

**Sonja Haynes Stone Center for Black Culture and History**  
**UNC at Chapel Hill**  
**Request for Use of Facility**

 919.962.9001 |  jaimes@email.unc.edu |  919.962.3725

\*A separate form is required for each event.

Name of Event \_\_\_\_\_

Event Description/Purpose: \_\_\_\_\_

Proposed/Planned Speakers: \_\_\_\_\_

Event Date(s) \_\_\_\_\_

**Check the box below that best describes your department or organization**

- University Administrative (Departmental) Unit
- Officially Recognized Student Organization
- Community Non-Profit (*Daily Usage Fee applies – call for rental rates*)
- Other (Please specify) - *Daily Usage Fee applies – call for rental rates. Please note that all requests must be approved by the Director and/or Administrative Manager.*)

Name of person making reservation \_\_\_\_\_

Person in charge of event \_\_\_\_\_

Department /Organization hosting event \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Email Address \_\_\_\_\_

URL for event information \_\_\_\_\_

University/SAFO Billing Account Number (if applicable) \_\_\_\_\_

**Room(s) Requested (check below):**

- Hitchcock Multipurpose Room (seats 165)\*\*
- Curtis Sutton Initiative Room (Seats 20)
- Theatre (seats 360)\*\*\*
- Seminar Room 200 (seats 16)\*\*\*
- Seminar Room 201 (seats 16) \*\*\*
- Classroom 209 (seats 40) \*\*\*
- Classroom 210 (seats 40)\*\*\*
- Dance Studio

\*\*Food and drinks allowed only in the Hitchcock Multipurpose Room.

\*\*\*Note: Controlled by UNC Classroom Scheduling Office from 8:00am to 5:00pm.  
Classroom Scheduling contact number is 962-6093.

Event Start Time: \_\_\_\_\_

Event End Time: \_\_\_\_\_

*(Please note all events must end by 9:30pm - the Stone Center building closes at 10:00 PM)*

Set-Up Time: \_\_\_\_\_

Expected attendance: \_\_\_\_\_

Is the event open to the public?  Yes  No

Admission Charge?  Yes  No Admission Cost \$ \_\_\_\_\_

*(Please note: tickets or admission must be handled off-site through the Union Box Office. No admission fees may be collected at the door. Additional charges may apply, including but not limited to additional security.)*

Will food/drink be served at event?  Yes  No

Please provide name of caterer/vendor used: Mediterranean Deli

*(Food service must be arranged with Stone Center's approved caterers. Self-catering is not permitted under any circumstance. Caterers list is attached).*

Do you plan to serve alcohol?  Yes  No (*white wine only allowed in facility/no beer allowed*)

**If yes, please complete the [request form for permission to serve alcohol](#) at a University sponsored event. Before alcohol is allowed for an event, a signed form must be on file at the Stone Center.**

Room setup desired: \_\_\_\_\_  
*(This refers to chair and table setup; a brief diagram can be drawn below.)*

**Equipment Needed:**

- Microphone with podium
- Cordless Microphone
- Lavalier (clip-on) microphone
- VCR and screen
- DVD player and screen
- Projector and screen
- Special equipment, lighting and/or sound

*(Additional equipment needs not listed, including lighting and/or sound for the auditorium, risers, etc. must be arranged through the Student Union and coordinated with the Stone Center.)*

Persons or groups using Stone Center facilities will not be allowed to change or alter settings for event. Must see Stone Center staff for assistance.

If you have any questions about equipment availability, please contact the Stone Center Facilities Manager at 919-962-7025.

## THE SONJA HAYNES STONE CENTER FOR BLACK CULTURE AND HISTORY

### Building Use Policy

Thank you for expressing an interest in using facilities in the Sonja Haynes Stone Center for Black Culture and History (Stone Center) at The University of North Carolina at Chapel Hill (UNC). The following information explains Stone Center policy regarding reservations, public safety needs, food service, and room arrangements. If you require additional information, please do not hesitate to contact us at 919-962-9001. We look forward to working with you and hope you will have a successful event at the Stone Center.

**Reservations/Cancellations:** Events can only be scheduled two months in advance. Events may be scheduled as little as two weeks before the event without incurring a \$50 short notice fee. Cancellations should be made at least a week (5 business days) in advance without incurring \$75 cancellation fee.

**Public Safety:** Events scheduled weekdays after 5:00pm may require the additional presence of a DPS security guard, which will be determined once your facility request is approved. If so, an online security request must be completed through the Department of Public Safety (UNC DPS). Please go to the DPS [website](#) to schedule a police officer to be present during the *entire* time you need access to the building. Requests for security should be arranged at least three weeks in advance, and you must not have any outstanding balances with UNC DPS. UNC DPS charges \$55/hour. Proof of the DPS reservation needs to be faxed or delivered to the Stone Center at least a week before your event and if not received, the Stone Center reserves the right to cancel your event.

**Parking:** If your program occurs at the Stone Center between 7:30am and 5:00pm, contact the Special Events Parking Office with UNC DPS (962-4424) to make necessary parking arrangements for your guests. For additional parking information related to Stone Center events, please visit our [website](#).

**Technical (Lighting/Audio) Services:** All arrangements for technical services must be arranged through Geoff Baldwin at least four weeks in advance. No private outside equipment will be allowed in the building unless approved directly by Shakera Singleton. Production Services can be reached by email, [geoffreyvbbaldwin@gmail.com](mailto:geoffreyvbbaldwin@gmail.com) or at 336-508-8090. Proof of Services request needs to be faxed or delivered to the Stone Center at least a week before your event and if not received, the Stone Center reserves the right to cancel your event.

**Food/Catering:** Food and beverage are prohibited in the classrooms, seminar rooms, auditorium, gallery and museum, and dance studio. Food service is restricted to the Hitchcock Multipurpose Room (HMR), the common area outside the HMR, and the common area outside of the auditorium.

Proposed events where food is to be served require the following:

- Prior approval of the Stone Center.
- Use of a Stone Center approved caterer; caterers may contact the Stone Center Administrative Manager or Facilities Manager for details. Cleanup following an event will be the responsibility of the sponsoring organization including events where cleanup is not included in the catering contract. At the end of the event, all food, service dishes, containers, etc. must be removed and disposed of by the groups' caterers.

**Note: A fee of 20% of the total bill will be charged to the department/organization.** Please submit a copy of your receipt/catering bill promptly for billing purposes. A \$100 assessment will be billed to department/organization for failure to adhere to the cleanup policy. The kitchen is not fully equipped to prepare meals but is appropriate for warming, heating and serving meals. The use of hotplates, grills, griddles or any equipment not already provided in the kitchen is prohibited; the Stone Center **DOES NOT** provide linens, paper products, etc. *If the room is left in an unsatisfactory condition after an event, the department/organization may forfeit subsequent use privileges.*

**Alcohol:** Proposed events where alcohol is to be served must obtain prior approval from the Office of the Provost. A request form for permission to serve alcohol must be completed and signed before alcohol is allowed

in the building. A completed form must be signed by the Department Chair or Director of the sponsoring unit or the appropriate College or School Dean, and the Provost. Forms may be obtained from the Office of the Provost by calling 919-962-2198; completed forms should be faxed to the Stone Center at 919-962-3725. ***Only white wine may be served in the building; beer, liquor, and red wine are prohibited.*** The Stone Center adheres to the [University rules concerning alcohol service](#).

**Vendors:** It is the responsibility of the event sponsor to arrange for outside equipment, furniture, materials, etc. to be removed the next business day. Please inform the Stone Center in advance of the scheduled times for vendor deliveries and pickups. Delivery of food, furniture, and other items is to be made through the loading dock located in the rear of the building.

**Sale of Items:** Sale of items is prohibited in the Stone Center unless arranged through the University Bull's Head Bookshop and/or auxiliary services.

**Fliers/Posters:** No item, artwork, or document is to be attached to any wall, door, fixture, or building exterior. Posters/fliers are prohibited from being attached to doors, windows, trash cans, building exteriors, interior walls, stairway railings, elevator walls, floors, grounds or ceilings.

**Classrooms:** Please remove all trash, boxes, and other items brought into the classrooms and return all furniture to its original configuration. Remember to clean dry-erase boards and turn off lights.

**Doors:** Doors, including outside entrances, are not to be propped open at any time.

**Student Organizations:** All student organizations must obtain signature approval from their faculty advisor before returning the reservation form. The form will **NOT** be approved without the faculty advisor's signature. Additional charges may apply for security, catering, and if admission fees are charged.

I will act to ensure that the guidelines and policies set forth by the Sonja Haynes Stone Center for Black Culture and History and all applicable University regulations are carefully followed throughout the duration of this event. I understand that it is my responsibility to assure that members and guests of my department and/or group observe these conditions.

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Name of Organization/Department

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Name of Event

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Date of Event

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Signature of Person in Charge of Event

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Date

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Signature of Director/Chair of Department

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Date

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Print Name of Faculty Advisor  
*(For officially recognized student organizations)*

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Department

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Signature of Faculty Advisor

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Date

*(Revised 01/01/2021)*

**SONJA HAYNES STONE CENTER FOR BLACK CULTURE & HISTORY  
UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL**

**RATES FOR FISCAL YEAR 2022-2023**

**These fees will be assessed to University and non-University organizations and for those using the Stone Center after 5:00 PM. Fees are reduced but still applicable for reservations before 5:00 PM.**

<b>HITCHCOCK MULTIPURPOSE ROOM</b>	<b>\$325 FOR MEETING/PER USE</b>
<b>HITCHCOCK MULTIPURPOSE ROOM</b>	<b>\$375 FOR BANQUET/ PER USE</b>
<b>TERRACE</b>	<b>\$200 PER USE</b>
<b>CURTIS SUTTON INITIATIVE ROOM</b>	<b>\$100/HOUR</b>
<b>CLASSROOMS (ROOMS 209 AND 210)</b>	<b>\$250 EACH/PER USE</b>
<b>SEMINAR ROOMS (ROOMS 200 AND 201)</b>	<b>\$225 EACH/PER USE</b>
<b>THEATRE</b>	<b>\$425 PER USE</b>
<b>AFTER-HOURS SECURITY FEE</b>	<b>\$55/HOUR MINIMUM 3 HOURS</b>
<b>*WEEKEND BUILDING USE FEE</b>	<b>\$425/ROOM MINIMUM 4 HOURS</b>
<b>LATE DEPARTURE FEE (AFTER 10:00 PM)</b>	<b>\$50</b>
<b>*CATERING FEE</b>	<b>20% OF TOTAL BILL</b>

**\*Per Use is equivalent to 4 hour increments.**

**\*Weekend and catering fee are the only exceptions that will be charged to all organizations.**

**APPROVED CATERERS LIST FOR THE  
SONJA HAYNES STONE CENTER BUILDING**

Amante Gourmet Pizza 300 E. Main St. Carrboro, NC 27510 919-962-3330	Marcel's Catering Café 1821 Fordham Blvd. Chapel Hill, NC 27514 919-967-0066	Hursey's BBQ 1834 S Church St Burlington, NC 27215 336-226-1694
Carolina Catering – Aramark 100 Friday Center Drive Chapel Hill, NC 27599 919-962-0336	Mediterranean Deli 410 W. Franklin St Chapel Hill, NC 27516 919-967-2666	Whole Foods Market 81 S Elliott Rd Chapel Hill, NC 27514 919-968-1983
Catering Company 15-501 Bypass Chapel Hill, NC 27514 919-929-4775	Sage & Swift Gourmet Catering 2505 Whilden Dr. Durham, NC 27713 919-957-7889	Intimate Affairs Catering 1408 Christian Ave, Ste 3 Durham, NC 27705 919-382-0008
Carolina Inn 211 Pittsboro St Chapel Hill, NC 27516 919-933-2001*	Sage Café 1129 Weaver Dairy Rd. Chapel Hill, NC 27514 919-968-9266	Catering by Design 132 Kilmayne Dr. Cary, NC 27511 919-481-2366
Edible Art Bakery & Dessert Café 3801 Hillsborough St. Raleigh, NC 27606 919-856-0604	Saladelia Café 4201 University Dr. Durham, NC 27707 919-489-5776	The Picnic Basket 5410 Hwy 55 Ste AJ Durham, NC 27713 919-572-9908
Tova Boehm Catering 2109 North Lakeshore Drive Chapel Hill, NC 27514 919-619-3616	Savory Fare Catering 908 W. Main St. Durham, NC 27701 919-683-2185	Ethel Carver's Catering P O Box 881 Chapel Hill, NC 27514 919-967-8498
Domino's Pizza 412 E. Main St. Carrboro, NC 27510 919-929-0246	Three Seasons Catering 2627 Hillsborough Rd. Durham, NC NC 27705 919-416-0600	Tandoor Indian Restaurant 1301 E. Franklin St Chapel Hill, NC 27514 919-967-6622
Durham Catering 2512 University Dr. Durham, NC 27707 919-489-9535	Thrills from the Grill P O Box 52491 Durham, NC 27717 919-220-5787	The Palace International 1104 Broad Street Durham, NC 27705 (919) 416-4922
Firehouse Subs 603 Meadowmont Village Circle Chapel Hill, NC 27517 919-969-4212	Harris Teeter 310 North Greensboro Street Carrboro, NC 27510 919-942-8564	Gigi's Cupcakes 1028 Oberlin Road Raleigh, NC 27605 919-896-8636
Jimmy John's 306 W. Franklin St Chapel Hill, NC 27516 919-968-7827	Sweet Jane's Bakery 4823 Meadow Drive, Suite 115 Durham, NC 27713 919-544-1313	Panera Bread 213 W. Franklin Street Chapel Hill, NC 27516 919-929-9189
Home On The Range Catering 12330 US Highway 15/501 N Chapel Hill, NC 27517 919-968-4412	Mark Day Company 6113 Highway 86 Chapel Hill, NC 27514 919-932-3031	Bojangles' 4600 Garrett Road Durham, NC 27701 919-489-5942
Vimila's Curryblossom Café 431 W. Franklin St Chapel Hill, NC 27519 919-929-3833	Heavenly Cinnamon Rolls 1821 Fordham Blvd Chapel Hill, NC 27514 919-929-1722	Favor Desserts 5607 N Carolina Hwy 55 Durham, NC 27713 919-908-9264

**SONJA HAYNES STONE CENTER FOR BLACK CULTURE & HISTORY  
UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL**

**CHECKLIST/REMINDERS**

- If you are a University Student Organization, has your request form been signed by your advisor?
- Have you turned in your completed facility request form and received official approval/confirmation for your event?
- Have you provided the requested setup for your event to the Facilities Manager Randy Simmons?
- If food/drink is served at event, remember the following:
  - \*a 20% fee will be charged by the Stone Center for the total invoice amount of your catering invoice;
  - \*the facility must be cleaned (i.e. all trash, etc. removed) at the end of your event.
- If the following additional services are needed/required, have you requested their services and provided confirmation of their services to the Stone Center:
  - \*Technical Production Services?
  - \*Department of Public Safety Officer?
  - \*Alcohol permit, if applicable.
- Please make sure your contact information is listed on all event advertising and publicity so that you can be contacted for additional information regarding the event.

Thank you for using the Stone Center!

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