



Policies, Responsibilities & Fees for Use

2.14.12

The Howard H. Baker Jr. Center for Public Policy is a non-partisan center that is also home to the Chancellor's Honors Program and has limited classrooms and meeting space. Use of the Baker Center is available to University of Tennessee faculty and staff for a fee, as a venue for educational events, training, or semester long courses. The Baker Center has first priority on its space and does **not provide any additional services other than the rental of space and existing technology.** Our policies, priorities for use and responsibilities of the user follow below.

General Information (12.7.11)

The Baker Center is only open to University groups or those sponsored by or affiliated with a University of Tennessee department. Use of the Baker Center space has been prioritized as follows.

1. Events sponsored by the Baker Center or its partners
2. Classroom instruction and support of instruction in the areas related to the Baker Center, such as public policy, global security and energy and environment.
3. Requests from other UT units
4. Baker Center related student groups may reserve space one day in advance for use during regular business hours at no charge.

Use by groups not sponsored or affiliated with the University of Tennessee is not allowed. Political campaign and fundraising events, weddings, etc., are also not allowed. Reservations are made directly through the Baker Center by completion of the following form. Except in unusual circumstances, events confirmed by the Baker Center will not be moved or cancelled for higher priority events.

- **Requests for space are ONLY considered 60 days in advance** of your event. We cannot hold multiple dates for a single meeting or event. Make sure your date is firm before requesting space.
- Reservations made by UT faculty or staff require that a faculty or staff member be present and responsible for the room.

The following information is required at the time of initial query:

- Requesting unit with appropriate administrative contacts and UT account number(s).
- Description of the meeting or event
- General space needs or specific room request
- Days and hours of event (including setup and take down) – **NO Building ACCESS before 8 a.m.**
- AV requirements (training in use of BC equipment is required before event – no BC staff will be available to run the equipment) Number of people attending
- Name of the program
- Food or beverage needs (caterer must be approved, if other than Aramark)
- If the event occurs Friday evening through Sunday evening, arrangements for security and cleanup (UT Facilities services) must be made directly by the reserving group.

Locking and Unlocking of the BC Outside of Normal Business Hours

Exterior doors will unlock 30 minutes before the event and lock 30 minutes following the event, unless otherwise requested. Meeting space on the first and second floors will be available.

BC Spaces & Fees

Toyota Auditorium (w/rotunda access) - **\$350 (weekdays)/\$450 (weekends):** High quality wood-paneled, flat floor auditorium with excellent sound and two screens for projection. Typically this room is

set with round tables and chairs, stage, and podium for approximately 100- 120. The other option is Theatre-style seating (all tables removed) for 160 -180. Complete sound system, video projection and cable television. **All groups are responsible for set-up and breakdown, cleaning up and removal of any materials or trash.** The room must be returned to the way it was found, immediately following the event.

Rotunda - \$200 weekdays/\$300 weekends: Elegant open space – marble floors, with sound system soaring three stories to a third floor lighted rotunda. Area is particularly suited for receptions, book signings or other special events. There is some limited seating and 2 long rectangular tables, but any additional seating/tables would have to be arranged with UT Facilities or other provider. Please note that during the business day, 8 a.m. – 5 p.m., this space will continue to be accessed by students, visitors and staff of the Baker Center and Honors.

1st Floor Reading Room - \$100 weekdays/\$150 weekends: Comfortable space with table and chairs for seven, two couches and TV. Excellent for speaker prep room or small meeting.

2nd Floor Large Classrooms: 204 or 205 - \$150 weekdays/\$200 weekends During the months that UTK classes are in session, these rooms remain as separate, divided classrooms, holding a maximum of 30 people in each side, classroom style. When UT classes are not in session, the rooms can be combined into one large room for 60 by closing the partition wall. Each room is equipped with:

- Smart Symposium with DVD/VHS player and Presentation hookups
- White board
- Ceiling mounted projector, document projector and wireless access for your laptop

2nd Floor small Classrooms: 203, 207 or 208 - \$100 weekdays/\$150 weekends: Provides permanent classroom seating/conference meeting for 30 in combined classroom (207& 208) or **18** in Room 208 and **15** in Room 207 when divided by moveable partition wall. Rm. 203 holds 12 around a conference table. Each room is equipped with:

- White board
- Wireless access
- No Projection in these rooms, though you may provide your own projector/screen

3rd floor Executive Board Room - \$400 weekdays/\$500 weekends- Permanent Seating for 18 in gorgeous, dark wood- paneled room.

- Flat Screen Television (DVD/VHS player)
- Poly Com (Conference Calls arranged via Telephone services)
- Projection System (can be shown on large screen or on flat panel TV)
- Wet Bar

Equipment Inventory

The Baker Center has limited AV equipment. We **DO NOT** run the equipment for you. Included are:

- 2 podiums (Toyota)
- SMART Symposium (Rm. 204 & 205)
- 4 wireless handheld microphones and 2 wireless lapel microphones (Toyota/Rotunda)
- TV/VCR/DVD combinations for VHS and DVD video formats (Toyota/Rm. 204/205/Boardroom)
- Wi-fi throughout the building
- LCD computer/data projectors (Toyota (2)/ Rm. 204 and 205/ Boardroom)
- Teleconferencing capabilities –Make arrangements with UT OIT

Parking

There is no parking available at the Baker Center. There are pay lots nearby on 17th street. Contact UT Parking at (865) 974-6031 for suggestions. We cannot guarantee any parking at the building as those spaces are for non-

university visitors to the Baker Center. There are two handicapped parking spaces on the east side of the building, Catering trucks may unload and guests may be dropped off here as well.

Cancellation Policy

For cancellations or postponements of events in which the Baker Center incurred costs, any non-recoverable expenses will be billed to the event organizer. Please notify the Baker Center as soon as you are aware that your event is cancelled so that space may be available for other events.

Billing

Clients of the Baker Center agree to pay all applicable charges for use of Center facilities and services. Payment of invoices is due within thirty (30) days upon receipt of the invoice. Invoices paid after thirty days will be subject to a late payment charge up to the maximum amount permitted by law.

Exhibitors, Sale of Materials, Fundraising

Exhibitors who are a part of an educational program are subject to approval by the University administrative unit sponsoring or hosting the program and by Baker Center management. The Center retains the right to enforce guidelines regarding factors such as exhibit size, set-up and function. Arrangements should be made with the Baker Center prior to set-up. Materials (such as audiotapes, proceedings, or books) that are related to the program being conducted may be sold at the Baker Center. The sale of materials and items not related to the program or organization is not permitted. Activities may not be conducted at the Baker Center for personal financial gain.

Liability and Damage

The Baker Center cannot assume responsibility for personal property and equipment. Liability for damages to the premises will be charged accordingly.

Smoking

Smoking is prohibited in all areas within the building.

Teleconferencing

The Baker Center's Polycom unit is available in the Executive Board Room and Room 202. The request form for such a service is available on the UT Telephone Services website. For additional information, contact Telephone Services. You will be billed directly by Telephone Services for this service.

Videoconferencing, Video Recording, Webcasting, Audio Recording

Conferencing, recording (audio and video), and webcasting services are available through UT's OIT services. Arrangements for these services should be made by contacting OIT directly.

Security

Please make arrangements directly UT Police.

Decorations, Entertainment, Display of Materials

Questionable posters/photographs; the taping of banners or posters to any walls in the building; confetti; candles are prohibited. Floral arrangements are allowable, but must be removed upon the completion of the event. Live music is permissible; however, you will be held responsible for use of the sound equipment within building and are expected to follow guidelines for such usage. Decorations/signage may not be affixed to the walls, hung from the ceilings, or attached to Baker Center surfaces by tape, glue or any other adhesive, or pushpins on fabric walls.

Deliveries

Support equipment and materials may be delivered to the Center (1640 Cumberland Ave) with advance notice to the BC. However, the BC will not be liable for any equipment or materials left in the building.

Suggested reminders for participants

We suggest that your program announcements or confirmation materials include information about parking, food service, and Baker Center facilities (including the fact that the building is smoke-free) so that your participants will know what to expect when they arrive at the Center. It is also suggested that you inform your participants that **University energy policy may result in room temperatures variation. It is recommended that participants dress in layers and bring a sweater/jacket.**

Disability Accommodations

The University of Tennessee strives to provide accessible facilities to meeting attendees. Advance notice of individuals with a disability is the best way to ensure specific needs are accommodated and UT Disability Services can assist you with this. Your group agrees that it shall comply with the Americans with Disabilities Act regarding your activities related to your event. You will be responsible for providing any and all auxiliary aids and services to allow your attendees to have full and equal access to your event.

Adverse Weather

In the event of adverse weather conditions, ***if the University of Tennessee is closed due to adverse weather, the Baker Center will be closed as well.*** If the University remains open but conditions warrant, the Baker Center may delay opening, close early or close operations entirely.

HOWARD H. BAKER JR. CENTER FOR PUBLIC POLICY – RESERVATION FORM

1640 Cumberland Ave., Knoxville, TN 37996-3340

P: (865) 974-0931 F: (865) 974-8777

General information

Contact Name: _____ Campus Phone: _____ UT Email: _____

Sponsoring Department or Organization: _____

Department/Program Head: _____ Dept. Acct. No. to be charged: _____

(See *Fees* below)

Campus Address: _____

Event Information

Event Date: _____ Beginning time (**8 am or later**) you will need access to the room: _____

Event Start time: _____ Event End Time: _____ End time - cleaned up and out of the space: _____

Description of Event: _____

Specific Room(s) you are requesting: _____ Estimated Number in attendance: _____

Will food be served? _____ If yes, will Campus Catering Aramark be used? _____ Aramark has access to the bldg.

Please list A/V equipment that will be used: _____

(You must work with our staff to get instruction on the equipment or contract with UT OIT to hire someone to run the equipment.)

Special Requests, other notes:

*Fees per day and per room requested

Toyota Auditorium \$350 (weekdays)/\$450 (weekends)

Rotunda - \$200 weekdays/\$300 weekends

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3rd floor Executive Board Room - \$400 weekdays/\$500 weekends

*Rooms are pre-set and any change from this is the responsibility of the user, including returning the room to the way it was found.

I have read and agree to all stated policies and responsibilities for using the Baker Center

_____: Signature of Reserving Party

Contact information: For additional questions: Nissa Dahlin-Brown, Assoc. Director, Nissa@utk.edu; 974-8681 (2.16.12)