



Gillings School of Global Public Health Facilities Use Guidelines

1. Overview

Gillings School student, faculty and staff groups may request use of Gillings School shared central spaces for meetings and events. The following guidelines govern the use of classrooms, conference rooms, auditoriums, atrium, and courtyard spaces in Rosenau Hall, McGavran-Greenberg Hall, and Michael Hooker Research Center. For a detailed description of meeting and event space, our [Rooms and Reservations](#) page provides an overview of each space and information on available resources.

2. Appropriate Use and Priority

All groups must comply with the university [Policy on Use of University Facilities for Noncommercial and Commercial Purposes](#) when utilizing Gillings School spaces. This includes use of shared central spaces as well as department-managed spaces.

- Accomplishment of the educational mission of the Gillings School has precedence in decisions concerning facilities use. Classes take priority over other meetings and events.
- The School reserves the right to ensure that all meetings and events are conducted in a manner consistent with the mission and purpose of the School. Facilities may not be used for personal social events, programs conducted for personal financial gain or political meetings.
- Because rooms are a shared resource and in high demand, the Gillings School is not able to provide space for outside groups. Exceptions must be secured in writing with advance approval of the dean.

Organizers are responsible for planning and managing their own meetings and events, as the School does not offer general event services. All groups using the Gillings School must agree to abide by all School and University [policies relating to matters of safety, liability, nondiscrimination, civil obedience, use of grounds, food, beverage, and alcohol](#) use. Approval for the use of the facilities does not otherwise imply endorsement, association, or promotion of the event.

3. Room Reservation Process

Gillings School faculty, staff and students should [submit reservation requests through Outlook](#). Non-Gillings affiliates may [submit a request](#) to the Office of Student Affairs at <http://sph.unc.edu/room-reservation-request/>.

Staff will confirm all requests and send a confirmation email, normally within two business days. Same day requests are typically not accepted. Confirmation emails contain important information that should be reviewed promptly.

Please note that requests for meetings, events, or programs are confirmed only after classes have been scheduled for the upcoming semester, as shown in the table below.

If meeting or event occurs during...	Rooms may not be reserved before:
Fall semester	May 1
Spring semester	Nov 15

After that date, requests are accepted on a first-come, first-served basis and are not considered confirmed without receipt of the confirmation email.

4. Usage Agreement

Room requestors and meeting/event organizers agree to the following conditions for use. Violations may result in denial of future requests.

- **Extra services** are the responsibility of the requestor, as outlined in the room confirmation email. These include Gillings Facilities services and AV Services outlined in Section 5, as well as catering.
- **A responsible representative of the organization must be present** throughout the event and supervise cleanup following the event.
- **Cleaning** is the responsibility of the organizers. Trash, bottles, cans, and decorations must be removed at the end of the event.
- **Signs & decorations:** Tape is permitted on brick and metal surfaces only. Tape is not permitted on any window, or painted walls. Tacks, nails, screws, or any other fastener or adhesive are not permitted on any surface.
- **Furniture** including tables and chairs may not be moved or taken from other locations. If you move furniture within a room, it must be returned to the original arrangement.
- **Catering** is allowed with appropriate care of the facilities as well as cleanup. Event planners should arrange with caterers to receive invoices for the cost for catered food functions.
- **No alcoholic beverages** may be served without express written permission from the Office of the Chancellor. The UNC-CH alcohol use policy can be found [here](#).
- **Tableware and linens** must be provided by the event organizers or their caterer.
- **Housekeeping:** all events hosted between 5:00pm Friday and 8:00am Monday require additional housekeeping services. Please contact Gillings Facilities in advance at 919-843-7872 to arrange for supplemental housekeeping. Failure to do so may result in reservation cancellation.
- **Payment for loss or damages** is the responsibility of the sponsoring organization, including any cost of returning the facility to its original condition. You may arrange an inspection in advance with Gillings Facilities.
- **Noise:** All meetings and events must be conducted in a manner that does not produce noise disruptive to others.

- **Smoking:** Smoking is prohibited in all areas of the Gillings School and within 100 feet of any UNC-CH building in accordance with the [UNC smoking policy](#).
- **Parking:** The closest available parking for visitors is the [Dogwood Parking Deck](#) across from UNC Hospitals. For vehicles involved with event setup and breakdown, please contact Gillings Facilities at 919-843-7872 or sph_facilities@unc.edu.

5. Hours of Operation

Regular staff operating hours are 8:00 am to 5:00 pm, Monday through Friday. The following meeting and event-related staffing support is available during these hours:

- Gillings Facilities located in Rosenau 204 (919-843-7872 or sph_facilities@unc.edu) arranges for furniture and supplies such as extra folding tables, chairs, podiums, display boards and easels, at no cost and with advance notice. For major events involving catering and/or furniture rearrangement, Facilities Services arranges for housekeeping and moving services at a charge to the organizing group.
- AV Services located in Rosenau 233 (919-966-6536 or sph_av@unc.edu) provides support for [installed technology](#) in central classrooms and conference rooms during regular operating hours as well as from 5:00 to 8:00 pm Monday through Thursday when classes are in session. AV Services also arranges loans of additional AV equipment, at no cost and with advance notice, as well as utilization of sound systems available in some spaces. Complete the Onyen-based AV Equipment Request Form found at <http://sph.unc.edu/avs>.

Holiday, Evening and Weekend Hours

Shared spaces are available for evening and weekend events, subject to limitations below.

- To guarantee availability, rooms must be formally reserved (section 3).
- During the period between 5:00 pm Friday and 8:00 am Monday and on holidays, there is no staffing support.
- Building exterior doors are open to students enrolled in classes with a OneCard from 7 am to 11 pm.
- Faculty and staff should contact their HR Services representative to request One Card building access.
- Some rooms may be locked. Please contact Gillings Facilities to ensure that interior doors will be open, or from 7 pm to 7 am, call the Gillings security guard at (919) 357-8037.
- No rooms may be reserved when the University is closed for Thanksgiving or Winter Break.
- For approved requests on holidays and weekends, organizers are required to arrange at least two days in advance for any special Facilities or AV services (e.g., by close of business Thursday for a weekend event). Late requests may be denied.

Revised 10/6/2017