

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?

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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

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RESOURCE PARTNERS

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

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TECHNOLOGY SUPPORT

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

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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

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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)

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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?

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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

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GROUNDS

- 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

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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

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Central Ticket Office

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

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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

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DISABILITY SUPPORT SERVICES

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

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ACADEMIC SPACES

WEEKENDS

- Reservable through the CRO only
- Buildings available
 - Bate
 - Science & Technology
 - Austin

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QUESTIONS?

Contact Us:
cro@ecu.edu
328-4731

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