

## **Panhellenic Building Reservation Process**

In May 2015, the University Center will close and certain operations will transition to surge spaces during construction of Phase II of the new Student Union. One of these surge spaces is Panhellenic, the building that served many UT sororities for years. We are committed to providing quality meeting and event spaces for the University community on the first two levels of Panhellenic. To facilitate the reservation of a finite number of spaces, the following policies have been developed.

The Panhellenic Building is an aging facility that will be used for 2½ years during the Student Union Phase II construction period. For information regarding the reservation process, please contact Event Services at (865) 974-3451 or [ucreservations@utk.edu](mailto:ucreservations@utk.edu). It is very important that you contact Event Services if you have a request for an accommodation for an individual with a disability. For questions about the new Student Union, please contact the Administrative Office at (865) 974-3455.

### **Panhellenic Building Operating Hours**

Fall and Spring Semesters:	Monday - Saturday: 7:30 am to 10:00 pm Sunday: noon to 6:00 pm
Summer Semester:	Monday – Friday: 7:30 am to 7:30 pm Saturday – Sunday: Closed
Academic Breaks:	Monday – Friday: 7:30 am to 6:00 pm Saturday – Sunday: Closed

### **Marketing/Advertising/Notification of Meetings and/or Events**

We suggest you add the following statement to all informational brochures, packets, and websites to inform all participants of the procedures for requesting accommodations. Sample Statement for Information Brochures:

“ Please contact \_\_\_\_\_(insert your contact person’s name) two weeks before \_\_\_\_\_  
(insert your program/event date) to request disability related accommodations such as printed materials in an alternate format(i.e. large print or Braille), Sign Language Interpreters, accessible seating, and parking information.”

### **Rooms Available - Who May Reserve and When They May Reserve**

#### **Multipurpose Room**

Programming Committees/ Student Life Departments/ University Governing Boards:

- Advanced reservations and multiple date reservations are permitted.

- Holding space is discouraged due to limited availability.

#### Student Organizations/Groups:

- May reserve for their first event/meeting prior to the start of classes each semester
- Additional reservations may be made beginning the Tuesday after Labor Day for Fall Semester or the Tuesday after the Martin Luther King Holiday for Spring Semester

#### University Departments:

- May reserve for their first event/meeting prior to the start of classes each semester
- Additional reservations may be made beginning the Monday of the week following Labor Day for Fall Semester or the Monday of the week following the Martin Luther King Holiday for Spring Semester

### **Meeting Rooms**

#### Programming Committees/ Student Life Departments/ University Governing Boards:

- Advanced reservations and multiple date reservations are permitted.
- Holding space is discouraged due to limited availability.

#### Student Organizations/Groups and University Departments:

- May reserve first meeting prior to the start of classes each semester
- Reservations for the following semester cannot be made until the Monday after Fall Break or the Monday after Spring Break
- Monies owed to the University Center for services not paid by the last day of exams will result in the cancellation of all reservations for the upcoming semester

### **Rehearsals**

- Limited to **one (1) per event** with a **three-hour limit**.
- Additional rehearsal time may be reserved **two business days** (Monday through Friday) prior to the event date.

### **Cancellation Policy**

- Failure to cancel a reservation within two business days prior to event date or failure to show for a scheduled event may result in the cancellation of remaining semester reservations.

### **Academic classes**

- Academic classes are not permitted in the Panhellenic Building.

### **Audio Visual Equipment**

- Audio visual equipment is available in all reserved spaces.
- Charges apply to University Departments using equipment.
- Student Programs and Services Fee funded departments are exempt from these fees.
- Registered student organizations are not charged for use of audio-visual equipment.

## **Catering**

- ARAMARK Volunteer Catering has exclusive rights to provide full service catering for all receptions and meals, banquets, breaks (for conference, seminars, and workshops), etc.
- Groups are permitted to provide their own light refreshments/snacks. Event Services must be notified three (3) business days in advance.
- No outside catering is permitted without three (3) business day written approval of the Director of ARAMARK Volunteer Catering.
- Exceptions for ethnic meal functions must have written approval by the Director of ARAMARK Volunteer Dining at least three (3) business days prior to the event.

## **Damages/Excessive Cleanup**

- Sponsoring departments and organizations are responsible for full replacement of equipment, furnishings, or fixtures damaged during their event or meeting.
- Excessive cleanup will result in a \$25.00 per charge to sponsoring departments and organizations.

## **Extended Hours**

- Student Organizations: \$25.00 per hour with prior approval; \$50.00 per hour charge will apply without prior approval.
- Departments: \$50.00 per hour with prior approval; \$100.00 per hour without prior approval.

## **Panhellenic Room Capacities**

Room	Dimensions L x W	Lecture	Banquet (60" round)	Banquet (72" rectangle)	Workshop (72" rectangle)
106 - Multipurpose Room	50' x 40'	192	140	168	84
108	18' x 17'	12	-	12	12
201	40' x 28'	108	70	90	45
202	40' x 28'	108	70	90	45
203	40' x 28'	108	70	90	45
204	40' x 28'	108	70	90	45
205	40' x 28'	108	70	90	45
206	40' x 28'	108	70	90	45