

Thomas J. Dodd Research Center

Facility Use Guidelines

Welcome to the Dodd Research Center. We are happy that you have chosen our location for your event and look forward to working with you to make your event a success. The following guidelines are meant to help you plan your event and must be followed carefully. If you have any questions or have special requests, please contact Jane Recchio at (860) 486-6020 or jane.recchio@uconn.edu. Images of the spaces can be found on the web at www.doddcenter.uconn.edu

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. ***Please be aware that guest access to the internet must be approved in advance.

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 satellite downlinks with UCIMT. Teleconferencing is not available at this time. Following is the available equipment:

- Computer – there is a desktop computer available with Microsoft Office and the Internet
- Laptop – we have the connections available to hook up a laptop. If the computer is a Macintosh, please provide the cable allowing output to VGA
- Document Camera/Overhead
- VHS Player (multi-standard for various formats)
- DVD/CD Player (multi-standard for various formats)
- Audio Cassette Player
- Slide Projector
- Tables – there are 3 – 6' tables for the stage, allowing two people per table
- Chairs
- Microphones
 - Podium – always on
 - lapel
 - Standing – one for each table on the stage

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

Events can be videotaped in the Konover Auditorium if the request is made at the time of reserving the space. This is a stationary image, delivered in DVD format. The charge for this service is \$25.00.

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

There is also a standing or table top podium.

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 \$50 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 organizations responsibility to return the room to its original condition. Please inform us in advance of your plans for how you need the room set up. Organizations that do not adhere to this policy are subject to an additional \$50 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
- Hourly rates include any part of an 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.**

The charge for videotaping in the Konover Auditorium is \$25.00.

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 may be made through the office of Jane Recchio, phone 860.486.6020 or email jane.recchio@uconn.edu. These requests must be received in writing, fax or by e-mail **at least two weeks in advance of the anticipated use.** The fax number is 860.486.4521. 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.

Thomas J. Dodd Research Center Statement of Responsibility

I have read and accept the guidelines for the Thomas J. Dodd Research Center. After the event, I will make the necessary arrangements to have the room reset to the original layout.

I am aware that if guidelines are not followed, the sponsoring organization is subject to additional fees that are stipulated in this agreement.

Contact Name/Department _____

Date of Event _____

E-mail Address _____

Signature

Please return this form with the reservation information to:

Jane Recchio
Thomas J. Dodd Research Center
405 Babbidge Road, Unit 1205
Storrs, CT 06269-1205

e-mail – jane.recchio@uconn.edu
fax – (860) 486-4521

Thomas J. Dodd Research Center Event Reservation Form

1. Requests for reservations must be received two weeks prior to the event.

Contact Name: _____ Date: _____

Sponsoring Organization: _____

Phone: _____ E-mail: _____ Unit #: _____

Date of event: _____ Beginning Time: _____ Ending Time: _____

Set-up time requested: _____ **Break-down time requested:** _____

Name of event: _____ Estimated Attendance: _____
(flyers or other information are requested but not essential)

2. Circle area(s) requested

Konover Auditorium

Conference Room 162

Public Lounge/Foyer

3. Please check appropriate items below to indicate any equipment required for your event

Konover Auditorium

Equipment:

Desktop computer Laptop Document Camera/ Overhead Projector
 VCR DVD/CD player Slide Projector 1
 Cassette player Slide Projector Video recording (\$25.00 fee)

Stage Set-up:

of Tables on stage # of Chairs on stage 3 of standing mikes lapel mike

Conference Room 162

Desktop computer Podium and microphone Overhead Projector

4. Provide billing information

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. These events will be billed a fee outlined in the Facility Use Guidelines. Please remember we include event set-up and break-down in the charges. Facility use fees in addition to applicable video recording fees or any other fees highlighted in the Facility use statement will be charged directly to your account. Please provide us with the FRS account you wish to have any charges taken from. We will mail a copy of charges incurred for your reference. If you are not using the FRS system and will need an invoice for your charges, please include your mailing address here.

FRS Account _____ Authorized Signature _____

Mailing Address _____

5. Return Event Reservation Form with Statement of Responsibility to:

Jane Recchio

Thomas J. Dodd Research Center

405 Babbidge Road, Unit 1205

Storrs, CT 06269-1205

e-mail: jane.recchio@uconn.edu / Fax: 860.486.4521 / Telephone: 860.486.6020