

Locations

- **Highsmith Union** – Highsmith Union maintains numerous meeting and event spaces. These spaces do tend to go quickly, so we suggest that once you have a date in mind that you attempt to book that space. Organizations that meet in the same place on a regular basis must fill out a Room Request form available both on-line and in the Student Activities office. Go to the following url for the room reservation form and a description of the rooms: <http://studentactivities.unca.edu/reservations>
- **Grotto** - On the first floor of the Highsmith Union, there is a room with a built in 23'x16' wood stage; audio inputs on front of stage; built-in stage lighting (minimal); possible green-room available; "coffee-house" atmosphere for 80+ people. This room does NOT get changed or altered. If a sound and lighting tech is required, payment is the responsibility of the organization. Two weeks advance notice is required.
- **Alumni Hall** - A large 4,000 square-foot multipurpose space for lecture, banquets, concerts, seminars and expositions. Reservations for large scale events MUST allow 2-3 weeks planning time.
- **Outside the Dining Hall** – If you wish to use tables and the space outside of the dining hall, please contact the Student Activities office.
- **Classrooms** – Classrooms can be reserved by completing a classroom reservation form, available from the Student Activities office. The completed form must be signed by the Associate Director of Student Activities and the organization's advisor, and returned to Reservations in HU 205. An organization may not use an academic classroom as a meeting space without permission of the office of Student Activities.
- **Owen Conference Center** – Available at all times, including evenings and weekends, Owen Conference Center can be reserved by contacting Silke Crombie at scrombie@unca.edu.
- **Behind Mills Hall** – This area has a sand volleyball court and is commonly used for outdoor concerts, barbeques, and other social events. It can be reserved by calling the Office of Residential Education and Housing Operations at 251-6700 weekdays, 8am-5pm.
- **Outdoors around Campus** – The Quad and many of the other lawn areas around campus are ideal for well-attended programs and/or outdoor events and can be reserved by contacting the Student Activities office.
- **Lipinsky Auditorium** – To reserve Lipinsky Auditorium, or its lobby, contact the Media Center in the basement of Ramsey Library at 251-6630. The Media Center requires that you fill out a contract detailing use, times, dates, technical requirements, and your advisor's signature. Please be aware that there may be fees associated with the use of the auditorium.
- **Private Dining Rooms** – The Private Dining Rooms (PDR), located in the Dining Hall may be reserved by student organizations for events or meetings. To use a PDR, an organization must either 1) order and pay for refreshments catered by Chartwells or 2) use Pay for meals in the dining hall.