

College of Arts and Sciences – The University of Tennessee
Ayres Hall Common Areas (North Plaza, South Lawn, Fourth Floor Conference Room)
Room Reservation Priorities, Privileges, and Principles

In and around Ayres Hall, the North Plaza, South Lawn, and Fourth-floor Conference Room are special spaces that are suitable for events other than the instructional and administrative activities that occupy most of the building. These spaces are reserved by the College of Arts and Sciences (CAS) in consultation with the Department of Mathematics.

Conference Room: This space will be used for instructional purposes, Mathematics Department Colloquia and Junior Colloquia, most Thursday and Friday afternoons during the academic year. It will be available after 3:30 PM on weekdays as long as Colloquia are not being held. Because it is adjacent to classrooms, it has highly limited availability on weekdays during the academic year.

The room is a valuable location for dinners and special receptions. For example, evening receptions and dinners for Boards of Visitors might be held here. These events require special accommodations due to the potential disruption of classes and restricted parking (see below). Arrangements for these events take place through the Dean's Office and require prior approval from that office.

Configuration: The room sits between two Mathematics classrooms with a traffic pattern that prevents privacy in the Conference Room, so weekday lunches and meetings are not feasible. It seats 40. Across the hall is a smaller room that holds a conference table that seats 12, and a commons area that comprises a kitchen and small lunch tables; these are normally used by and under the control of Mathematics, but requests for their use are initiated through the Dean's Office. The commons area is available for the use of catering services (see below). The fourth floor is accessible by a narrow staircase and an elevator. Access can be influenced with signs but no doors control access.

Moving furniture must be arranged at the time of making the reservation. It must be approved by the Dean's Office in consultation with Mathematics, and scheduled in consultation with those offices.

The 4th floor has been approved for serving alcoholic beverages, but only if students will not be present at the event. Any request to serve alcoholic beverages must be accompanied by a statement that students will not be involved.

North Plaza: This is a paved terrace. It is available for receptions. It is subject to noise from Cumberland Avenue. Any noise-generating events need to be scheduled outside class time. Tents may not be secured with poles. This location requires alternate accommodations for inclement weather.

South Lawn: This is available for larger groups. Tents may not be secured with poles; any damage to the lawn (e.g., trampling) must be ameliorated. Tailgating and other vehicular traffic (including trucks holding tents or catering supplies) is strictly prohibited on the lawns due to the underground sprinkler system. The effects of noise on instructional activities must be taken into account during planning. This location requires alternate accommodations for inclement weather.

General Considerations:

- The following order of principles and priorities has been established for common areas in and adjacent to Ayres Hall:
 1. Use of all spaces for meetings and events is contingent upon classroom instruction being feasible without undue disturbance.
 2. Priorities for use of the spaces:

- a. Events sponsored by the College.
 - b. Events sponsored by the Department of Mathematics.
 - c. Special events for the campus and system administration.
 - d. Special events with key constituents co-sponsored by CAS, or a CAS department or program.
 - e. Requests from other UT units.
- Use by groups not sponsored by or affiliated with the University of Tennessee is not allowed.
 - Events will be scheduled by contacting the Associate Dean for Facilities, Research, and Graduate Education, Chris Boake (cboake@utk.edu). Associate Dean Boake will be responsible for enforcing the rules governing priority.

Procedures for Reservation and Access:

- All reservations must be made by email with the header “Ayres Reservation Request”.
- When reserving a space, the following information must be specified in an email message to Associate Dean Boake:
 1. The requesting unit, with appropriate administrative contacts
 2. The individual or individuals responsible for the space (specified as attendees)
 3. A description of the meeting or event
 4. The specific space requested
 5. The days and hours of the event
 6. The number of people likely to be attending the event
 7. The start and stop time for the event (including setup and takedown time)
 8. Whether food will be served
 9. Whether audio/visual resources will be used
 10. Whether alcohol will be served (only in 4th floor area, not if students will be present)
 11. A UT account number
- If the event occurs over a weekend (Friday evening through Sunday evening), specific arrangements must be made for building security, opening and closing the facility, and timely cleanup.

Food and Clean-up:

- Units requesting use of the spaces are required to have a UT account, to which clean-up charges can be charged if necessary.
- If food or beverages are to be served, a plan for catering and clean-up must be included. ARAMARK is the preferred caterer approved by the University. Any outside caterer must be pre-approved. Groups may not furnish their own food or beverages.
- Clean-up immediately following the event is the responsibility of the unit sponsoring the event. If clean-up is not properly accomplished, Facilities Services will complete the task and will bill the sponsoring unit.
- Payment for damage of any kind is the responsibility of the sponsoring unit. Damage will be repaired and billed to the sponsoring unit.

Parking:

- There is no parking on The Hill for guests. Sponsoring units requiring parking will need to make arrangements with Parking Services for parking in the 11th Street garage or elsewhere. There is no guarantee that Parking Services will be able to accommodate parking requests by sponsoring units.
- There is no loading dock. Units will have to make arrangements with Parking Services and UT Police for unloading purposes. CAS will not make these requests for the units.
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Catering for the Fourth Floor Conference Room:

- Any unit wishing to make a reservation must provide a UT account number to which cleaning can be billed, if necessary.
- At least 2 weeks notice must be given if food will be served, to give the Department of Mathematics adequate warning.
- ARAMARK is the preferred caterer approved by the University. Any outside caterer must be pre-approved. Groups may not furnish their own food or beverages. Groups may not furnish their own food.
- Clean-up of all areas used immediately following the event is the responsibility of the unit sponsoring the event. If clean-up is not properly accomplished, Facilities Services will complete the task and will bill the sponsoring unit.
- Furniture must be returned to its original location.