



UConn Hartford Event Services



UConn Hartford | Hartford Times Building | 10 Prospect Street | Hartford, CT 06103

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Overview

The Office for Event Services is responsible for booking space for all UConn Hartford meetings and events. The office is a one-stop shop for internal UConn departments and registered student organizations.

The primary use of UConn Hartford campus spaces is for academic classes for credit. Classrooms are highly occupied with classes scheduled Monday through Friday during all academic semesters. With the academic classes scheduled and assigned for a semester or session, every attempt will be made to accommodate requests for meetings and/or events within our spaces. If a request cannot be accommodated on campus, other suitable neighborhood venues will be considered. Priority for the use of UConn Hartford campus space will be given to UConn Hartford departments and/or students organizations.

UConn Hartford campus room requests will be reviewed according to the following outline:

Requests for space during the:	Will be accepted as of:
Spring academic calendar	Monday of the 3 rd week of October
Summer academic calendar	Monday of the 3 rd week of March
Fall academic calendar	Monday of the 3 rd week of March

Due to the limited event space availability in UConn Hartford buildings, we have partnered with several select vendors to accommodate the space needs for campus sponsored events. When appropriate and if available, the Event Services Director will work with customers to determine a suitable venue for the event and contact the venue on behalf of the university.

For clarification, UConn Hartford space is comprised of the: 1) Hartford Times Building (HTB), 10 Prospect Street (main entrance on Front Street) 2) School of Social Work (HSSW), 38 Prospect Street and 3) UConn Library at Hartford Public Library, 500 Main Street. All requests to reserve campus space on the UConn Hartford campus can be submitted through our on-line request form at www.events.hartford.uconn.edu. Requests will be reviewed on a first-come, first-served basis and every attempt will be made to accommodate each request. It is imperative that the request form is completed with detailed information so that a suitable venue can be determined.

Campus Information

Building Hours*

Hartford Times Building (HTB) --- Monday – Thursday, 7am – 9:30pm; Friday - Saturday, 7am – 5:30pm; Sunday, closed

UConn Library @ Hartford Public Library (HPL) – Monday – Thursday, 9:30am – 8pm; Friday & Saturday, 9:30am – 5pm; Sunday – 1pm – 5pm (November – April)

School of Social Work (HSSW) – Monday – Friday, 7am – 9:30pm; Saturday, 7am – 5:30pm; Sunday, closed

*Hours subject to change during academic breaks

Buildings/ Rooms

Photos and information about campus rooms can be found at <https://events.hartford.uconn.edu/venue-guide>.

Hartford Times Building (HTB) – 10 Prospect Street

CONFERENCE ROOMS

Room number	Capacity	Setup
HTB 144	8	Solid conference table
HTB 150	8	Solid conference table
HTB 209	16	U shaped conference table; movable
HTB 215	16	Solid conference table
HTB 216	28	Solid conference table
HTB 403	5	Solid conference table

CLASSROOMS

Room number	Capacity	Setup
HTB 138	40	Classroom style; movable
HTB 142	32	Seminar style (tables in a rectangle); moveable
HTB 145	71	Classroom style; tiered, fixed seating
HTB 146	57	Classroom style; tiered, fixed seating
HTB 147	42	Classroom style; tiered, fixed seating
HTB 208	50	Classroom style; moveable
HTB 210	38	Classroom style; moveable
HTB 212	46	Classroom style; moveable
HTB 214	46	Classroom style; moveable
HTB 217	42	Computer lab
HTB 219	48	Classroom style; moveable
HTB 220	36	Classroom style; moveable
HTB 223	30	Computer lab
HTB 226	50	Classroom style; moveable
HTB 227	42	Classroom style; moveable
HTB 228	46	Classroom style; moveable
HTB 229	46	Classroom style; moveable
HTB 317	46	Classroom style; fixed
HTB 318	46	Classroom style; fixed
HTB 508	10	Conference table

Hartford Public Library (HPL) – 500 Main Street

CLASSROOMS

Room number	Capacity	Setup
HPL 18	20	Digital scholarship studio
HPL 25	48	Classroom style; moveable
HPL 139	32	Classroom style; moveable
HPL 26 (Shared)	30	Classroom style; moveable
HPL 237 (Shared)	24	Computer lab

Hartford School of Social Work (HSSW) – 38 Prospect Street

CONFERENCE ROOMS

Room number	Capacity	Setup
HSSW 101	10	Solid conference table

CLASSROOMS

Room number	Capacity	Setup
HSSW 104	18	U shaped conference table; moveable
HSSW 107	32	Classroom style; moveable
HSSW 113	32	Classroom style; moveable

General Facility Usage Terms and Conditions

When sponsoring a meeting and/or event, the sponsor must abide by the following rules:

- Comply with pertinent local, state and federal laws.
- Comply with University policies and facility usage policies.
- Confirm reservation requirements and setup needs at least three weeks prior to the event.
- Comply with room capacities and fire codes; and be able to implement crowd control management if needed.
- Understand that there may be fees associated with the use of some facilities and services; and have the financial means to cover all fees.

Accessibility

Event planners and organizers have a responsibility to help ensure accessibility for participants or attendees with disabilities.

- An accessibility statement must be provided in all publications (printed or digital) that describe or invite participation in a UConn-sponsored event or activity.
- The event accessibility statement must include an event contact email, phone number and a timeframe to request accommodations.
- The event planner should respond as quickly as possible to accommodation requests. The option preferred by the participant should be given primary consideration.

Alcohol

Alcohol may not be consumed or carried in open containers in the commons or public areas (as defined by law and University regulations) of any building or grounds, except for group activities or events where alcohol has been obtained through an approved vendor and the space has been reserved.

If interested in having alcohol at an event on the Hartford campus, please contact the Event Services Office to discuss the potential options.

Food and non-alcoholic beverages must be provided during the duration of an event at which alcohol is served. A certificate of liability insurance naming UConn as additionally insured will be required of the vendor serving the alcohol. The caterer must have a state catering liquor permit and license to serve.

The serving of alcohol at university events sponsored in our partnered venues is at the discretion of the venue. Venue terms and conditions apply.

Animals

Per the UConn Animals on Campus Policy, those wishing to bring animals not defined as Service Animals or Emotional Support Animals into controlled spaces must receive advance permission. Such animals may include therapy animals that are part of an established program with defined parameters. These programs must be administered by trained staff and require the full review, approval and oversight of the Provost's Office or the Vice President of Student Affairs, or their designees.

The registration form can be found at https://accessibility.uconn.edu/wp-content/uploads/sites/1994/2018/09/Animal-Related-Program-Registration-Form_Fall-2018.pdf and must be completed by the Program Director, or designee, for consideration at least one week prior to the commencement of any animal related program on University property. A completed form may be submitted via email to the Office of Institutional Equity at equity@uconn.edu or in-person at 241 Glenbrook Road, Unit 4175, Storrs, CT 06269-4175. For questions regarding this registration form, please contact the Office of Institutional Equity at (860) 486-2943 or equity@uconn.edu.

Candles, Smoke and Open Flame

Candles, incense or any other smoke or flame-producing devices are not permitted in any space.

Cancellation Policy

If you determine that you will not need to use your reserved space, we request that you cancel the space at least 48 hours in advance.

If the campus is officially closed due to weather or other unforeseen circumstances, all reservations will be canceled, and customers will be notified.

The cancellation policy at partnered venues will vary. Please pay attention to the reservation paperwork and note that venue terms and conditions apply.

Cleaning

Groups are responsible for tidying up at the end of their reservation which includes returning the furniture to the original layout and disposing of any papers or supplies.

Meetings and events held in the HTB and HSSW that include food or anticipate large attendance may require hiring of custodial staff which will be determined by Event Services and Facilities Operations. If custodial staff is required, staff will be assigned for a fee of which the additional cost will be incurred by the sponsor. This service needs to be requested and confirmed at least 5 business days in advance.

There is no self-clean option available.

Decorations

Do not block exit signs, fire strobes, or doorways with decorations nor use tape or nails to affix items to walls, windows or doors. Nothing can be taped or affixed to walls, windows or doors. **Balloons, glitter and confetti are strictly prohibited.**

Extended Building Hours

Use of the Hartford campus beyond normal business hours will be considered on a case-by-case basis. Accommodations of extended hours will incur a fee.

Facilities Use Agreement (for non-UConn affiliated users)

Any non-UConn use of space on the UConn Hartford campus will require the completion of a Facility Use Agreement with the University. Upon receipt of a request for space, the customer will be contacted to review the process and discuss the process for renting space on the campus. The Facility Use Agreement will need be

completed and signed by both parties prior to a reservation being confirmed. The Facility Use Agreement will outline space rental costs as well as additional support service fees that will be incurred.

Third party bookings are not allowed.

Food & Beverage

Food and beverage service are NOT allowed in classrooms.

Food consumed in other reserved spaces fall into one of two categories: food for private events or food for public events.

A private meeting/event is by invitation only to the group's members and is not advertised publicly. Private meetings/events do not require a permit.

A public event is defined as any event that is open to students in general or the community. For public events, an outside food source may be used, and the group must follow all guidelines established by the City of Hartford Department of Health and Human Services (Temporary Food Event - (<http://www.hartford.gov/hhs/hhs-forms>)). If you are purchasing food from a local caterer or restaurant for drop-off delivery, you must submit a Temporary Food Event Coordinator's Application found at <http://www.hartford.gov/images/HHS/RevisedTempFoodCoordApplicationDec2012.pdf> and the Vendor must submit a Temporary Food Vendor Application found at <http://www.hartford.gov/images/HHS/TemporaryFoodVendorApplication.pdf>. If you are having a local caterer or restaurant come on campus to serve the food, only they will need to submit a Temporary Food Vendor Application. Applications must be submitted at least 15 days in advance and will incur a fee. The actual permit certificate will need to be displayed at the event.

If UConn Catering Services is the provider of food and/or beverage, no application process is required.

Food consumption at partnered venues will fall under the venue terms and conditions.

Furniture and Equipment

Furniture and equipment must remain in place the way it was found and can only be removed or rearranged with advanced approval.

Should any equipment or furniture be moved without permission, the sponsor will be held financially responsible for any damage caused or Facilities Operations costs to have them returned to their proper placement.

IT/ AV Support

All Hartford campus classrooms and meeting rooms are equipped with built-in technologies that can be accessed with a UConn net ID. Our Information Technology staff can provide training on the equipment and have placed basic instruction sheets located in each space. If it is determined that you will need on-site assistance, the Event Services office will arrange, in advance, for a technician to assist you.

Wireless access is available throughout the campus buildings.

Digital Hi-Tech Classrooms:

Digital Hi-Tech Classrooms feature the latest available technology at UConn, including built-in Windows 10 UConn PCs, Blu-Ray disc players, document cameras, HDMI connections for laptops, and laser LCD projection. All the Digital Hi-Tech Classrooms are controlled by a touch panel on the teaching station, which allows the user full control over all audiovisual features in the classroom.

Conference Rooms:

Conference rooms feature flat panel displays, Cisco video conference units for virtual meetings, built-in Windows 10 UConn PCs, as well as HDMI connections for laptops.

Minors

To better protect minors participating in activities sponsored by the University, any program that may include participation of minors must register their event with the Minors Protection Coordinator. Minors are defined as those non-UConn students under the age of 18. Registration of minors and more information regarding the University's Minors Protection Policy can be found at www.minorprotection.uconn.edu.

Non-University entities or organizations who use or lease University property to operate activities open to the participation of minors must execute a Facility Use Agreement which shall include specific terms and conditions applicable to activities involving minors.

Noise

Amplified sound and excess noise on the campus may need to be reduced due to the academic nature of the campus.

Parking

UConn does not own any parking lots or garages in Hartford. Pay-to-park options are available in four garages owned by LAZ Parking near to campus and at metered street parking around the campus.

Currently, parking is free at meters on city streets after 6:00pm and on weekends. City and state lots are permit only.

- Departments sponsoring events for larger groups (guests not associated with UConn) can purchase Value Cards through LAZ Parking in advance for parking in the North Front Street Garage, South Front Street Garage or the CT Convention Center Garage. Value cards can be pre-purchased with a University Purchase Order (and approval from the supervisor, Dean or Department Head) for \$6.00 each by submitting the following form found at <https://park.uconn.edu/day-parking-value-card-request-form/>.

Police

UConn Police have a presence on campus on a daily basis during the following times: Monday through Saturday, 7am – 11pm. The need for assigned police presence at specific events on campus will be determined by the Director of Event Services in collaboration with the UConn Police Department.

Police officers may need to be assigned to events for the following reasons:

- The nature of the event;
- The timing of the event;
- The anticipated attendance at events is over 100;
- VIP guests are expected;
- Prior history of the event and/or,
- Impact on the University and/or the surrounding community (crowd management issues, traffic considerations, etc.)

The police and security requirement and costs will be reviewed with the sponsor during the planning process and the sponsor will be responsible for all costs associated with this service.

Police and/or security may be required for use of partnered venues including the Hartford Public Library. This may be based on the size or type of event you are hosting. The need for security at these locations will be at the discretion of the Venue Management and will be discussed during the planning process. The sponsor will be responsible for all costs associated with this service.

Public Viewing Licenses

In accordance with federal copyright laws, institutions, organizations and individuals wishing to engage in non-home showings of movies, DVDs, videos, TV shows, online streaming content or any copyrighted materials must secure a license to do so, regardless of whether or not an admission or other fee is charged. Organizations must obtain public performance rights to show a film by renting it from an authorized film/video company.

Signage

Signs cannot be affixed to walls, doors or windows. Sign holders are available for placement within the buildings for directional purposes. Sign holders must be used in conjunction with a reserved event and are available only during the actual reservation hours. Sign holders cannot be used for advertising events.

UConn Hartford's Digital Signage System is a centrally managed/locally controlled electronic sign platform providing a valuable way to visually communicate with faculty, staff, and students across campus. The digital signage tool is open to any UConn affiliated departments, clubs, and organizations. University-related content is the only form of accepted material; digital signage shall not be used for

personal messages, vendor advertisement or political messages. Requests can be submitted at <http://hits.hartford.uconn.edu/digital-signage/submission-form/> .

Campus Event Space Information

The Zachs Atrium

The Zachs Atrium is open to the public and the furniture cannot be moved. Usage for private events will be determined on a case-by-case basis and will be extremely limited during the academic semesters.

The fire code maximum occupancy load for the Zachs Atrium is 557 persons and combined with the Courtyard the maximum occupant load shall not exceed 850 persons. This is subject for review by the Fire Marshall based on furniture and event setup.

The William & Alice Mortensen Courtyard

The William & Alice Mortensen Courtyard is open to the public during regular building hours. Usage for private events will be determined on a case-by-case basis.

The Trail Family Terrace

The Trail Family Terrace can be reserved for small private events from April through October (weather permitting). Note that the furniture must remain in place and there is a fire code maximum occupancy load on the Terrace of 16 persons.

Neighborhood Venue Guid

This neighborhood guide is a work-in-progress and is not inclusive of all the potential spaces that are available in the Hartford area. The University of Connecticut has contracts in place with a few of these venues and we are continually adding new partners to this list. Rental fees will be incurred.

Venue	Rooms	Setup types/ Capacity	Notes
CT Landmarks Amos Bull House 59 S Prospect Street Hartford, CT Web: https://www.ctlandmarks.org/			
	Amos Bull House Community Room	Reception, classroom, meeting room - 38	
Connecticut Convention Center 100 Columbus Blvd. Hartford, CT Web: http://www.ctconventions.com/			
Hartford Public Library 500 Main Street Hartford, CT Web: https://www.hplct.org/			
	Center for Contemporary Cultures	Lecture – 240 Banquet squares – 100 Classroom style- 60	
	Atrium	100	Open public space on the ground level

Venue	Rooms	Setup type/ capacity	Notes
Goodworks Infinity Music Hall & Bistro 32 Front Street Hartford, CT Web: https://www.infinityhall.com/Venues/Infinity-Hartford/			
	Orchestra level	Theatre - 380 Banquet rounds - 150 Reception	
	Mezzanine level		
	Dining Room		
	Meeting Room		
Spotlight Theatres and Front Street Bistro 39 Front Street Hartford, CT Web: http://hartford.spotlighttheatres.com/			
	Theatre 1	245	
	Theatre 2	225	
	Theatre 3	90	
	Theatre 4	140	
	Private Dining Room		
The Hartford Club 46 Prospect Street Hartford, CT Web: http://www.hartfordclub.com/			
	Ballroom	Theatre – 250 Banquet – 150 Reception - 300	
	Yacht Room	Theatre – 60 Banquet – 50 Reception – 60 Classroom - 30	

Venue	Rooms	Setup type/ capacity	Notes
Wadsworth Atheneum 600 Main Street Hartford, CT Web: https://thewadsworth.org/			
	Aetna Theater & Loctite Lobby	Theater- 284	
	Hartford Courant Room	Seated meal, lecture or standing reception – 50	
	Morgan Hall	Banquet – 150 Reception – 200	
	Avery Court	Standing – 350 Banquet – 220	

*capacity numbers are estimates. Please contact the specific venue for actual capacity numbers based on your desired setup and rental fees.

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