



Reservation & Building Use Policies

The Reservation and Building Use Policies (hereafter the Policy or the Policies) establishes the guidelines for reserving and using the Sonja Haynes Stone Center for Research in Black Culture & History facilities. The purpose is to ensure fair access, proper usage, and responsible stewardship of the building and its resources. It applies to all individuals, organizations, or groups seeking to use any part of the facility for meetings, events, programs, or other activities.

Hours of Operation & Access:

The Stone Center is open from 8:00 a.m. to 10:00 p.m. Monday through Friday and remains closed on weekends.

Eligibility & Prioritization:

A fair and neutral access policy manages building usage at the Sonja Haynes Stone Center. No group or activity is inherently given priority over another in the allocation of space within campus buildings except where otherwise governed by institutional policy or safety regulations.

Building use priorities and policies align with and are guided by the center's mission, which is, in brief: *"To encourage and support the critical examination of all dimensions of African American and African diaspora cultures through sustained and open discussion, dialogue and debate, and to enhance the intellectual and socio-cultural climate at the University of North Carolina at Chapel Hill and in communities beyond the campus boundaries".*

Classroom Administration and Scheduling

Classrooms 103, 200, 201, 209, and 210 are administered by the Office of the Registrar during standard academic hours. Requests for classroom use in these spaces prior to 6:00 p.m. must be arranged through the Office of the Registrar.

Beginning at 6:00 p.m., these rooms become reservable event spaces under the Stone Center's Building Use Policy and are subject to applicable rental fees.

All building reservations and space allocations may be adjusted according to the academic class schedules established by the Office of the Registrar. The primary mandate of the Stone Center is to support academic instruction as an educational institution. Consequently, classrooms and academic spaces will remain available to meet the evolving needs of credit-bearing courses and instructional activities as determined by the Registrar.

Reservation Process:

All facility reservations must be made in advance using the following procedure.

Step one: To initiate the reservation process, you need to submit a [reservation request form](#).

Step two: Complete the form, including all necessary details: contact info, name of organization, date/time use, room(s) requested, type of event, number of attendees, and any unique setup or AV needs.

Step three: Await confirmation. A written confirmation will be issued once the request is reviewed and approved.

*Recurring or long-term reservations (e.g., weekly meetings) will require approval on a seasonal basis.

Rules for Use:

All users must strictly follow these guidelines.

A. General Conduct

- Users must remain in their designated space. Unauthorized use of other rooms or equipment is not permitted without prior approval.
- Events must be appropriate, safe, and respectful of the building, staff, and surrounding communities.

B. Setup and Cleanup

Please provide details of your preferred room setup in the electronic reservation request form.

At the end of each event, the organizer or a designated representative must ensure that all trash, recyclables, and waste materials are collected and disposed of properly in the facility's designated receptacles.

- Items such as boxes, décor materials, food trays, or any oversized waste must be broken down and disposed of appropriately.
- If waste exceeds normal volumes, prior coordination with the Facilities Office is required to arrange additional bins or disposal support.

C. Fliers & Posters

No items, artwork, or documents may be attached to walls, doors, fixtures, or the exterior of the building. Posters and flyers cannot be affixed to doors, windows, trash cans, the building exterior, interior walls, stair railings, elevator walls, floors, grounds, or ceilings.

D. Prohibited Activities

We strictly prohibit events that involve pyrotechnics, open flames, hazardous materials, illegal substances, or other restricted items. Approval for such activities must be sought in advance. Please refer to the guidelines for a detailed explanation of prohibited activities when using the center to host political fundraisers.

**** We encourage you to discuss any special requests or unique event ideas with our team. We're here to listen, clarify any specifics, and work with you to create a memorable experience within our guidelines.***

Fees & Cancellations:

Events can be scheduled up to two months in advance. Acknowledging that each event is unique, we provide a flexible reservation process with no minimum booking requirement, though fees may apply. If a reservation is made within two weeks, a \$50 short-notice fee will be applied. To avoid a \$75 cancellation fee, cancellations must be made five business days in advance.

Parking:

If your program occurs at the Stone Center between 7:30 am and 5:00 pm, contact the Special Events Parking Office with UNC DPS (962-4424) to make necessary parking arrangements for your guests.

Equipment and technology use:

Audio/visual equipment, projectors, sound systems, or kitchen appliances must be requested in advance.

Public Safety:

Events scheduled after 5:00 PM may require additional coverage from a Department of Public Safety (DPS) security guard. This requirement will be confirmed once your

reservation request is approved. If security coverage is necessary, please submit an online security request through the [UNC DPS](#) website to arrange for an officer to be present for the entire duration of your event.

Security requests should be submitted at least three weeks in advance, and you must have no outstanding balances with UNC DPS. The rate for security services is \$55 per hour. Additionally, proof of your DPS reservation must be faxed or delivered to the Stone Center at least one week before your event. The Stone Center reserves the right to cancel your event if this proof is not received.

Food/Catering:

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

Contact the Administrative Manager or Facilities Manager for details. Cleanup after an event will be the sponsoring organization's responsibility, including for events where cleanup is not included in the catering contract. After the event, the caterers for the group must remove and dispose of all food, service dishes, containers, and other items.

Note: A fee of 20% of the total bill will be charged to the department/organization.

For billing purposes, please provide a copy of your receipt or catering bill. The department or organization will be charged \$100 for failing to comply with the cleanup policy. While the kitchen is not fully equipped for meal preparation, it is sufficient for warming, heating, and serving meals. Using hot plates, grills, griddles, or any equipment not currently available in the kitchen is prohibited; the Stone Center does not provide linens, paper products, and other supplies.

The department or organization may forfeit future usage privileges if the room is unsatisfactory after an event.

Alcohol:

Events where alcohol will be served require prior approval from the Office of the Provost [<https://provost.unc.edu/alcohol-request-form/>]. A request form for permission to serve alcohol must be completed and signed before any alcohol is allowed in the building. The completed form should be signed by the Department Chair or Director of the sponsoring unit, the relevant College or School Dean, and the Provost. Forms can be obtained from the Office of the Provost by calling 919-962-2198, and completed forms should be faxed to the

Stone Center at 919-962-3725. The Stone Center adheres to [the University's regulations regarding alcohol service](#).

Vendors:

The event sponsor is responsible for arranging for the removal of any outside equipment, furniture, materials, and other items by the next business day. Please inform the Stone Center about the scheduled times for vendor deliveries and pickups. Food, furniture, and other items should be delivered through the loading dock at the back of the building.

Sale of Items:

Items may only be sold in the Stone Center if arranged through the University Bull's Head Bookshop and/or auxiliary services.

Acknowledgment and Agreement

By submitting a reservation request or using any portion of the facilities at the Sonja Haynes Stone Center for Research in Black Culture & History, all individuals and groups acknowledge that they have read, understood, and agree to comply with the terms outlined in this Reservation and Building Use Policy.

The reserving party ensures that all participants, vendors, and attendees associated with their event are informed of and adhere to these policies. Non-compliance may result in penalties, including, but not limited to, additional fees, cancellation of current or future reservations, and loss of facility access privileges.

The Sonja Haynes Stone Center reserves the right to modify this policy at any time in response to operational needs, safety concerns, or administrative decisions. Updated versions will be made available through official channels, and continued use of the facilities constitutes acceptance of any changes.

For questions, clarifications, or additional information regarding this policy or the reservation process, please contact:

Javier Jaimes-Ayala
Facilities Manager
jaimes@email.unc.edu
(919) 962-9001