



Puerto Rican/Latin American Cultural Center
University of Connecticut
2110 Hillside Road, Unit 3118
Storrs, Ct 06269-3118
Phone - 860.486.1135
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Email - prlacc@uconn.edu

Facility Use Policy

PRLACC's Mission

The Puerto Rican/Latin American Cultural Center's mission is to improve the status of Latinos and to promote awareness, understanding, and appreciation of the richness and diversity of Latinos and Latin American cultures. PRLACC works independently and collaboratively with University departments and community organizations to sponsor educational and cultural programs, provide services and leadership opportunities, foster connections, and educate the University and extended community about Latino issues. Our services and programs seek to enhance and support student, faculty, and staff recruitment and retention, as well as enrich the multicultural climate of our community.

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The primary purpose of the facilities at the Puerto Rican/Latin American Cultural Center is to carry out its mission. To the extent that space is available, the Center welcomes student organizations, groups, classes, community groups and organizations to utilize our facilities for purposes consistent with our mission. PRLACC reserves the right to determine the appropriate use of our facilities. The fact that a group is permitted to meet at PRLACC does not in any way constitute endorsement of the group's policies, beliefs, or points of view expressed.

Reservations

To request use of the facility, a completed Facility Reservation Form must be submitted at least **3 business days prior** to the event being scheduled. Approval will be on a first-come, first-served basis, as long as all requirements have been met; however, activities organized by PRLACC take priority over all other events. A confirmation of your approved request will be sent to you via email. No individual or group may release space to another individual or group. Reservations for space are group or event specific, and may be changed only by the PRLACC staff.

PRLACC facilities are available during regular hours of operation. A designated contact person is required to assume responsibility for any event and must be present during the event. This individual is also responsible for ensuring that PRLACC facilities used are left clean and orderly after the event. Event sponsors should ensure that the noise level inside and outside of PRLACC is not excessive.

Facilities

The capacity for each room, per the state fire codes, will be observed at all times.

Conference Room – The conference room has a large rectangular table that cannot be removed or reconfigured and seating accommodates up to 14 people. The room contains a white board and a bulletin board.

Program Room – The capacity of the Program Room depends on your room set up. Refer to Room Set Up.

Room Set Up

For lunches or dinners, the capacity is 80 people. For the classroom configuration, the capacity is 54 people. For theater seating, the capacity is 96 people. (See attached configurations for room set up.) We have 18 tables, 100 chairs, a lounge area, outlets, data jacks, VCR/DVD, overhead LCD projector and screen, CD player, a flip chart easel, and a podium with speakers. PRLACC does not provide any supplies (i.e., markers, flip charts, plates, cups, etc.) or technical support for any of the AV equipment.

The person, department or organization reserving PRLACC space is responsible for setting up the furniture in the room, and ensuring the room is returned to its original condition at the end of the event. No tape, nails, staples, etc. may be used on facility walls, ceilings, or windows. Candles are not permitted.

Equipment and furnishings at PRLACC cannot be removed from the premises for any reason without written approval. No unauthorized use of PRLACC equipment or supplies (e.g., copier, fax machine, etc.) is permitted. Storage is not available for any purpose either before or after the event/meeting.

The person, department, or organization reserving PRLACC space is responsible for damage to any PRLACC furnishings or equipment used and any damages to the meeting space itself (furniture, walls, etc.). The cost incurred to repair any damage, replace any damaged property, or for any special clean-up or maintenance, resulting from the event or the activity; will be charged to the individual, department, or organization responsible for the damage.

Catering

“All food and beverage services are to be provided by the University of Connecticut, Department of Dining Services. The use of an outside caterer or vendor for on-campus events or food or beverage services is determined only after University Dining Services has the first rights of refusal... All requests for initiating retail operations or arranging catering services from an outside vendor must be made through the Vice President of Student Affairs.”

All catering arrangements are to be made by the reserving organization. All food and beverages must be removed at the conclusion of the event by the reserving person or organization. The designated contact person must assume responsibility for both set-up and clean up.

Compliance

Individuals or groups using PRLACC facilities shall obey University and Student Union policies, regulations, guidelines, and local, State, and Federal laws. Violation of these or the PRLACC policies will result in the loss of reservation privileges.

Accessibility

All of the meeting rooms in the Student Union are accessible. Requests for reasonable accommodation should be made at the time of the reservation request or as soon as accommodation is known to be needed.

Cancellations

Event sponsors should notify PRLACC **at least 24 hours in advance** if an event is cancelled or postponed. Failure to use the room without advanced notification may result in the loss of reservation privileges.

PRLACC is not responsible for any lost, stolen, or damaged property belonging to users of the facilities. PRLACC disclaims responsibility for injuries occurring in the use of or preparation for the use of the reserved space at the Center.

Revised 8/09



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Facility Reservation Form

Contact Person: _____
 Sponsoring Organization: _____
 Address: _____
 Phone: _____ Email: _____

Event Information

Facility Requested: Program Room Conference Room

Name of Event: _____

Date of Event: _____ Times: _____ am/pm to _____ am/pm

Event Type: Meeting Class Lecture Performance Other

For Ongoing Event: Weekly Bi-Weekly Monthly Other

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Beginning Date: _____ **Ending Date:** _____

Estimated Attendance: _____ Set-Up Time: _____ am/pm

What is the purpose of your group/event?

PRLACC reserves the right to determine the appropriate use of our facilities.

Reservations for space are group or event specific, and may be changed **only** by PRLACC staff.

Food Service (see "Catering" in policy)

Will food or beverage be served? Yes No

Audio Visual Request* (Check all that apply) VCR/DVD Overhead LCD Projector

CD Player Easel Podium

***PRLACC does not provide laptops, technical support, or supplies.**

Special Instructions/Additional Requirements:

You signature indicates that you **have read and agree with PRLACC's Facility Use Policy** and that you accept responsibility for the above event(s), which includes, but is not limited to:

- × You are responsible for setting up the furniture in the room, and ensuring the room is cleaned up and returned to its original condition at the end of the event.
- × You are responsible for ensuring that tape, nails, staples, etc. will not be used on facility walls, ceilings, or windows.
- × You are responsible for any damage to PRLACC furnishings, equipment and/or the meeting space itself.
- × You are responsible for bringing your own supplies as PRLACC does not provide any supplies (i.e., markers, flip charts, plates, cups, etc.)
- × You are responsible for providing your own technical support for any of the AV equipment.
- × Unauthorized use of PRLACC equipment or supplies (e.g., computers, copier, fax machine, etc.) is not permitted.

Signature _____ **Date:** _____

<p>Office Use Only Date Received: _____ Approved by: _____ Date Entered: _____</p>
