

 *Elliott University Center*

221 Elliott University Center

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<http://www.uncg.edu/euc>

# MEMO

**To:** Student Group Presidents

**From:** Meredith Atchison – Director, Campus Activities and Programs

 Linda Alexander – Assistant Director of Reservations and Event Services

**Date:** March 29, 2021

**Re:** 2021 – 2022 Space Requests

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***The University will be continually assessing the safety of holding events and will provide as much notice as possible should we deem that public health concerns dictate that an event needs to be cancelled or modified.***

The Elliott University Center reservation books will open for student groups on **Monday April 5, 2021 at 10:00am** for events and meetings your organization would like to hold in the EUC and other campus spaces (College Avenue, Foust Park, Kaplan Commons, Taylor Garden, Stone Lawn and The Fountain). Reservations may be made for any event occurring between July 1, 2021, and June 30, 2022. We will confirm room requests in the order in which the Reservations Office receives them. **Please visit** [**http://euc.uncg.edu**](http://euc.uncg.edu) **to review the updated Elliott University Center Guidelines and Procedures for Facilities and Services prior to making your request(s).**

**The reservation books opening dates for events and meetings you would like to hold in academic spaces will be Wednesday August 25, 2021 at 10:00am.**

The reservation books for the EUC display cases, as well as the indoor railing and outdoor banner space at the EUC, will also open on April 5th.

Through Virtual EMS, you have the option to obtain a user account that will allow you to complete reservation requests online. Each group can designate a maximum of two members to make reservations. We would appreciate it if the designated member(s) would obtain an account and complete a separate Room Reservation Request for **each** event you are planning. A Reservation Request should also be completed for your group’s weekly meetings. Please visit <http://reservations.uncg.edu> and open the Account Management link to complete and submit the form to request an account.

Please visit the Promotional Places link on the Reservations web site to access the form to display outdoor banners and to request space in display cases and on the indoor railing in the EUC Commons.

# Completed forms for outdoor banner requests should be forwarded to:

Kathleen McGirty - Room 221

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For more information contact the Reservations Office at (336) 334-5378.