

MEMORANDUM

To:

From: Emina Begovic, SEEC Director of Finance and Operations

RE: SEEC Usage Guidelines for Publically Available Spaces

Cc:

August 2017 The purpose of this memo is to both establish and clarify guidelines for usage of common space within and surrounding the Sustainability, Energy and Environment Neighborhood (SEEC/SEEL) in order to ensure availability of resources and accountability of resource treatment. This memo addresses all common rooms in SEEC, including the Sustainability, Energy and Environment Community & Lab buildings, communal areas such as the SEEC café, and the external spaces of the rooftop terrace and patio.

In order to ensure equitable resource allocation, reservation priority and rates are determined based on the table below. Persons deemed to have an affiliation with the University are, in most cases, current and former faculty, current staff members, and current students. Alumni will only be required to pay half (50%) of the full usage fees when reserved directly through the SEEC Director of Finance and Operations. Status of affiliation with the University and the application or waiver of fees will be determined by the SEEC Director of Finance and Operations. It is recommended that groups outside of SEEC/SEEL contact the SEEC Director of Finance and Operations to determine if a waiver/reduction of fees is available. The following table outlines the criteria for association with the University and the corresponding rate structure.

GROUP	ALIGNED WITH SEEC MISSION	TENANT	FOR PROFIT	RATE
UNIVERSITY	yes	yes	no	FREE
	yes	no	no	REDUCED*
	no	no	no	REDUCED
EXTERNAL	yes	n/a	no	REDUCED*
	yes	yes	yes	REDUCED
	n/a	no	yes	FULL

*Approved waiver necessary to override fee

SEEC ROOM USAGE

The following section explains appropriate use, reservation method, and any applicable fees for usage of designated SEEC spaces. The SEEC Administrative staff will provide parties who wish to reserve spaces with the necessary information to meet University regulations.

SEEC CONFERENCE ROOMS & CLASSROOMS – The term “conference room” refers to all rooms within SEEC labeled as common conference rooms and “classroom” refers to all rooms labeled as classrooms. All current faculty, staff and students affiliated with SEEC will be able to schedule conference rooms reserved only for building occupants (these rooms are not included in this memorandum) via the online system on a first come first serve basis. The rooms listed below are available to building occupants as well as university and external (non-university) entities. SEEC Administrative Staff reserve the right to prioritize uses. All rooms listed below as well as classrooms must be scheduled through SEEC Administrative staff.

Room: Auditorium C120 (max capacity 412)

RATE	FIRST TWO HOURS	ADDITIONAL HOURS
REDUCED	\$500	\$100
FULL	\$800	\$150

Room: The Sievers Environmental Program Meeting Room S228 (max seating capacity 50)

RATE	FIRST TWO HOURS	ADDITIONAL HOURS
REDUCED	\$150	\$50
FULL	\$300	\$100

Room: SEEL 303 (max capacity 40)

Classrooms N124, N125, N126, N128, N129, S125 (max capacities 65, 40, 37, 60, 35, 38 respectively)

RATE	FIRST TWO HOURS	ADDITIONAL HOURS
REDUCED	\$125	\$25
FULL	\$200	\$50

Room: SEEC S149 (max capacity 20)

SEEC S249 (max capacity 20)

SEEC S225 (max capacity 30)

SEEC N224 (max capacity 40)

SEEC S127 (max capacity 24)

RATE	FIRST TWO HOURS	ADDITIONAL HOURS
REDUCED	\$75	\$20
FULL	\$150	\$25

Room: All other SEEC conference rooms: SEEC N249 (max capacity 16), SEEC N149 (max capacity 16), SEEC S124 (max capacity 16), SEEC N290 (max capacity 16), SEEC S140 (max capacity 14); C315 (max capacity 20); C325 (max capacity 24); S216 (max capacity 20); S221 (max capacity 10), S240 (max capacity 10), S188 (max capacity 20).

RATE	FIRST TWO HOURS	ADDITIONAL HOURS
REDUCED	\$50	\$10
FULL	\$100	\$25

SEEN COMMUNAL AREA USAGE – The following section explains appropriate use, reservation method, and any applicable fees for usage of communal areas, defined as follows, within or surrounding SEEC: SEEC café, rooftop terrace and patio. These spaces are reserved through the SEEC Administrative Staff.

Space: SEEC café (max capacity 228)
 SEEC 2nd Story Rooftop Terrace (max capacity 150)
 SEEC West Entrance Patio (max capacity 150)

RATE	FIRST TWO HOURS	ADDITIONAL HOURS
REDUCED	\$150	\$25
FULL	\$300	\$75

SEEC WHOLE BUILDING RENTAL - Whole building rental includes all SEEC Communal Areas, SEEC Conference Rooms and Available Classrooms (SEEL 303 in **NOT** included in whole building rental).

RATE	FULL DAY
REDUCED	\$2,500
FULL	\$5,000

Note: All room reservations require a \$100 deposit per day per room, when a fee is being charged and may be refundable if the reservation is cancelled 30+ days prior to the reserved date and time. Any reservation request expecting 50+ attendees will be charged a minimum \$100.00 non-refundable facility fee per day.

- Laying down of bedding, arrangement of furniture or use of furniture for the purpose of sleeping is prohibited. This does not include students who “doze off” while studying.