

Revised 10/20/25.

MARCUS T. JOHNSON ALUMNI HOUSE RESERVATION POLICIES AND RENTAL PRICES FOR ALUMNI

1. RESERVATION PROCEDURES

Alumni and current University employees are able to rent the Marcus T. Johnson Alumni House (Johnson Alumni House) for personal celebrations such as anniversaries, birthdays, dinners, lunches, showers, and weddings. The house is not available to rent for work-related or non-affiliated events. Only alumni and current University employees may rent the Alumni House.

Alumni (the client) should contact the Johnson Alumni House Manager via phone, email, or using the website reservation request/inquiry page. Also, clients may schedule an appointment to visit the Johnson Alumni House. Once a reservation/event date is determined, an email will be sent through the reservation system.

Contact Information:

Johnson Alumni House Manager: John Comer

GPS & Mailing Address: UNCG Alumni House, 404 College Avenue, Greensboro, NC 27412

Office Phone: 336-256-1466

Email: jfcomer@uncg.edu

Alumni House Website: <https://alumni.uncg.edu/alumni-house/>

Reservation/Inquiry Page: <https://alumni.uncg.edu/alumni-house-reservation-request/>

2. OAKLEY FAMILY RECEPTION ROOM – ROOM #101

Oakley Family Reception Room Rental Price: \$100.00 per hour of reserved time.

Reserved time includes the set up/decoration time, event time, and strike/clean time.

The large reception hall in the Alumni House is named for the family of Betsy and Mitchell Oakley. A major interior design renovation was completed in December of 2021 thanks to the generous donation of the Oakley family and the room received a fresh and contemporary update to its furnishings and decorations.

The Oakley Family Reception Room and adjacent first floor spaces (Byrd Parlor, outdoor balcony/terrace area, catering kitchen) are available to use for events.

Capacities:

1. **Podium Only (104):** the maximum seated banquet capacity with only a podium in use: 104 (13 60" round tables x 8 chairs = 104).
2. **Full Audio/Visual (88):** the maximum seated banquet capacity with full AV (podium, screen, and projector) in use: 88 (11 60' round tables x 8 chairs = 88).

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3. **Lecture Seating (150):** the maximum seating capacity with rows of lecture style seats: 150 (only 150 chairs in inventory).
4. **Classroom Style (40):** the maximum seating capacity with rows of classroom style tables and chairs: 40 (4 rows of tables with 10 chairs each).
5. **U-Shaped Meeting Table (32):** the maximum seating capacity with a u-shaped table: 32.
6. **Standing Room Only/SRO (250):** the maximum capacity for a “standing” or non-seated event: 250.

The client will need to confirm the attendance, use and RSVP deadline, and plan event capacities with the Johnson Alumni House Manager based on the setup and event type.

**** Capacities will be strictly enforced with penalty. Exceeding the planned event capacity may result in the loss of rental privileges.***

3. WEDDING EVENTS

Alumni may reserve the Johnson Alumni House for wedding events. The bride, groom, and either set of parents MUST be alumni.

Contact the Johnson Alumni House Manager for wedding event availability and pricing.

4. EVENT PLANNING INFORMATION AND TIMELINES

The client will need to receive a confirmed reservation and finalize all event planning arrangements no later than 3 business days (72 hours) prior to the reservation/event date. Failure to finalize the planning details may result in cancellation of the reservation/event. New requests received after the 3-business day deadline will not be fulfilled.

The client will need to work with the Johnson Alumni House Manager to plan event details for reservation time, event time, equipment, setup, catering, vendor coordination, and event activities appropriate and suitable to the space in the Johnson Alumni House. The Johnson Alumni House does not provide table linens.

The total reservation time includes setup/decoration time, event time, and strike/clean time.

The Johnson Alumni House provides the setup of equipment (tables, chairs, etc.) and certain audio/visual equipment for events. The Johnson Alumni House provides an attendant during the event to monitor the house, assist vendors, clean restrooms, and secure the building.

5. CATERING

For catered events, the Johnson Alumni House requires the client to use a licensed and bonded professional food service company. The client may not serve self-prepared or home-cooked food. The Johnson Alumni House does not have a preferred catering list.

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The client may use any licensed and bonded restaurant, catering company, or professional food service company.

6. RESTRICTIONS

Events held in the Johnson Alumni House must be suitable to the building's historic nature and its recently renovated spaces. There are restrictions on the type of activities, usage of equipment, and decorations allowed in the building. The client will need to work with the Johnson Alumni House Manager to determine acceptable arrangements.

7. PARKING ARRANGEMENTS

The client will need to work the UNCG Office of Parking Operations & Campus Access Management (POCAM) to make parking arrangements for client, guest, and vendor parking. The Johnson Alumni House does not provide parking or have a dedicated parking lot adjacent to the building.

UNCG Office of Parking Operations & Campus Access Management

Office Phone: 336-334-5681

Email: parking@uncg.edu

Website: <https://parking.uncg.edu/>

8. PAYMENT INFORMATION AND TIMELINES

To confirm a reservation, the client will need to pay a non-refundable deposit of 20% of the total rental price within 14 days of securing the reservation through the Johnson Alumni House Manager.

The client will need to pay the remaining balance by 30 days prior to the reservation/event date.

To cancel a confirmed reservation, the client will need to notify the Alumni House Manager by 30 days prior to the reservation/event date.

A refund (less the non-refundable 20% deposit) will be issued if the client cancels by the cancellation deadline of 30 days prior to the reservation/event date.

To make a payment or deposit, the Alumni House accepts check, credit card, or cash payments.

CHECK:

To pay by check, please make the check payable to "UNCG" and mail it to the mailing address listed on the reservation (see address above).

CREDIT CARD:

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To pay by credit card, a secure credit card payment link will be sent via email to the client. The Alumni House accepts the following Visa, Mastercard, and Discover.

CASH:

To pay by cash, please make an appointment to bring the cash to the Alumni House. The Alumni House Manager will be able to provide an official University cash receipt.

All payments and deposits will be updated in the reservation system and listed on the reservation confirmation.

9. BUILDING AVAILABILITY AND CLOSURES

The Johnson Alumni House operates as the Alumni Center for the University campus and is open for business weekdays, Monday-Friday, 8:00 a.m. to 5:00 p.m.

Alumni events may be held in the building during extended hours, Monday-Saturday, 8:00 a.m. to 10:00 p.m. All events and related activities must end at 10:00 p.m. The event strike and clean time may extend up to 11:00 p.m. The building is closed and locked at 11:00 p.m.

The Johnson Alumni House is closed on Sundays, during University breaks, and on federal holiday weekends.

The Johnson Alumni House may be subject to closure when the University's operation status changes due to adverse weather or environmental health and safety reasons.