

# Use Guidelines for the Graduate Student Center

211A W. Cameron Ave.

CB#5492

Chapel Hill, NC 27599-5492

The Graduate Student Center (GSC) is maintained by The Graduate School for informal to semi-formal meetings or events related to graduate and professional student education on campus. Please adhere to the following guidelines.

## Use

The GSC is available for programming for The Graduate School. These meetings and programs will always receive priority, and The Graduate School reserves the right to determine the appropriateness of requests for use of the facility.

The GSC is available for **graduate, professional and post-doctoral student group events** and **graduate education events** on a reservation basis. The GSC is not intended for regular classroom instruction for courses not affiliated with The Graduate School. *The GSC is accessible to individuals with disabilities.*

## Hours of Availability

The Graduate Student Center is available between 8:30am and 7pm, Monday-Thursday, 8:30am to 4pm Fridays. Reservation times must include set-up and clean-up time. For example, if you have requested an hour long event, the latest time that the event can begin is 5:30pm. The event will end at 6:30pm, leaving 30 minutes for clean-up time. Needs beyond these hours will be addressed on an individual basis, please contact the Director.

## Available rooms

**Main Conference Space:** Equipped with internet connection, projector, screen, whiteboard. Bring your own laptop. Can be configured seminar style (up to 70 seats in rows, no tables), classroom style, or for small working groups (36 seats with tables).

**103 Conference room:** Equipped with projector and whiteboard. Seats 10 maximum.

## Reservations

The individual signing for the reservation assumes full responsibility for the use of the room, including arrangement of furniture, returning the room to its original condition, cleaning up the rooms/food/refrigerator, and leaving it in a neat and usable condition. Responsibility is also assumed for any damage to facilities or equipment. Upon arrival, if the space is not in its expected condition, immediately contact The Graduate School to notify us to inspect the space.

The Graduate School reserves the right to ask requesting units to provide security for their functions.

1. Requests for reservations are on a first-come, first-serve basis. A completed reservation form must be received at least three (3) business days but no more than six months in advance of requested dates and is subject to room availability and the Director's approval. Final confirmation of the request is made **ONLY** when approved by the Director and a confirmation is sent to the requestor via email.

By state law all functions which serve alcoholic beverages must follow University guidelines detailed in the Chancellor's Memo: <http://www.unc.edu/campus/policies/alcohol.html>. The *Request for Permission* form is online at [gradschool.unc.edu/gsc/index.html](http://gradschool.unc.edu/gsc/index.html).

## **Conditions and Limitations for Use**

All arrangements will be in accordance with the following rules and conditions for use of the facilities.

- **Food and Beverages:** Food and beverages are allowed in the GSC. No alcoholic beverages may be served without express written permission from the Office of the Chancellor. The kitchen is accessible for use and includes a fridge, freezer, sink, and microwave. All food must be removed after the event.
- **Furniture:** It is the responsibility of the reserving group to arrange the tables and chairs as needed for the event then return the tables and chairs to the original arrangement. See sign placards in the GSC illustrating the default furniture arrangement.
- **Signage:** No signs may be placed on walls, windows, or doors.
- **Smoking:** Smoking is prohibited in all areas of the GSC, including the outdoor patio area.
- **Audio/Visual Equipment:** a projector and screen is available for use. Bring your own laptop. *Installation of additional technology equipment is in process.*
- **Cleaning:** The sponsoring organization is responsible for returning the facility to its original condition. All spaces used for the event must be left in a clean and mutually agreed upon condition. Trash, bottles, cans, and decorations must be removed at the end of the event. Trash must be removed immediately after the event is complete. Dumpsters are located at the back of the parking lot. Additional garbage bags are located at the bottom of each trash receptacle.

Failure to leave the space as it was found will result in forfeiture of subsequent use privileges for the academic year.

**Graduate Student Center**  
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updated October 9, 2007

*These policies are set by the Office of the Dean. Comments or suggestions should be addressed to the Director of the Graduate Student Center, Brian Rybarczyk at [brybar@unc.edu](mailto:brybar@unc.edu).*