



## CENTER FOR MARINE SCIENCE Event Planning Packet

The Center for Marine Science (CMS) does not routinely conduct tours or provide meeting space for the general public or outside organizations; such functions fall outside the Center's assigned missions. Our facility was not designed to serve as a conference center and we do not have staff assigned to handle such matters. However, the Center does try to accommodate requests from educational, professional, environmental or other nonprofit groups when possible.

Permission for usage of the Center's lecture and conference rooms, as well as the grounds, must be made well in advance of event date and require a UNCW sponsor. **Please fill out the Event Request Form included in this packet beginning on page 3 and read & initial beside each item below.** This form must be completed and approved by the Center before a space can be reserved.

**It is important that groups who wish to use our facilities follow & understand the policies below, please read and INITIAL beside each item:**

[Definition of terms: "Group" = parties requesting space for their event | "CMS" = CMS/venue/Center for Marine Science building & staff | "Business hours" = Monday-Friday from 8am-5pm]

- **Outdoor Space Use:** If using outdoor space, marsh, mudflat, etc. on the form below, please indicate which area and describe the activity being done. The form must first be approved & signed by the [CMS Outdoor Areas Committee](#) (If marsh, Troy Alphin. If dock, Jay Styron). Then the signed form may be sent to the CMS Main Office staff for Director's approval. Once approved, all [additional forms](#) pertaining to the outdoor excursion (ex. Float Plan and/or Trek Plan) must be submitted at least 1 week in advance to the CMS main office.
- **Aramark Catering/Food & Beverage:** UNCW contractual agreements require that ALL food and beverage served on the campus be ordered through [Aramark Catering](#) service at 910-962-3600 ([online ordering](#)). It is the duty of the event planner/group to make all food and beverage arrangements. Service of alcoholic beverages at the Center is discouraged, but can be arranged through Aramark by completing the required paperwork at least 14 days prior to the event to obtain an [Alcohol Beverage Permit](#). Alcohol may only be served after 5pm.
- **Tables & Chairs:** Extra tables and/or metal folding chairs for events must be ordered in advance from UNCW [Warehouse Services](#). Please note: CMS and Aramark cannot provide extra tables and chairs for the event for general seating. Catering will provide food tables, but do confirm upon booking. It is important to make Aramark aware of the event needs, so they can provide enough linen for the event at the expense of the group.

- **Event Set-up/Audio Visual:** Please use the equipment in the room. Meeting materials can be saved on a flash-drive or Microsoft OneDrive. The staff of CMS does not provide event set-up or audiovisual support. If event is during business hours, A/V assistance may be requested (simple set up and review of general equipment use), but not guaranteed depending on the availability of our IT Consultant. [A/V services](#) may be requested for special events via ITS Department at the expense of the group. Therefore, prior arrangements must be made within group or UNCW Warehouse Services (tables & chairs) for A/V, set-up & removal of tables, chairs, décor, etc. before and after the event. Moving CMS lobby furniture is discouraged, but if needed, then ALL must be returned to the position and condition it was in prior to the event. We are happy to supervise where to move the furniture due to fire code restrictions and lack of general storage space.
- **Parking:** During normal business hours, guests are asked to park in the teal visitor parking spaces, located before the guardhouse and gate. For events larger than 50+ attendees, carpooling or alternate transportation are required. [UNCW Event Parking](#) can be arranged at the expense of the group.
- **CMS Access & Security:** CMS has 24-hour security; however, large group events of 50+ may be required to make arrangements, in advance, to ensure that extra security personnel are present at the expense of the group putting on the event. Gate and door locks can be reprogrammed to allow access for their guests through the CMS Main Office, needs may be indicated on the form below and approval is at the discretion of the CMS Director. [Special Event Security Request Form](#).
- **Clean-up/Housekeeping:** Groups who make use of the Center must ensure that the facilities are left clean and in good condition at the conclusion of their activities. Please make sure all rooms are left the way they were found. For large groups of 50+, additional [housekeeping](#) staff must be requested to tend restrooms, trashcans, and lobby area at the expense of the group. For large groups of 50+, extra trashcans must be requested via UNCW [Physical Plant](#).
- **K-12 Programs:** All K-12 student programs must be approved in advance. Please make Center staff aware of all locations utilized by group. The suggested student to staff ratio is 7:1.
- **All Additional Forms:** All [additional forms](#) (ex. Float Plan and/or Trek Plan) must be submitted at least 1 week in advance to the CMS in hard copy to Campus Box 5928 or by email pdf attachment to Jay Styron, Director of Marine Operation.

**CENTER FOR MARINE SCIENCE**  
**Indoor/Outdoor Event Request Form**  
Please return completed form to the CMS Front Office.

*Group/Organization Name:* \_\_\_\_\_

*Type of Event:*    *tour*    *lecture/meeting*    *laboratory*    *dock\**    *marsh/mudflat/other-\**

*Group Contact Person:* \_\_\_\_\_

*Phone Number:* \_\_\_\_\_ *Email Address:* \_\_\_\_\_

*UNCW Sponsor & Email:* \_\_\_\_\_

*Date(s):* \_\_\_\_\_ *Start Time:* \_\_\_\_\_ *End Time:* \_\_\_\_\_ *Starting Location:* \_\_\_\_\_

*If inside, Room(s) Requested:*   *Auditorium (1105, capacity 145)*   *Fishbowl (1107, cap. 14)*

*Lobby (1102, cap. 100)*   *Classroom (1109, cap. 24)*   *Habitat (1025, cap. 20)*   *Atrium (2211, cap. 30)*

*\*If outside, where on CREST campus? Or more details for interior rooms (required: describe activity at locations):*

\_\_\_\_\_  
\_\_\_\_\_

*Number and age of Guests:* *Age range* \_\_\_\_\_   *UNCW* \_\_\_\_\_   *Non-UNCW* \_\_\_\_\_

*Food Served?*   *Yes*   *No*   *If yes, catering invoice #:* \_\_\_\_\_

*Alcohol Served?*   *Yes*   *No*

*Tables? Chairs? (Must be rented by Group/Org.):* *# of tables* \_\_\_\_\_   *# of chairs* \_\_\_\_\_

*A/V Assistance?*   *Yes*   *No*   *If yes, describe details of your needs below:*

\_\_\_\_\_  
\_\_\_\_\_

*Outside normal hours' access to:*   *Doors?*   *Yes*   *No*   *If yes, time range:* \_\_\_\_\_

*Gate?*   *Yes*   *No*   *If yes, time range:* \_\_\_\_\_

*Dock?*   *Yes*   *No*   *If yes, time range:* \_\_\_\_\_

