

## Campus Center Complex (CC) Use Policy

***All classes must be booked in academic space through the Academic Scheduling office (545-2604)***

### Meeting Rooms

Campus Departments and registered or recognized student organizations (RSO'S) are not charged a room fee for **meetings** scheduled in the Campus Center (CC).

A **meeting** is defined as a gathering of people which lasts four hours or less and which takes place in one of the CC meeting rooms with a standard set. Standard sets include theater, hollow box, conference, and classroom sets. Meeting rooms are all the numbered rooms (*on the first, eighth and ninth floors*).

Groups that are not campus departments or RSO's are subject to room fees. In addition, the following types of requests may make **any group** subject to room charges including campus departments and RSO's: meetings longer than 4 hours, special sets, multiple rooms, multiple meetings in a week, and meeting with off campus attendees.

Due to the large number of student groups needing space, student groups are limited to one meeting per week in the CC. Student meetings and events may only be scheduled after approval by Student Activities and Campus Life and the duly authorized representative of the student group through campus pulse.

### Event Spaces

In addition to meeting rooms, the CC has a number of event spaces that may be scheduled. The main CC event spaces are the Campus Center Auditorium (CCA), the Marriott Center, Hadley and Amherst Rooms. Other CC event spaces are any other area of the CC which may be scheduled through the UMass Hospitality Services Office including the concourses, retail food areas and outside space under the purview of the CC including the Metawampee Lawn. Capacities and sets for all events are determined by the Massachusetts State fire and applicable local building codes.

### Tabling

Tabling by outside organizations is not permitted in the CC. RSO and Campus departments wishing to table must reserve space in the Student Union Building through the Student Union information desk.

### Additional Services

Hospitality Services and the CC offer many services and resources in addition to event and meeting space including:

- Catering
- Conference services

- Registration
- Audio Visual
- Summer Housing
- Hotel Group Blocks
- Dining Hall group reservations
- Virtual Event Services

Information on additional services can be found on the Hospitality Services Website <https://umasshospitality.com/>

### **Campus Center Complex Event/Conference Policies**

CC furniture and AV equipment are not permitted to leave the building.

Hospitality Services will schedule the most appropriate space and determine applicable charges based on information given by the person making the booking request.

Late changes or additions to original requests or misrepresented requests can be subject to additional charges. Failure to cancel meeting rooms, event spaces or ordered services by specified contract date or 3 business days prior are subject to charges and/or penalties.

Charges for extraordinary clean up and/or damages to the facility and/or equipment are the responsibility of the party requesting the space. Charges will be addressed on a per incident basis.

Organizations with past due balances will be denied space reservations.

All uses of the University facilities must be in compliance with federal, state, city, town and/or county rules, regulations, ordinances applied to the University, and all applicable University policies.

The University reserves the right to cancel, alter or change any event to preserve the health and safety of the attendee, staff, or employees.

#### **Items that re illegal or potentially damaging to the CC area are not permitted.**

The following are examples:

- Weapons: i.e. firearms, swords, knives, or other potentially lethal objects.
- Illegal Objects or substances
- Drug paraphernalia
- Fireworks, sparklers
- Confetti or glitter
- Open flames (Including candles)
- Hot Plates
- Smoke Machines
- Water pistols/water balloons

- Bubbles/bubble machines
- Helium balloons of any kind and balloon drops
- Adhesive name badge and stickers
- Paint without prior approval
- Any item deemed by CC representatives to be potentially hazardous to the facility or an person therein

**Activities that are illegal, potentially damaging, or disruptive are not permitted.**

The following are examples:

- Attaching objects to the walls, curtains, and/or furniture by any means without specific CC authorization
- Chalking or marking up of interior or exterior walls, walkways, floors, ceilings, or furniture
- Disassembling, removing, or destroying CC property.
- Bicycling, skateboarding or rollerblading inside the CC and in any areas under the purview of the CC where such activity might harm persons or property.
- Loitering
- Excessive noise
- Unruly, disturbing, offensive, or violent behavior
- Any activity deemed by a CC representative to be illegal, potentially hazardous, or disruptive to the facility or any persons or property therein.

**Please call the Hospitality services office at 413-577-8200 or email [ccevents@umass.edu](mailto:ccevents@umass.edu) with any questions.**