



UNIVERSITY
of MOBILE

UNIVERSITY OF MOBILE EVENT SERVICES POLICIES & GUIDELINES



EVENT SERVICES

Event Services is housed in the Office for Marketing and Public Relations and oversees university event scheduling. We strive to create more efficient ways to use our scheduling resources to provide high-quality event support to the university and community.

We offer

- University-wide scheduling
- On & off-campus event planning consultation and support
- Event promotion

We are here to assist you with your event planning needs.

Contact Us:

Email: events@umobile.edu

Phone: x2210 (251.442.2210)

Online: umobile.edu/eventservices

eSpace

eSpace is the University of Mobile event scheduling software. This will allow you to reserve spaces & add events to the internal and public calendar.



All faculty and staff have access to request rooms and resources through our scheduling system, eSpace. Student organizations may also schedule events, however, the faculty or staff sponsor for the organization should be the one to submit the information in eSpace. **All events, including those on campus and off campus, are required to be submitted through eSpace.** This allows calendars to be updated for both internal and external audiences.

Timelines

In order to request event space and resources through eSpace, you must do so at least two weeks in advance of the event. For major events, please plan ahead and make requests as early as possible (at least two months), in order for maintenance and housekeeping to properly plan and assist you as needed. For emergency situations only, where two weeks lead-time is not possible, please call Event Services directly at x2210 (251.442.2210) for assistance.

Reserving Space and Services

1. Visit the Event Services web page at www.umobile.edu/eventservices
2. Click the Submit Event Request link.
3. Fill out the general event information on page one.
4. On page two:
 - a. Choose your space. For buildings that have a plus sign (+) beside them, click the plus sign to see specific room options. You may request more than one room if needed.
 - b. Choose any resources that you may need such as chairs, tables, audio/visual, etc. If you choose audio/visual, you must complete the required form before submission.
 - c. Please check both the housekeeping and security boxes so they will be notified of your event.
5. Click Submit Event. You will receive an email with a link to track the approval of your event.
6. Please visit www.umobile.edu/marketing to submit a Marketing Request Form for publicity for your event, including advertising, TV slides, newsletter announcements, programs, social media coverage, photography, etc.
7. Make necessary arrangements for catering, security, parking, etc. as needed as explained below.



After An Event Request Form Is Submitted

- The request is sent to Event Services, National Plant Services, and any other appropriate departments that have approval responsibilities for the requested space and resources.
- In most cases, requesters should expect their request to be handled within a 48-hour time period Monday-Thursday. Requests submitted after 3 pm may not be reviewed until the next business day. Use the emailed link to track approvals.
- In the case that either the space or services are not available, communication will take place between Event Services and the requesting party.

Making Changes To An Event

- All changes or cancellations should be emailed directly to Event Services at events@umobile.edu as soon as possible.
- Changes that include a request for additional services may or may not be granted depending on availability.
- Cancellations that have incurred charges or expenses prior to cancellation will be billed to the requesting department/party.

Factors That Affect Securing A Space or Services

- Due to limited resources, submitting an event form does not guarantee that all services/equipment requested will be available. Additional costs may be incurred. Event Services will inform you and obtain your approval before cost-related services are secured.
- Individuals/departments/organizations in whose name reservations are processed are held responsible for leaving the space and all of its furnishings and equipment in a neat and orderly condition.

Catering Services

- Events requesting catering must make their own contact with the Catering Director by calling Amy Bielat at 251.442.2322 (office), 228.860.2377 (cell) or emailing abielat@mihg.com. Catering may only be secured through MMI. Outside catering is not allowed on campus.
- No alcoholic beverages are allowed on campus or at off-campus University of Mobile sponsored events.



Parking

If the event falls under one of the following circumstances, the requester must develop a parking plan with Campus Security two weeks in advance of the event.

- The event is scheduled Monday through Friday, 7 am – 5:30 pm during the academic year.
- The event attendance expects over FIVE external guests, who require parking, unless guests are parking in reserved spaces in front of Weaver Hall.
- Guests will be arriving on buses.

If your event is expecting 75+ attendees, internal or external, the event contact must work directly with Campus Safety for security & parking needs, no exception. Contact Chief Shaneka Thomas at 251.442.2493.

Events that expect guests to arrive on buses must develop a logistics and parking plan with Campus Safety a minimum of three weeks in advance. Bus staging will take place at the University Athletic Complex. A Campus Security representative will meet them at the Gate House. Buses will be allowed on campus in an orderly fashion, at the direction of Campus Security. Once buses have emptied, they are to return to the University Athletic Complex, and the same routine will be followed for pick-up.

Planning Assistance Available

Event planning assistance is available by arranging a meeting well in advance of your event date with staff in the Event Services office. Email events@umobile.edu to arrange a meeting.

Facility Rentals

- The University of Mobile, in an effort to maximize revenue-generating and outreach opportunities that fit the mission of the university, will occasionally grant access for space to members of the general community and reserves the right to charge for this use of facilities and equipment/services.
- Priority will be granted first to those requests from the general community that most closely align with the university's mission.
- All such requests must be referred to Event Services.