

 *Elliott University Center*

221 Elliott University Center

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http://www.uncg.edu/euc

## MEMO

**To:** Deans, Directors, Department Heads and Administrative Officers

**From:** William Parrish, Director

**Date:** April 6, 2022

**Re:** 2022 – 2023 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 University Reservations Office reservation books for Academic Departments and Administrative Units will open on **Monday April 18, 2022 at 10:00am** for events and meetings your department would like to hold in the EUC and other campus spaces (College Avenue, Foust Park, Kaplan Commons, Taylor Garden, Stone Lawn, and Gate City Plaza). Reservations may be made for any event occurring between July 1, 2022, and June 30, 2023. 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 24, 2022, 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 18th.

Through Virtual EMS, you have the option to obtain a user account that will allow you to complete reservation requests online. We would appreciate it if the person responsible for programming in your area would obtain an account and complete a Room Reservation request for **each** event being planned. Please visit <http://reservations.uncg.edu> and open the Account Management link to request an account.

In efforts to increase our sustainability practices, we will be reducing the amount of paper generated through this office. At the time of the reservation request you will be required to **submit the fund and account numbers to be billed for your reservation.** We will continue to provide you with a detailed invoice electronically prior to submitting a payment request to Accounts Payable.

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 banners request should be forwarded to:

Kathleen McGirty - Room 221 Elliott University Center

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