

UConn HEALTH

Academic Rotunda Non-Academic Event Guidelines

The Academic Rotunda is the centerpiece of the \$21 million dollar Academic building expansion. The 3,800 square foot venue provides a remarkable classroom space for our growing medical, dental and graduate schools. It features a large, circular space designed for small-unit, interactive, team-based learning and is equipped with advanced projection and acoustic technologies. When available, the venue may be utilized for non-academic meetings, functions, and catered events with capacities ranging from 150 to 375 people.

The following guidelines and procedures have been established for the use of the Academic Rotunda for non-academic events. Along with these guidelines, approved users of the Academic Rotunda must abide by the UConn Health Common Space Use Policy 2002-50.

Eligibility

Any group requesting to use the Academic Rotunda must be identified as one of the following user groups:

- UConn Health Administrative Department
- UConn Health Medical/Dental Schools
- Undergraduate and Graduate teaching groups
- Continued medical/dental education activities
- Registered student groups with the Office of Student Affairs
- Clinical departments and research groups of UCH
- Groups sponsored by the UConn Health i.e., UCH Auxiliary, UConn Health Advisory Council, and employee unions.
*All fundraising sales must in part benefit and be sponsored by UCH, or the University
- Government Agencies (local/state/federal) or their representative
- Outside non-profit organizations - provided they are sponsored by an official component (Department Head) of UCH. Sponsorship approval must be in place prior to booking.

Availability

- Academic and curricular activities scheduled by the Office of Curricular Affairs (OCA) receive priority access to the Rotunda.
- When available, the Rotunda may be scheduled for non-academic events on weekdays from 8:00a.m. to 9:00p.m., and on weekends from 8:00 a.m. to 6:00 p.m. Availability may change based on the Academic calendar. Not available on state and observed holidays.
- Reservation requests can be made up to 1 year in advance and must be made a minimum of 45 days prior to the event.
- A minimum of 2 hours is required prior to and following other scheduled activities. Additional time may be required based on room availability, room configuration, number of attendees, support staff levels, and changes to the Academic calendar. Lecture style seating requires a minimum of 4 hours set-up time prior to and after the requested event.

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Reservations

1. To request a reservation the Requester completes the Academic Rotunda Request form (*link to form*) and emails the form to Parking, Transportation & Event Services (PTES) at roomscheduling@uchc.edu at least 45 days in advance of the event date.
2. PTES will review and reply to the Requester, and copy the Office of Curricular Affairs OCA within 10 business days. Further discussions may be required before the request is approved, or denied.
3. If the request is approved PTES will complete the reservation details in the room scheduling system and coordinate the event details with the Requester and the appropriate stakeholders.

Room Reservation Rates

Rate to use the room in the Standard Set-Up of Tables and Chairs – Capacity 192 – Non-academic UConn Health & Affiliate Events / Social Functions

- \$400 (up to 6 hours – additional \$50 per hour after 6 hours)

Rate to use the room in the Lecture Set-Up with Chairs in Rows – Capacity 375 – All Lecture Style Functions

- \$800 (up to 6 hours – additional \$50 per hour after 6 hours)

Additional Services

Catering – Services and rates provided by Sodexo.

IT – Pre-event equipment tutorial and event support rates provided by IT.

Security – Services and rates provided by the UConn Health Police Department.

Parking – Posted rates apply for outside attendees. Validations available for a fee. Other valet and surface lot options based on availability.

Directional Signage – Printing and placement on roadways/parking areas, rates apply.

Shuttle Services – Reservations required, based on availability, rates apply.

Facilities – Costs of cleaning, repair or replacement of FFE.