University Conference Center Event Planning Guidelines

Facilities

The University Conference Center (UCC) is maintained as three separate rooms:

302A – Seating for 48 at 6 round tables

302B – Seating for 20 in an open-square configuration

302C - Seating for 24 - classroom-style

All changes to this standard configuration (including opening of the dividing walls) must be made by the department of Facilities. For additional information on custom set-ups and the associated charges, please call 531-8010.

Important things to remember:

- Provide your Facilities work order number to the UCC support staff.
- Remember to include adequate time for set-up and clean-up on your event booking.
 This should include time for your own event-related needs as well as the time required by Facilities.
- Consider what additional items you may need in the room to support your event, such as banquet tables and trash receptacles for catered events, or separate tables for a registration area.
- The UCC breakout area may be used as a support area for events; however the facility's main lobby is not available for event set-ups.

Catering

- For the greatest efficiency, we recommend our guests contract with Food Services for their catering needs. Please see Hospital Administrative Manual Policy A-66. For additional information call 531-8831.
- External caterers are permitted; however, they must be prepared to provide immediate and full clean-up following the event. Storage and staging areas are not available.
- When hosting a catered event, don't forget to order banquet tables and trash receptacles from Facilities.

Alcoholic Beverages

 Review Penn State University Policy AD18: "Possession, Use and Distribution of Alcoholic Beverages".

- Obtain written approval from the Dean of the College of Medicine, Senior Vice President of Health Affairs, and CEO of the Milton S. Hershey Medical Center or the Associate Controller.
- Approval requires that a bartender is hired to serve all alcoholic beverages. The
 department/organization sponsoring the event is responsible for all charges related to
 the bartending services.
- Documentation of the alcohol approval must be provided to the UCC support staff.
 Bookings for any events or meetings failing to provide such documentation will be canceled.

Audiovisual and Other Media Support

- Assistance with the UCC's audiovisual systems is available through Multi-Media Solutions (MMS). Reservations for the provision of equipment not available at the UCC can also be made through MMS.
- For additional information and details regarding related services, such as video conferencing and recording, please call 531-6828.
- To open a phone line for external calling, please contact the IT Help Desk at 531-6821.

Parking

- Parking is available at the facility on a limited basis. Campus employees are encouraged to utilize their assigned parking spaces and the campus shuttle service.
- Special shuttle arrangements can be made by contacting the Manager of Shuttle Services at 531-5531.

Security

- In situations where the event is taking place outside the University Fitness Center's normal hours of operation, the event personnel is responsible for oversight of the facility, which is not to be left unlocked and unattended at any time.
- After contacting the Department of Security for facility lock-up, event personnel must remain onsite until the officer arrives to secure the facility.

Guest Services

• For support with each of the above noted items, event planning services are conveniently available through the department of Guest Services. Contact the Events Specialist at 531-0003 (extension 285153) for additional information.