DIVISION OF
STUDENT
AFFAIRS

CENTRAL RESERVATIONS
REQUESTOR TRAINING

EXPLORE YOUR INNER PIRATE
STUDENT AFFAIRS
THEN & NOW

• Why are we going to a more centralized system?

• How will it help the university?

• Who will manage spaces?
Spaces in 25Live

- Central Reservations Office
  - Mendenhall
  - Wright
  - Lobby/Outdoor Spaces
  - Brody School of Medicine
- Campus Recreation & Wellness
- Athletics
- Ledonia Wright Cultural Center
- School of Music
- East Carolina Heart Institute
- Family Medicine
- Brody School of Medicine
- Dining Spaces-The Green Room, Croatan
- Academic classrooms

- Nursing
- Allied Health
- Willis Building
- Christenbury
- Greenville Centre

- Will be in by end of June 2016
  - Laupus Library
  - Joyner Library
  - Dental School
RESOURCE PARTNERS

- Smart Classrooms
- Parking
- One Card
- EH&S
- Catering
- Grounds
- Central Ticket Office
- Disability Support Services
- Police
- Transit
- Mendenhall Tech Services
TECH SUPPORT-Beginning Fall 2014

- Main Campus (Academic Spaces)
  - M-TH 7:30am-9pm
  - F-7:30am-5pm
  - Sun-4-8pm
- Health Sciences Campus (Brody)
  - M-Th-7:30am-7pm
  - F-7:30am-5pm
- Classroom Instruction
  - M-TH 7:30am-9pm
  - F-7:30am-5pm
PARKING

• You must contact Parking & Transportation directly to coordinate parking needs
• The larger the event, the more notice P & T needs
• Sponsor of event is responsible for costs of parking, if any
• All guests must display valid ECU parking permit
  • Contact P & T for prices
• Pirate Athletics-coordinated by ECU Athletics, ecupirates.com

• Contact Johnnie Eastwood, eastwoodj@ecu.edu, 328-1960 with questions
Environmental Health & Safety

- No open flames-bonfires, fireworks
- No candles except for initiations & ceremonies
  - Permit is required
- Decorations-must not be combustible
- Cooking/Grilling
  - Must be approved by EH&S before space is approved
  - Brickyard, Bottom of College Hill only unless approved by EH&S
- Tents/Canopies
  - Must be approved by EH&S
  - Tent Permit is required
  - Maximum size 400 sq ft (with sides) or 700 sq ft (wo sides)
One Card

• Be sure to include the following information on request form:
  • Name of contact at event
  • Work phone #
  • Alternative phone #
  • Specific time-actual time needed in building vs reservation time (Does it need to be unlocked early?)
  • Does event require exterior doors to be unlocked if participants already have card access?
CATERING

• Must order thru https://ecucatering.catertrax.com
• Aramark Exclusive Spaces
  • Mendenhall
  • Athletics Multi-purpose spaces
  • Green Room
  • Sweethearts
• Green Room Requirements
  • $200 minimum food order to reserve
• Sweethearts Requirements
  • $25 room rental if no food is ordered
GROUND

• Moving Services can provide tables & chairs - fees apply
• Recycling and Waste Removal is offered - must put in work order
• Crew members can actually work an event
• Will locate irrigation & storm water lines
• Cutting grass & general clean-up of outdoor area can be done – if time allows
FACILITIES

- HVAC
  - No Heat/AC on weekends in majority of buildings

- Work Orders may be put in to have Heat/AC if event is large enough
Central Ticket Office

- 7% sales tax is taken out of all ticket sales
- Contact CTO for prices or see manual 328-4788
POLICE

- $35/hr/officer
- Walk Thrus
- When are Police Needed
  - When money is involved
  - 1 officer for every 100 people
  - More necessary if alcohol or special circumstances determined by Police
DISABILITY SUPPORT SERVICES

• Does my event meet the American with Disabilities Act (ADA)?
  • Contact DSS 737-1016 or Dssdept@ecu.edu
ACADEMIC SPACES

WEEKENDS
• Reservable through the CRO only
• Buildings available
  • Bate
  • Science & Technology
  • Austin
QUESTIONS?

Contact Us:
cro@ecu.edu
328-4731