Step 1: Please read before scheduling an event in the SP2 Amistad room

- The SP2 building is located at the very NW edge of campus, across from Northside apartments
  - There is limited parking for events with under 25 people
  - Special parking and/or transportation options must be arranged in advance for events with over 25 people
  - Thoroughly review the Parking & Transportation guidelines below (Step 4) to be sure that you are comfortable with the parking limitations surrounding SP2, especially if your group will be very large

- As the main Coordinator of your event, note that you will be responsible for ALL event logistics, including but not limited to:
  - Room layout/prep, parking/transportation, meeting supplies, Media Services, food/catering and Facilities work orders
  - Coordinating with your attendees/speakers, invitations, event execution, break-down and clean-up, etc.
  - The room must be cleaned and returned to its original layout when the event is done

- The Amistad conference room is on the 2nd floor of SP2, the location of the Office of Budget and Finance (OBF), who:
  - Is ONLY responsible for Amistad room reservations, scheduling access to the room & basic room guidelines
  - Is NOT RESPONSIBLE for any event decisions or logistics, and cannot stay during any prep, event or clean-up time
  - The main OBF Contact for Amistad room reservation questions is Kat Ross.

- You will need to make advance arrangements each time to:
  - Access the Amistad room before each & every visit (for prep/clean-up, for deliveries/vendors and for the event itself)
  - Access the SP2 building front doors prior to 8 am

- The standard room layout for Amistad is a total of 18 clustered table groupings (8 chairs each), with a total of 142 chairs
  - It is strongly recommended that you use this original layout if at all possible, to save many hours of re-arranging
  - You will need to work with Facilities to arrange any large layout changes, and to return the room to its original layout immediately after your event

- Before any reservation can be confirmed, please read these entire UTD SP2 Amistad Room Usage Guidelines
  - Once you are ready to move forward & have sent your Amistad room meeting request through Outlook, please immediately send the following email to CBO@utdallas.edu:
    - I, _________________ x _ _ _ _, accept and will abide by all of the SP2 Amistad Room Usage Guidelines for the _________________ event on __________. My back-up Coordinator for this event is __________, x _ _ _ _.

Step 2: The Small Print

- Campus use of the Amistad room is at the discretion of the OBF and we have the right of refusal of any event for any reason
- Usage of the Amistad room itself is free of charge and is only available during normal working hours unless otherwise approved
- The Coordinator is responsible for the cost of any or all other campus services, supplies or vendors, etc., related to their event
- If there is any damage to Amistad or loss of its equipment, or a need to have the room deep-cleaned, the Unit of the event’s Coordinator will be financially responsible, and we have the right to refuse your Division further use of the room in the future
- As with any conference room on campus, please do not hang any decorations on the walls, make any permanent changes to the room, place tape/nails (etc.) anywhere on the wall, furniture or floors, leave your supplies unattended, nor have any open flames – except for hot buffet Bunsen burners (if you want to put up removable decorations, you must get advance email approval)
• The sound level in Amistad should always be kept at a reasonable volume, as the room is surrounded by working offices
• After each event, the room must be immediately returned to its original, clean state and original layout
• The OBF is not responsible for the loss of or damage to any of your business supplies, equipment, technology or personal items
• The OBF does not supply tablecloths, centerpieces or any other event decorations
• This policy, and any of the Amistad-related handouts, may change at any time

Step 3: Amistad Room Availability & Confirmation (check for date/time availability for the SP2 Amistad room in Outlook)
• If you haven’t yet done so, find your preferred day and time for your event within Outlook:
  o Open a Meeting Request and click on the To… button
  o Click on the dropdown box next to Global Address List -> choose All Rooms
  o In the search field, enter SP, then double-click on SP2 – Amistad Conference Room [12.216] -> OK
  o Back in your Meeting Request, click on the Scheduling Assistant button
    ▪ Make sure that Amistad is available for that time slot before you choose it
    ▪ For an event less than 1 day, be sure to include both set-up/clean-up time before & after your event
    ▪ For 1 day or more, you will have to work with the Contact to schedule additional prep/break-down time
  o In the Subject field – put your event’s title, along with your name and phone extension, such as:
    ▪ Academic Team Quarterly Meeting (Chris Jones x0000)
• Once you send the request, it will immediately come back as Tentative until it is reviewed by the room’s Contact
• Then, send your acceptance email within 24 hours:
  o I, ___________________ x _ _ _ _, accept and will abide by all of the SP2 Amistad Room Usage Guidelines for the
    event on ___________. My back-up Coordinator for this event is __________, x _ _ _ _.
• Once the CBO has affirmed the date & time availability:
  o You will get an Accept from the Amistad room
  o You will then be sent the other related room handouts identified above in Step 1

Step 4: Parking & Transportation (finalize at least 2 weeks in advance)
• Some Free Transportation Options (suggested for groups of 25 or less)
  o If driving, it is suggested that you recommend to your group that they carpool whenever possible
    ▪ The following spots are usually available directly in front of SP2 (see map)
      • About 5-8 total purple/orange parking spots
      • About 10-25+ gold parking spots usually available in front of SPN
      • About 10-30+ free parking spots on the street directly in front of SP2
      • (No nearby green spots – these are mostly only in back of SP2, with no building access)
    ▪ Note that the free UTD “Visitor parking passes” that can be obtained online are not helpful for most Amistad
events because they only apply to:
      • The 4 Visitor spots in front (which are not for those with UTD permits)
      • Green permit parking (most is inaccessible for visitors)
  o Rutford North Comet Cab limitations
    ▪ This “Yellow” route now travels up Rutford from the SSA to the back of the entire Synergy Park complex
    ▪ However, there is no easy access to the back of the SP2 building for visitors, so riders would have to disembark
closer to SPN and walk around to the front of the complex to reach the SP2 front door
    ▪ In addition, there is no regular schedule for how often Rutford North cabs travel this route, so it is difficult to
schedule around
    ▪ Also, since each cab has very limited seating, it may only be a good option for just a few participants
  o For a select few who would prefer it, if weather permits, note that it’s about a 15-minute walk from the Union to SP2
  o Be sure to tell your guests that the main SP2 entrance is the double doors with 3020 over them
• Reserved Parking or Transportation Options (suggested for groups of 25 or more):
  o For larger groups, contact Parking & Transportation at least 2 weeks in advance to arrange one of the options below:
    ▪ Reserved Parking and Parking Attendants
      • Parking spaces can be reserved for $1.00/hour, per space (marked with parking cones – please do not
ask to reserve more than 8 total purple/orange spots in front, due to OBF staff with mobility issues)
      • Parking lot attendants are $10.00/hour (to remove the cones from spaces once your guests arrive)
      • Private Comet Cabs – this service is $15.00/hour, per cart
    ▪ Be sure to tell your guests that the main SP2 entrance is the double doors with 3020 over them
• Once you have confirmed your parking options:
  o Please inform the Contact if there will be any reserved parking for your event, as this affects daily OBF parking
Step 5: Initial Amistad Visit for Pre-Planning (make access arrangements at least 2 weeks in advance)

- If you have not seen the room before, you may want to do an initial assessment of the space to assess your options
- Note that the Amistad room itself remains badge-access only, at all times
  - It cannot ever be unlocked, by anyone, and so access must be scheduled in advance
  - It must stay partially wedged open with a doorstop during your prep, deliveries or event
  - Since the doors slam very loudly, this will also keep your event from being disturbed when participants come & go
- Your initial planning visit should take place at least 2 weeks before your event and may include:
  - Checking out the space and assessing any catering or layout options
  - Bringing supplies, materials and/or refreshments up to store in one of Amistad’s storage rooms (kept locked at all times)
  - Bringing a laptop to test out a PowerPoint presentation (need an HDMI connection), using the self-guided AV Guidelines
- Contact CBO at least 2 weeks in advance to schedule any of the following:
  - Initial planning, or any other meeting prep time and/or clean-up time
    - If your event is less than 1 day, your meeting’s initial reservation request should include prep/clean-up time
    - If your event is a full day or more, or has a massive layout change, additional prep time and break-down time will need to be officially scheduled on Amistad’s calendar by the Contact
  - Access for Facilities, catering, deliveries or any other outside group or speaker
  - Access to the locked Amistad storage rooms before/after your event (for table/chairs, or to store your event supplies)
  - Access to Amistad for your early arrival directly before the start of your event
- Before 8:00 am each day, the front door to the SP2 building is also badge-access only
  - Be sure to contact UTD Police in advance to arrange to be let in the building if you or anyone else will need access

Step 6: Room Layout & Facilities Work Orders (at least 2 weeks in advance)

- The standard room layout for Amistad is a total of 18 clustered table groupings (8 chairs each), with a total of 142 chairs
  - This layout works well for most large group events, as well as for break-out sessions
  - It is strongly recommended that you use this original layout if at all possible, to save many hours of re-arranging, and to keep from having to coordinate large layout changes with Facilities
  - If the layout is changed at all, it must be returned to this standard layout directly after your event
  - If you need fewer table sets than 18, simply leave all the tables in place and just mark the specific tables you want to use for your event (such as with tent cards or table-top sign stands)
- The room itself comes with a total of 144 chairs and 70 tables
  - If not already in use, extras of both tables and chairs are kept in the 2 storage rooms
  - If you need more than that, or a different kind of table (such as rounds), you must coordinate with Facilities
- Except for emergencies, please do not use Amistad’s side door, as it leads only to offices and not to any restrooms
- If you do wish to change the layout in any way, please note the following:
  - In consideration of the next group, the room must be returned to its original layout as soon as the event is done
  - If you or Facilities will need access to the 2 storage rooms in Amistad to move tables/chairs in and out, please contact the PD for access as rooms remain locked at all times.
  - The tables and chairs are on wheels and are easy to move around, even by one person, but the tables can’t be collapsed
    - If extra tables will need to be stored upside down in the storage rooms, they are quite heavy and should never be handled by regular UTD Staff, Faculty or students
    - For safety purposes, only Facilities should handle any large layout changes or heavy equipment moves
- Be sure to contact UTD Police in advance to arrange to be let in the building if you, Facilities or anyone else will need access

Step 7: Catering Needs (at least 2 weeks in advance)

- Coordinators are responsible for planning all drinks, snacks and meals, for clean-up, and making all arrangements for catering
  - The OBF does not advise on vendors, nor on other catering or event options
  - Although there is a water cooler onsite with a limited number of small cups, please provide your own drinks for your attendees
There is a long countertop along one side of the room which may be used for refreshments. It is highly recommended that you separate out food and drinks/desserts on opposite sides of the room:
- This keeps traffic flow moving well and quickly
- The main food items are best set up the long countertop
- Extra tables can be set up on the opposite wall for drinks and/or desserts

Coordinators must clean up thoroughly after their event and throw away all trash, except for wiping down tabletops and countertops (this will be done by the night-time crew).

- Be sure to contact UTD Police in advance to arrange to be let in the building if you, your catering delivery or anyone else will need access.

**Step 8: Optional Media Services (at least 2 weeks in advance)**

- You should not need to order additional media for most events, as the room comes standard with:
  - Three large projector screens and digital AV media platform (Crestron system), for laptop presentations
  - A permanent podium mic and one wireless lapel mic (however, the room acoustics are strong enough that most speakers do not even need a mic)
  - Internal ceiling speakers, which are connected via the projector system
- (The AV Guidelines will provide more details)

- If you decide to order additional microphones, or extra AV or media equipment of any kind, contact Media Services
- The AV Guidelines are meant to be self-guided
  - It is strongly suggested that you bring your laptop with a presentation to test out the AV in advance of your event to work out any connection, sound or trouble-shooting issues (this must be scheduled)
  - The AV system requires an HDMI connection on your laptop, or the use of an HDMI adapter

**Step 9: Cleaning Up After Your Event**

- You are responsible for straightening & cleaning the room, throwing away all trash & decorations, and shutting down the AV system, and for returning the room to the original layout, according to the handout
  - It is recommended that you allow plenty of extra time for any layout changes, and schedule additional hands to help, as it usually takes 2-3 times longer than you might anticipate
  - Tables and the countertop should be cleared of all trash & items, but will be wiped down by the night crew
  - You will be financially responsible for any damage or loss to the room, or if the room is not fully clean
- Please report any room or AV issues or logistics feedback to CBO@utdallas.edu so that we can resolve these for future events