Welcome to the Dodd Research Center. The facilities in the Dodd Research Center available for use are unmediated rooms and the following guidelines are meant to help you plan your event and must be followed carefully. Images of the spaces can be found on the web at www.doddcenter.uconn.edu. See our facilities page under the ‘About’ section.

Facilities
Dodd Research Center facilities may not be scheduled for regular classroom use or other regularly recurring activities that are primarily of an internal nature.

The public areas of the Dodd Research Center are wireless. Information on how to access the UConn wireless network can be found at www.wireless.uconn.edu.

Posters or decorations are not allowed on the walls. This includes the use of any tape on walls.

**Doris & Simon Konover Auditorium**
The Konover Auditorium seats 185 people and can accommodate persons with mobility and hearing disabilities. A full range of audio/visual equipment is available including video streaming and satellite downlinks. Following is the available equipment:

- Computer – there is a desktop computer available with Microsoft Office and the Internet
- Laptop – connections are available to hook up your laptop. If the computer is a Macintosh, please provide the cable allowing output to VGA
- Document Camera/Overhead
- VHS Player
- DVD/CD Player
- Tables – there are 2 – 6’ tables for the stage, allowing 2-3 people per table
- Chairs (stackable)
- Microphones
  - Podium
  - Wireless lapel
  - Standing – one for each table on the stage
  - Wireless hand held mike

Events can be streamed via the Institute for Teaching and Learning’s Video Conferencing Service. The website to reserve this can be found at [http://itv.uconn.edu/mediasite.html](http://itv.uconn.edu/mediasite.html)

**Food and beverages are not allowed in the Auditorium.** Your help in enforcing this is appreciated.

**Public Lounge/Kitchen**
A small public lounge and a fully equipped kitchen, appropriate for receptions, are located adjacent to the Auditorium. The facilities are equipped to accommodate sit-down dinners of up to 35. This area, in conjunction with the main foyer, can accommodate approximately 75 people for a standing reception.

The following furniture is available
- 4 – 5’ Round tables
- 4 – 6’ Banquet tables
- 50 Chairs
The standard set-up is for a reception with two of the 6’ tables in the lounge. The Dodd Research Center staff is not responsible for the moving of furniture. Please make sure that you have included set-up and break-down time in your reservation if you require the furniture. It is the sponsoring organization’s responsibility to rearrange the furniture and to make sure the room is returned to its original condition. Organizations that do not adhere to this policy are subject to an additional $75 charge.

**Conference Room 162**

This meeting room accommodates groups of approximately 20-25 people. It is set up in a square meeting formation and equipped for audio/visual presentations. Extra chairs are available for your use, in addition to a standing or tabletop podium and must be requested in advance. Moving the tables and chairs around in this room is allowed, but it is the sponsoring organization’s responsibility to return the room to its original condition. Organizations that do not adhere to this policy are subject to an additional $75 charge.

**Rental Fees**

Events that are scheduled prior to 8:30am or after 4:30pm on weekdays, and at all times on weekends, require the presence of a staff member to provide access to the audio/visual equipment and/or to provide access to, and security for, the building. These events will be billed under the following fee structure:

- $45/hour for officially registered University student groups
- $55/hour for UConn departments / schools
- $65/hour for non-UConn affiliated groups

*Partial hours are billed by the half hour*

Please remember to include time for set-up and break-down for your event. Billing information is requested when the reservation is made. **Reservations are due two weeks in advance of the program. The facility will not be available if reservations for evening or weekend hours are received less than two weeks before the event.**

**Food and Beverages**

All catering arrangements are to be made by the reserving organization. The use of University Catering is not required, however all food and beverages must be removed at the conclusion of the event by the caterers or the reserving organization. **The designated contact person must assume responsibility for both set-up and clean up.** A fee of $75.00 will be charged for follow-up custodial care if necessary.

Alcoholic beverages are permitted only when utilizing University Catering. They can be reached at 486-5053.

Food and beverages are permitted in the Public Lounge, Foyer and Conference Room 162. Food and beverages other than water for speakers are not permitted in the Konover Auditorium. In addition, please respect the no food and beverage policy in the Dodd Research Center Reading Room.

**Reservations**

Spaces are available for use by reservation only. Requests for information or to reserve space should be made through [http://virtualems.sa.uconn.edu](http://virtualems.sa.uconn.edu). Please leave yourself a few days to create an account for the first time you do this. Requests for reservations before or after building hours (8:30am-4:30pm, Monday-Friday) must be received **at least two weeks in advance of the anticipated use.** A designated contact person is required to assume responsibility for any event and must be present during the event.
**Cancellations**
Cancellations must be received no later than two days prior to the event. In the event that the reservation is not canceled within this time frame and the event is during “non-building” hours, you will be charged for the duration of the original event reservation.

**Emergency Closing Procedure**
The official policy in the event the University closes can be found at http://news.uconn.edu/emergency_closings.php

**Disclaimer**
The University Libraries reserves the right to deny the use of public spaces to departments, persons, or organizations that fail to observe these policies.

During the duration of the meeting period, the sponsoring organization will be held responsible and liable for any damages, within its control, caused by the sponsoring organization, its guests, participants, staff, and vendors to the Thomas J. Dodd Research Center.