

IAH Events Policies and Prices Update

The Institute for the Arts and Humanities is updating its policies and pricing beginning July 1, 2017. The changes align our operation with UNC policies and pricing and ensures our ability to maintain Hyde Hall.

APPLICATIONS FOR 2017-2018

The Institute will begin processing reservation applications for Hyde Hall on June 1, 2017, allowing the standard four weeks' notice for event reservations beginning July 1.

NEW FEES

Applicants hosting events on or after July 1, 2017 will be charged a room rental fee:

University Room: \$400*

Incubator Room: \$300*

Seminar Room: \$200*

***Discounts for Fellows:** Faculty Fellows and Academic Leadership Program Fellows will receive a 50% discount on all room rental fees. Please note that the Fellow:

- a) Must be listed in IAH's directory
- b) Must be listed as the primary contact for the event in the reservation application

POLICY CHANGES: SECURITY AND MOVING SERVICES

As of July 1, all applicants will be responsible for reserving their own moving and security services.

- Movers are always required for the University Room. Please email Nancy Burton at nburton@fac.unc.edu or call 919-962-6586 to coordinate moving services for your event at least 3-4 weeks before the event.
- Security is required after 4:30 p.m. Monday through Friday. Security must be booked for a minimum of 8 hours for events held on Saturday and Sunday. Please call 919-962-5416 to coordinate Security services.

Note: After applicants have received an event contract from the Institute, they will be required to book any necessary moving and/or security services, and then send a copy of the services confirmation, along with the signed contract, within 7 days of the event. If this information is not emailed to iah@unc.edu 7 days before the event, the applicant's reservation will be released without notice.

POLICY REMINDERS

- All confirmed applicants utilizing Hyde Hall are responsible for taking out trash and cleaning up after the event. Violation of this policy will result in a **\$200 fine** and possible revocation of catering and/or rental privileges.
- All events must be scheduled at least 4 weeks in advance.
- If you wish to serve alcoholic beverages in Hyde Hall, read the Guidelines for Serving Alcohol at University-Sponsored Events section (Appendix B, Page 19) of the Alcohol Policy of UNC-Chapel Hill (<http://policies.unc.edu/files/2016/08/Alcohol.pdf>).
- We will provide loading time for caterer/vendor load-in and load out, upon request. Caterers/vendors cannot occupy loading spaces for more than 20 minutes. Applicants (or a designated on-site contact) will be required to manage caterer load-in and load-out while on-site. Parking is not provided.
- Moving furniture or equipment from one room to another is prohibited in Hyde Hall.

RESERVING HYDE HALL

Requests to reserve Hyde Hall will be accepted through the online request form found at <http://iah.unc.edu/reserve-hyde-hall/>. For questions, please contact Events Coordinator, Ebony Johnson at iah@unc.edu or 919-962-0918.