

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

1. RESERVATION PROCEDURES

Various rooms in the Marcus T. Johnson Alumni House (Johnson Alumni House) are made available for rent to campus partners (University administrative offices, academic departments, and organizations). Campus partners are able to rent the Johnson Alumni House for meetings, lectures, lunches, dinners, receptions, and educational related programming. Student-centered events should feature awards, honors, and programming appropriate to the University's mission and suitable to the building's recently renovated spaces.

A campus partner (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

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

Office Phone: 336-334-5696

Email: alumni@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: \$80.00 per hour of reserved time.

The large reception hall in the Johnson 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 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).

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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).
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 (30):** the maximum seating capacity with a u-shaped table: 30.
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 an 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. HORSESHOE ROOM – ROOM #011

Rental Price: \$20.00 per hour of reserved time.

The Horseshoe Room is named for the large “horseshoe” or u-shaped meeting table located in the room. Audio/Visual equipment includes: 70” AV monitor, web cam, University-supported computer, and wireless keyboard. There are HDMI and VGA cable connections available for client laptops. The room is available “as is” or “preset” and cannot be changed. A maximum of two 6’ tables can be added to the room for catering. The room is available for use Monday-Friday. The room is not available weekends.

Capacity: up to 16 (maximum).

4. PECKY CYPRESS ROOM – ROOM #019

Rental Price: \$20.00 per hour of reserved time.

The Pecky Cypress Room is named for its special cypress wood paneling. There is a large meeting table and separate lounge area with 2 sofas and 2 cushioned chairs. A 60” AV monitor with HDMI connection is available for audio visual needs. The room is available “as is” or “preset” based on the setup capacities listed below and cannot be changed. The room is available for use Monday-Friday. The room is not available weekends.

Capacities:

- Meeting Table (no AV): up to 12 (maximum).
- Meeting Table (with AV): up to 11 (maximum).

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- Banquet Seating (meal): up to 10 (maximum).
- Lounge Area: 8 (2 sofas & 2 cushioned chairs).
- Standing Room Only (SRO): up to 45 (maximum).

5. 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 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.

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

7. RESTRICTIONS

Events held in the Johnson Alumni House must be suitable for 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.

8. PARKING ARRANGEMENTS

The client will need to work with 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

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Office Phone: 336-334-5681

Email: parking@uncg.edu

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

9. PAYMENT INFORMATION AND TIMELINES

Following the conclusion of an event, an invoice will be generated for payment. Invoices are generated weekly for events that occurred in the week prior. Payments will be due 30 days from the invoice date. Campus partners will be sent a reservation invoice and University Interdepartmental Invoice (BANFIN-33). However, the following is a list of all acceptable payment options.

INDERTERDEPARTMENTAL INVOICE (BANFIN-33):

A copy of the reservation invoice and BANFIN-33 will be sent to the client via email. The BANFIN-33 should be completed with approval signature and returned to the Johnson Alumni House Manager. The BANFIN-33 will be sent to the UNCG Accounts Payable Office via email (acctpay@uncg.edu) or other processes determined by that office.

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:

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

CASH:

To pay by cash, please make an appointment to bring the cash to the Johnson Alumni House Manager, he or she 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.

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.

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

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