Received by: _____
Date Received: _____

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 or stonecenter@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 160)**
- ❑ Curtis Sutton Initiative Room (Seats 15)
- ❑ Theatre (seats 354)***
- ❑ Seminar Room 200 (seats 15)***
- ❑ Seminar Room 201 (seats 15) ***
- ❑ Classroom 209 (seats 40) ***
- ❑ Classroom 210 (seats 40)***
- ❑ Dance Studio

***Food and drinks are allowed **ONLY** in the Hitchcock Multipurpose Room.*
****Note: Controlled by UNC Classroom Scheduling Office from 8:00am to 6:00pm. Classroom Scheduling contact number is 962-6093.*

(Revised 03/16/2023)

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: _____
(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
- ❑ Lavaliere (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.)*

People 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 Javier Jaimes. Production Services can be reached by email, 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, serviced dishes, containers, etc. must be removed and disposed of by the group's' 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 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 ensure that members and guests of my department and/or group observe these conditions.

_____
Name of Organization/Department

_____ _____
Name of Event Date of Event

_____ _____
Signature of Person in Charge of Event Date

_____ _____
Signature of Director/Chair of Department Date

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

_____ _____
Signature of Faculty Advisor Date

(Revised 06/11/2026)

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

RATES FOR FISCAL YEAR 2026-2027

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.

HITCHCOCK MULTIPURPOSE ROOM	**$580 FOR MEETING/PER USE**
HITCHCOCK MULTIPURPOSE ROOM	**$650 FOR BANQUET/ PER USE**
TERRACE	**$300 PER USE**
CURTIS SUTTON INITIATIVE ROOM	**$150/2 HOUR**
CLASSROOMS (ROOMS 209 AND 210)	**$300 EACH/PER USE**
SEMINAR ROOMS (ROOMS 200 AND 201)	**$250 EACH/PER USE**
THEATRE	**$800 PER USE**
AFTER-HOURS SECURITY FEE	**$90/HOUR MINIMUM 3 HOURS**
***WEEKEND BUILDING USE FEE**	**$600/ROOM MINIMUM 4 HOURS**
LATE DEPARTURE FEE (AFTER 10:00 PM)	**$75**
***CATERING FEE**	**20% OF TOTAL BILL**

***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

Carolina Catering – Aramark
100 Friday Center Drive
Chapel Hill, NC 27599
919-962-0336

Catering Company
15-501 Bypass
Chapel Hill, NC 27514
919-929-4775

Carolina Inn
211 Pittsboro St
Chapel Hill, NC 27516
919-933-2001*

Edible Art Bakery & Dessert Café
3801 Hillsborough St.
Raleigh, NC 27606
919-856-0604

Tova Boehm Catering
2109 North Lakeshore Drive
Chapel Hill, NC 27514
919-619-3616

Domino's Pizza
412 E. Main St.
Carrboro, NC 27510
919-929-0246

Durham Catering
2512 University Dr.
Durham, NC 27707
919-489-9535

Firehouse Subs
603 Meadowmont Village Circle
Chapel Hill, NC 27517
919-969-4212

Jimmy John's
306 W. Franklin St
Chapel Hill, NC 27516
919-968-7827

Home On The Range Catering
12330 US Highway 15/501 N
Chapel Hill, NC 27517
919-968-4412

Vimila's Curryblossom Café
431 W. Franklin St
Chapel Hill, NC 27519
919-929-3833

Marcel's Catering Café
1821 Fordham Blvd.
Chapel Hill, NC 27514
919-967-0066

Mediterranean Deli
410 W. Franklin St
Chapel Hill, NC 27516
919-967-2666

Sage & Swift Gourmet Catering
2505 Whilden Dr.
Durham, NC 27713
919-957-7889

Sage Café
1129 Weaver Dairy Rd.
Chapel Hill, NC 27514
919-968-9266

Saladelia Café
4201 University Dr.
Durham, NC 27707
919-489-5776

Savory Fare Catering
908 W. Main St.
Durham, NC 27701
919-683-2185

Three Seasons Catering
2627 Hillsborough Rd.
Durham, NC NC 27705
919-416-0600

Thrills from the Grill
P O Box 52491
Durham, NC 27717
919-220-5787

Harris Teeter
310 North Greensboro Street
Carrboro, NC 27510
919-942-8564

Sweet Jane's Bakery
4823 Meadow Drive, Suite 115
Durham, NC 27713
919-544-1313

Mark Day Company
6113 Highway 86
Chapel Hill, NC 27514
919-932-3031

Heavenly Cinnamon Rolls
1821 Fordham Blvd
Chapel Hill, NC 27514
919-929-1722

Hursey's BBQ
1834 S Church St
Burlington, NC 27215
336-226-1694

Whole Foods Market
81 S Elliott Rd
Chapel Hill, NC 27514
919-968-1983

Intimate Affairs Catering
1408 Christian Ave, Ste 3
Durham, NC 27705
919-382-0008

Catering by Design
132 Kilmayne Dr.
Cary, NC 27511
919-481-2366

The Picnic Basket
5410 Hwy 55 Ste AJ
Durham, NC 27713
919-572-9908

Ethel Carver's Catering
P O Box 881
Chapel Hill, NC 27514
919-967-8498

Tandoor Indian Restaurant
1301 E. Franklin St
Chapel Hill, NC 27514
919-967-6622

The Palace International
1104 Broad Street
Durham, NC 27705
(919) 416-4922

Gigi's Cupcakes
1028 Oberlin Road
Raleigh, NC 27605
919-896-8636

Panera Bread
213 W. Franklin Street
Chapel Hill, NC 27516
919-929-9189

Bojangles'
4600 Garrett Road
Durham, NC 27701
919-489-5942

Favor Desserts
5607 N Carolina Hwy 55
Durham, NC 27713
919-908-9264

JMS Catering
J. Sutton
PO Box 16174
jmscatering2@gmail.com
215-971-0910

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

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 Javier Jaimes?

- ❑ 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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