



Reservation Information
828-250-3864 reservations@unca.edu
www.unca.edu/highsmith

The Highsmith University Union offers an outstanding gathering place for the UNCA community to hold meetings, events, small performances and other programs. The Union staff is dedicated to serving the needs of the University community. We will happily work with you in any possible way to ensure a successful experience.

Please find below the general policies and procedures for using Highsmith Union rooms, as well as information on each of the spaces. If you have questions please do not hesitate to call us at 250-3864. Unless otherwise noted, policies listed below apply to campus and off-campus groups.

General Reservation Policies

- All events held in the Highsmith Union must be consistent with the University mission statement. Reservations will be made based on the following scheduling priority:
 - a. Campus community
 - b. Off-campus educational: local schools, universities, etc...
 - c. Non-profit: conferences, workshops, etc...
 - d. Government: police department, fire department, military, etc...
 - e. For-profit educational: training, continuing education, etc. for a for-profit company
 - f. Summer camps
- Reservations may be requested by calling 250-3864 or by submitting a reservation request form to the Highsmith reservations office (HU 251). Reservation request forms are also available on our website, www.unca.edu/highsmith.
- Reservation requests from the campus community for events not requiring special set-ups must be submitted at least 2 full business days prior to the event.
- Groups needing a custom room set-up (stage, dance floor, audiovisual equipment, exhibition), groups that expect more than 50 attendees and off-campus groups must submit a request at least 2 weeks prior to the event.
- Groups larger than 120 attendees and groups requesting catering service must submit a request at least 30 days prior to the event.
- Highsmith Union spaces are not available for regular class meetings. Periodic use of Highsmith spaces may be permitted for special lectures, films, etc...
- Highsmith Union spaces are not available to organizations whose activities illegally discriminate on the basis of race, sex, sexual orientation, religion, national origin, age, veteran status, marital status or disability.
- All groups must comply with all university regulations, federal, state and local laws. These regulations, ordinances, and laws are to be adhered to by the user, its officers, agents, employees, guests, patrons or invitees. Facilities may not be used in any manner to imply the University endorses an ethnic, political, sectarian or religious position.
- Events requiring a rental fee will be invoiced based on usage and type of event. See rental fee policies for specific fee information. Off-campus groups and university employees acting beyond the scope of their employment will be charged rental fees.
- Student groups will be given preference for the space that they used in the previous semester.

Off-Campus Reservations

- Scheduling for off-campus groups must be secondary to the university's responsibility to provide space and resources to the university community.
- ONLY the following rooms are available for off-campus groups: Alumni Hall, the Mountain Suites (Lookout, Pisgah, Mitchell and Beaucatcher), and the Private Dining Rooms.
- Reservations for off-campus groups for events that occur during academic periods will not be confirmed until after the 2nd Monday of that academic period.
- Off-campus users are not permitted to use the name of a UNCA faculty/staff person, a UNCA student organization, or a campus department in order to obtain a reduced rental fee or early confirmation.
- Off-campus groups may not schedule a series of regular meetings throughout the year or a semester.
- All off-campus groups will be required to sign a contract outlining the terms of the agreement before the reservation will be confirmed.
- Off-campus reservations must be approved by the Union director.

Catering and Alcohol Service

- Reservation requests for events requiring catering services must be submitted at least 30 days prior to the event.
- All food service/catering must be handled by University Dining Services. Outside caterers are not allowed without expressed consent from University Dining Services.
- Alcoholic beverages are not permitted in the Highsmith Union. Rare exceptions are approved exclusively by the university Chancellor. Alcoholic beverage service must be handled by University Dining Services.

Space Usage

- Use of Highsmith Union spaces must comply with all University policies including, but not limited to Policy 20, Space Use. Policy 20 may be viewed on the UNCA policy and procedures website, www.unca.edu/facstaff/policies.html.
- All users are required to return the spaces they use to their original condition and set-up. Failure to do so may result in a charge.
- By reserving a room, users accept responsibility for excessive wear, tear and damage to the assigned space, as well as for the equipment provided. Charges for excessive wear, tear and damage will be determined by the union director.
- Helium-filled balloons are ONLY allowed inside of Alumni Hall, and MAY NOT be used in other spaces or hallways.

A. The Grotto:

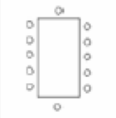
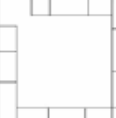



1. All furniture is to remain in The Grotto at all times. Furniture may be rearranged but must be returned to its original set-up and condition.
2. Additional furniture may be provided by the Union. Furniture may not be moved from University Commons into The Grotto.
3. The dividing wall may only be closed during rehearsals and performances, and must remain open during the following dining hours:
Monday-Friday 11:30am-1:30pm
Sunday-Thursday 5:30pm-7:00pm
4. Lighting and sound arrangements must be made with the Union staff at least 2 weeks prior to the performance or first rehearsal.
5. All sets must be free-standing and may not be attached to the stage or walls.

B. Mountain Suites & Alumni Hall:

1. The Union staff will provide all set-ups and breakdowns.
2. Arrangements must be made with the Union staff at least 2 weeks in advance for A/V equipment, stage, exhibitions and groups larger than 50.
3. Arrangements must be made with the Union staff at least 30 days in advance for groups larger than 120 and events requiring catering service.

C. Nantahala, Swannanoa, French Broad, Blue Ridge Board rooms, and Private Dining Rooms:

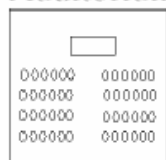
1. Furniture must remain in room and may only be rearranged with prior approval from the Union Director or the Union Assistant-Director.

Setup	No.	Name	Notes	Capacity	Sq. Ft
	102	Nantahala Room	Board room setup with one large table and twelve chairs	12	431
	103	French Broad Room	One large sectional sofa. Great for informal meetings	22	326
	104	Swannanoa Room	Typically set in a classroom/seminar setting, but may be changed	38	958
	143	Café 143 (with University Commons)	Fully equipped performance venue with tables and chairs facing stage.	84 (168)	2268
<i>Varies</i>	159	Alumni Hall	Large Multipurpose Room. Great for large dinners, fairs, and exhibitions.	280	4199
Mountain Suite: 221-224 may be combined to make larger spaces.					
<i>Varies</i>	221	Lookout Mtn. Room	Custom setups.	50	789
<i>Varies</i>	222	Mt. Pisgah Room	Custom setups.	45	711
<i>Varies</i>	223	Mt. Mitchell Room	Custom setups.	45	711
<i>Varies</i>	224	Beaucatcher Mtn. Room	Custom setups.	50	787
	235	Blue Ridge Boardroom	Large conference square	24	475
<i>Varies</i>	301	The Pinnacle	Large lounge. Great for receptions.	140	2134

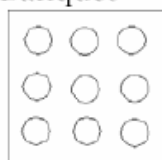
(Drawings are meant to illustrate setups and are not numerically accurate or to scale.)

Standard Custom Room Setups:

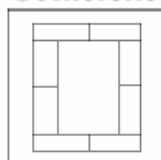
Auditorium



Banquet



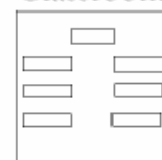
Conference



Fair/Exhibit



Classroom



Rental Fees

- Highsmith Union spaces are free to student organizations and campus groups using the space for events specifically designed for the campus community, unless additional equipment must be rented off-campus. The Union staff will make arrangements for equipment rentals. The users will be responsible for paying for the equipment rentals.
- Organizations and departments using Highsmith space will be charged a rental fee for events not specifically designed for members of the campus community
- Off-campus groups and university employees acting beyond the scope of their employment will be charged rental fees.
- All groups charging an admission fee will be charged a rental fee.
- Groups holding events requiring security officers are responsible for paying for those services. The Union staff will determine the type, qualifications and number of security officers required. The Union staff will make all arrangements for security.
- Off-campus groups will be charged fees for additional equipment.
- Rental Fee amounts are determined by the following categories:
 - B. educational events not specifically designed for the campus community, but run by a campus organization or department
 - C. educational events run by a non-profit, school or government agency
 - D. non-educational events or any event run by a for-profit company and summer camps

Rentable Rooms	B	C	D
Alumni Hall (HU 159)	\$40/hr - \$200/day	\$75/hr - \$375/day	\$150/hr - \$750/day
Mountain Suites (HU 221-224, per room)	\$20/hr - \$100/day	\$50/hr - \$250/day	\$100/hr - \$500/day
Private Dining Rooms (per room)**	\$15/hr - \$75/day	\$35/hr - \$175/day	\$70/hr - \$350/day

** Groups using Private Dining Rooms must also pay to eat in the dining hall.

Additional Equipment

	Fee
Registration Table	\$25
Projector with DVD/VHS and computer hook-ups (computer not provided)	\$75
PA System	\$50
Podiums/Lecterns	Free
Dance Floor	\$200
Staging	\$75/4x8 section

Custom A/V set-ups also available, contact the Union staff for details, 250-3864.