An external event is defined as a meeting, workshop, camp, performance, social event or other activity that is conducted by organizations not affiliated with UNHM, UNHM departments/staff or students holding non-UNHM sponsored events, or events that are for profit or charge admission. UNHM facilities and services for an external event must be requested through the Events Office.

There is a charge to reserve space for external events. All external requests to reserve space should be submitted at least **three weeks prior to the date of the event**. Requests are made using the request form found at <https://manchester.unh.edu/rent-our-space>.

USNH sister institutions (UNH Durham, UNH Law, PSU, KSU and GSC) and non-profit organizations receive a 25% discount.

## Event Champion/Host

The event champion/hosts owns the event while it is on campus, and in many cases may be the person making the request. The event champion/host coordinates with UNHM departments, is the point of contact, presents the event flow at the weekly stand-up meetings, submits the event details to the UNH events calendar, and makes sure the event’s intent and objectives are not outside the scope of UNHM’s mission or negatively affect our faculty, staff or students.

## Building Hours

External events must be held during normal operating hours. During the academic year, normal operating hours are typically as follows:

Monday – Friday:	7:30 am – 9:30 pm
Saturday:	7:30 am – 3:30 pm
Sunday:	Closed

Requests for building access outside regular business hours require review and approval from UNHM administration and the Events Office. If approval is granted, a security detail will be required and additional charges will be assessed. A facilities fee will also be incurred should additional facilities support be required.

## Blackout Dates

External events are **not** permitted (without exception) during the following times:

- Sundays
- Exam weeks (vary by term)
- Last two weeks in January
- Spring break
- Mid-April through the end of May
- Last full week in June
- First full week in August
- Last two weeks in August
- First two weeks in September
- Thanksgiving week
- Holiday/Winter break
- Independence Day week

## General Scheduling Policies

Scheduling and planning take place through the Events Office.

### (a) Stand Up Meetings

1. Tentative reservations for all meeting rooms must be confirmed **at least 21 days prior** to the date of the event or the reservations will be automatically cancelled. For all events, a weekly stand up meeting between all parties involved must be scheduled **within 30 days** of the date of the event. The meeting must occur **within a minimum of 21 days prior** to the date of the event. Failure to complete the meeting may result in the loss of the room and cancellation of the event. The standup committee meets on a regular weekly basis.

### (b) Cancellations

1. Organizations may not assign/surrender a reservation to another organization. Reservations must be cancelled and the other organization must request the space through the Events Office.

2. Cancellations can only be done by contacting the Events Office.
3. Timing
  - a. For reservations in the multipurpose room:
    - i. Cancellation of a reservation must take place at least **21 days prior** to an event.
  - b. For reservations in all other rooms:
    - i. Cancellation of a reservation must take place no later than **48 hours before** the event.
    - ii. Events taking place on Saturday must be cancelled **by noon on the previous Friday**.
4. Cancellation policies apply to rain date holds.

(c) *“Day of” Reservations*

1. All “day of” reservations are handled on a first-come, first-served basis.
2. “Day of” reservations must be made through the Events Office and are subject to room availability, availability of any necessary staff, and are subject to all applicable policies outlined in this document.

(d) *No Shows*

1. When a reservation is made and the room is not used this is considered a “no show”.
2. “No show” external events will be billed at the applicable rate.

(e) *Standard “Set up” and “Breakdown” Time Holds*

When reservations are requested, both the actual event start/end times and the set up/breakdown start/end times must be specified.

(f) *Academic Classes*

The Events Office does not schedule recurring academic classes, or recurring academic department or class related events. These must be scheduled through the Registration Office at <https://manchester.unh.edu/faculty-staff-resources>.

## General Room Requirements and Restrictions

- Users of the facility are responsible for observing UNHM policies and all applicable USNH policies.
- Users should consider when planning events during regular business hours that rooms at UNHM are in an educational and office environment. Users will be asked to lower volumes if the noise level affects daily business operations.
- The sponsoring organization will be held responsible for the condition of the facility after the event.
- Any display items that create holes, markings of any kind, or use of paint are not permitted; any requests to use confetti must be reviewed by the Events Office prior to use.
- Excessive trash must be removed by the sponsoring organization.
- Any rooms with fixed set ups must be left with furniture in its proper location.
- Exits must remain clear at all times.
- Capacity of the room may not be exceeded. Capacities vary depending on room set up and are subject to the approval of the Manchester Fire Department.
- UNH Manchester accepts no responsibility for items left in the building before, during or after an event. No items of any kind will be stored in the building for an extended period of time.

- Unless prior arrangements are made, organizers and attendees of the event must vacate the building by the scheduled closing of the building otherwise additional fees may be assessed.
- The sponsoring organization is responsible for the behavior of guests who are visiting the building to participate in their event.
- UNHM administration, security and/or fire officials reserve the right to terminate any activity which is deemed unsafe or in violation of UNHM or USNH policy.
- If an event includes attendees who are under the age of 18, the Events Office must be notified and additional forms may need to be completed.

## Events Related to Political Elections or Visits by Public Officials

- All requests for events related to political elections or visits by public officials must be directed to the Events Office who will notify appropriate UNHM administrators and staff of the upcoming visit.
- UNHM reserves the right to manage the coordination of necessary support from internal and external vendors. This includes but is not limited to audio/visual, staging, police and security.
- Events are subject to all standard fees, regulations and policies of UNHM and USNH unless specifically waived.
- All fees will be billed in advance of the event and must be paid prior to the date of the event.
- UNH Police may determine that a police officer must be on duty in the building during the visit. There will be no charge for this service.
- Organizers and participants must abide by all UNHM policies related to posting, canvassing and soliciting.
- A deliberate and concerted effort **must** be made to secure RSVPs from political representatives so appropriate security measures may be put in place, if applicable.

## Student Clubs and Organizations

Student clubs and organizations are not charged for space use on campus and should contact the **Coordinator of Student Involvement** to reserve rooms and/or an information table.

To qualify, a student event must meet the following criteria:

- A logical and valid connection must exist with any co-sponsoring entity. Student organizations may not be used to front for external groups, co-sponsoring campus departments or offices that would otherwise incur charges.
- Events that are partnerships between non-UNH entities and student organizations must be the original creation of and instituted by the student organizations. The apparent or primary purpose of the event must not be to promote or market any non-UNH entity. A member of the student organization must be the organizer, manager, host/facilitator, decision maker and primary contact for the event.
- Any revenue generated from sponsorship, ticket sales, registrations or other fundraising mechanisms must be designated for a student organization, and pass through the Student Activities account.
- The audience for an event must be made up of more than 50% UNH students, faculty and staff.

**Information tables** on the 2<sup>nd</sup> floor/Student Commons area may be reserved for distribution of literature and other goods, and event promotion by recognized UNHM student organizations and departments.

- Recognized UNHM student organizations and departments may use designated tables to raise funds for their organization **only if all proceeds go to the sponsoring student organization or a designated charitable organization.**
- Raffles require additional approval through the submission of a permit request to the Office of the Dean. Who is sponsoring, staffing, benefiting from and/or is otherwise affiliated with the raising and distribution of any gains from fundraising activities must be clearly indicated.
- Organizations or individuals shall remain behind the tables and shall not enter any other space to engage in event promotion, distribution of literature or solicitation. In accordance with law and applicable policies, UNHM may, within the reasonable interpretation of its mission, limit the time, place, and manner of solicitation, distribution of literature, and event promotion.
- “Display only” tables are not permitted. All tables must be staffed by members of the sponsoring organization or department at all times and all materials must be removed at the conclusion of the reservation.

## Commercial Activities

Commercial activities for the profit of any person or business, including non-profit entities, is not permitted on the UNHM campus unless specifically authorized by the UNHM Dean or his/her designee. Recognized UNHM student organizations and departments may raise funds for their organization **only if all proceeds go to the sponsoring student organization or a designated charitable organization.**

## Vendor Policy

Vendors are defined as any group, business, etc. not affiliated with UNHM who are promoting, marketing, selling, or otherwise providing a service or product. Use of UNHM space will only be granted to vendors associated with larger events taking place on campus such as conferences, fairs and tradeshows. Vendors are guests of UNHM and as such UNHM reserves the right to deny space or remove any vendor for violating policies or for any other reason deemed to be sufficient by UNHM staff. Single vendors seeking to rent individual rooms is not permitted.

When vendors are permitted on campus, the following policies apply:

- Vendors are limited to the reserved room only.
- Vendors are required to display signage stating the vendor’s company name and must clearly state the vendor’s return/refund policy.
- Sale of firearms, pornographic materials, controlled substances (and paraphernalia) or other illegal materials is forbidden. UNHM retains the right to reject any product deemed unacceptable.
- No credit card companies of any kind are permitted to sell or promote their products at UNHM.

## External Event Room Rentals

All room rentals have a **two hour minimum** including the multipurpose room. External event organizers are assessed a rental fee for UNHM space.

USNH sister institutions (UNH Durham, UNH Law, PSU, KSU and GSC) and non-profit organizations receive a 25% discount. Any additional discounts or waived fees must be approved by the Dean's office.

### Multipurpose Room

The multipurpose room is available to rent on a first-come, first-served basis at a rate of \$150 per hour and has a capacity of 185. Possible set ups include:

- Theatre Style: 185
- Conference Style: 40 (U shape)
- Seated at Rounds: 105\* (15 rounds/7 chairs per table)
- Reception Style (no tables/chairs): 185

*\*Rounds of 8 or more will require external chair rentals from Special Events of New England.*

## Room Set Up Amenities

The following items are available on a first-come first-served basis. Amenities must be requested from UNHM Facilities via the event flow form **two weeks prior** to the event.

15	8' rectangular blow-molded plastic tables
7	6' rectangular blow-molded plastic tables
15	60" round tables, seat 7 comfortably
210	blue chairs

Table coverings are not provided. Table coverings may be purchased from retail locations or rented from Special Events of New England. Round tables require 90x90" round linens or table coverings. The 6' and 8' rectangular tables require 60x120" linens or table coverings.

## Linen/Furniture Rentals

*Special Events of New England*  
320 Rockingham Rd., Unit 2  
Auburn, NH 03032  
(800) 924-8389  
<https://specialeventsofne.com>

Rental orders should be placed at least **1 month in advance**. Delivery times must be communicated to your onsite UNHM event contact. Rentals must be removed from the room at the end of the event.



## Audio/Visual Equipment

*All presenters should bring backups of their materials. Backups can usually be saved on a flash drive, online or in email. It is also recommended the backup be tested on a computer other than the one it was created on. While rare, it is important to have a contingency plan should equipment not work properly.*

If UNHM audio/visual equipment is used, it must be returned in the same condition in which it was received. Service fees and/or repairs will be assessed as needed. All equipment must remain in the building. **UNHM technical support availability is limited** and does not include software support. If a group brings their own equipment, they are responsible for their own technical support.

### Multipurpose Room

The multipurpose room has 3 projection screens all showing the same image. Any combination of screens may be used. The 2 side screens are the default. This room also accommodates up to 4 wired microphones (handheld/table stand) and 2 wireless microphones (handheld/table stand and/or lapel).

### Conference/Classrooms

All rooms have WiFi and either a projector or flat-panel display and in most rooms a laptop is needed to utilize this equipment. Since the rooms have a VGA connection by default, users need a laptop that can inherently connect to VGA or bring a VGA adapter. The rooms can also accept an HDMI connection, though users need to bring the HDMI cord as well.

In many cases, the projectors should automatically turn on after an active source is connected. At the end of the event, projectors should be turned off via the touch panel. Unless otherwise noted, no other settings or power buttons should be pressed.

### Recording

Events open to the public may be recorded. For additional A/V capabilities event organizers are encouraged to work with UNHM's preferred vendor:

#### *Events United*

10 Tinker Ave., Unit E  
Londonderry, NH 03053  
(603) 782- 8302  
[www.eventsunited.us](http://www.eventsunited.us)

### Press

There is an XLR audio output interface available in the multipurpose room 201 for the press to connect an XLR cord. For advanced audio needs, events can bypass our microphone system (with their own cabling and microphones) and simply use our built-in speakers by bringing an audio mixer to connect to our system via XLR.

### Additional Equipment Needs

Equipment needs beyond this are subject to availability and require checkout with a UNH ID. Users without a UNH ID need to arrange equipment checkout with their UNHM event contact in advance. This equipment is not necessarily guaranteed to be available.

### **Additional Technical Support Needs**

Technical support, especially beyond basic troubleshooting of our equipment, is subject to current availability. UNHM is not responsible for troubleshooting outside equipment and is not financially liable for any equipment failure (of outside equipment or our own).

### **WiFi**

Guests have access to UNHM's public WiFi. To use the WiFi, users may need to register their devices on campus by logging onto [wifi.unh.edu](https://wifi.unh.edu).

## **Food/Catering**

Groups must make their own arrangements with an approved caterer. Caterer set up and breakdown must be arranged in advance and included in the hours reserved for use of the room. Please request in the event flow additional garbage cans for any catered event.

### Preferred Caterers

#### **Tidewater Catering**

250 Commercial St.  
Manchester, NH 03101  
(603) 668-6111

<https://tidewatercatering.com/>

#### **Granite State Lunchbox**

1750 Elm St.  
Manchester, NH 03104  
(603) 624-9378

[www.granitestatelunchbox.com/](http://www.granitestatelunchbox.com/)

#### **The Bridge Café on Elm**

1117 Elm Street  
Manchester, NH 03101  
(603) 641-9991

[www.thebridgecafe.net/](http://www.thebridgecafe.net/)

## **Clean Up**

Rooms should be left in the same condition in which they are found. All food and trash must be removed immediately following the event by the client or the caterer and placed in trash cans. Failure to comply with cleanup requirements will result in the assessment of special cleanup costs.

## **Directions**

UNH Manchester is located at 88 Commercial Street, Manchester NH. The main entrance and elevator access are located on the Commercial Street side of the building. For directions and general parking information visit <https://manchester.unh.edu/directions-parking>.

## Parking

External event conference and classroom rentals **do not** include parking. Multipurpose room rentals include up to **two** visitors parking spaces depending on availability.

External event parking is available at the following locations:

- On-street parking is available around UNH Manchester. Pay & Display public parking cost is \$0.75 per hour; credit/debit cards and coins are accepted. For more information about meter enforcement and to view the downtown parking map visit <https://www.manchesternh.gov/Departments/Parking/On-Street-and-Off-Street-Parking>.
- The Center of New Hampshire Garage (The Manchester Downtown Hotel) at 65 Granite Street is located approximately two blocks (a 6 minute walk) from UNHM. The garage entrance is just beyond the Canal Street intersection. A list of hourly parking rates is available at <http://www.cnhgaragemanchesternh.com/>.

Arrangements may be made through UNHM to park at the Center of New Hampshire Garage at an hourly cost of \$8.00 per vehicle, which is charged to the external event organizer or UNHM department. Event attendees parking in the garage should present their parking slip to UNHM Security staff at the second floor main desk for validation. The validated parking slip is given to a parking lot attendant upon exiting the garage.

The external event organizer is required to provide a list of attendees to UNHM Security *prior* to the event. In situations where the organizer is unable to provide a list of pre-registered guests, Security staff will confirm that guests requesting parking validation are attending the event.

### Dignitaries

The following dignitaries will be granted onsite parking which must be coordinated through UNHM Security. This includes:

- USNH Chancellor
- UNH President
- UNH Provost
- CCSNH Chancellor
- Deans of UNH colleges
- US Senators
- Governors
- Mayors
- City Aldermen

Parking requests for dignitaries not included on this list must be submitted in writing to UNHM Security at [unhm.security@unh.edu](mailto:unhm.security@unh.edu) and to the Events Office and must be approved by the Dean's office.

### **Vendor and Media Parking**

Advance notice of all deliveries is required before an event. Equipment and catering deliveries are limited to just outside the main front entrance and only long enough to unload, after which the delivery vehicle must be moved. Delivery vehicles may not remain after delivery or during any set up.

There is no media parking at UNHM.

### **Posting Policy**

Posting of any unauthorized signage including directional signage on campus is prohibited. The event champion/host is responsible for posting and removing any promotional flyers or event materials.

### **Inclement Weather Policy**

In the event of extreme conditions, UNHM will curtail operations. Curtailed operations information is available at <https://manchester.unh.edu/>, and on **WMUR, WZID, WFEA, WMLL, WGIR** and **WMUR-TV Channel 9**. If UNHM curtails operations the building will not be accessible for external events. External renters may work with UNHM staff to secure an alternate date.

- Decisions about morning operations are made by 6:00 am
- Decisions about evening operations are made by 3:30 pm

## UNHM Room Rental Fee Schedule

LEVEL	RM #	CAP	ROOM ATTRIBUTES	PER HR*	1/2 DAY	FULL DAY
MPR	201	185	3 screens/audio-visual ready	\$150.00	\$600.00	\$1,200.00
4	101	45	Dual projection/built-in computer/stationary 2 person tables + 3 extra chairs/half room wired for laptops/LaR	\$75.00		
4	102	40	Dual projection/built-in computer/stationary 2 person tables + 8 extra chairs/wired for laptops/LaR	\$75.00		
2	104	20	Mobile table chairs/LaR/chalkboard	\$40.00		
1	115	8	Seminar Room/white board/projector on cart/LaR	\$50.00	\$150.00	\$300.00
2	126	24	Dual projection/LaR/built-in computer/movable 2 person tables	\$40.00		
4	142	48	Dual projection/built-in computer/moveable 2 person tables/LaR	\$75.00		
4	146	48	Dual projection/built-in computer/moveable 2 person tables/LaR	\$75.00		
3	301	40	Table and chair rows/LaR/built-in computer	\$50.00		
3	302	36	Table and chair rows/LaR/built-in computer	\$50.00		
2	305	35	Mobile tablet chairs/LaR	\$40.00		
2	307	24	Mobile tablet chairs/LaR	\$40.00		
3	341	33	Triangle tables/LaR	\$50.00		
2	345	34	Table and chair rows/LaR	\$40.00		
2	361	22	Triangle tables/LaR	\$40.00		
2	365	21	Mobile tablet chairs/LaR	\$40.00		
2	366	20	Triangle tables/LaR	\$40.00		
2	367	20	Triangle tables/LaR/Smart board	\$40.00		
3	380	38	Triangle tables/dual projection/LaR/Smart Board	\$50.00		
1	435	16	Seminar Room/LaR with mounted TV/white board	\$50.00	\$150.00	\$300.00
1	501	16	Seminar Room/LaR/white board/projector	\$50.00	\$150.00	\$300.00
2	502	42	Mobile tablet chairs/LaR/built-in computer	\$40.00		
2	503	30	Table and chair rows/LaR/built-in computer	\$40.00		
2	504	18	Mobile tablet chairs/LaR	\$40.00		
2	505	18	Mobile table chairs/LaR	\$40.00		
1	514	16	Seminar Room/LaR/mounted TV/white board	\$50.00	\$150.00	\$300.00
1	531	12	Seminar Room/mounted TV/LaR	\$50.00	\$150.00	\$300.00
1	573	12	Seminar Room/LaR with mounted TV	\$50.00	\$150.00	\$300.00

LaR = Laptop ready (speakers, screen, input plate, touch control panel); Triangle tables are 28x28"

\*2 hr. min.

*\*\*USNH sister institutions (UNH Durham, UNH Law, PSU, KSU and GSC) and non-profit organizations receive a 25% discount\*\**