

# Renting the UConn Alumni Center

UConn Foundation, Inc. / UConn Alumni Center

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The Campaign for UConn Nation

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EXIT
Crew team.
Derek '04 & Kristin '04


EXIT


EXIT
WELCOME

# Welcome to the UConn Alumni Center

Built in the 1980s, the UConn Alumni Center has long served as a gathering place for alumni, campus partners, and community events. Today, the building is home to the UConn Alumni Relations team and offers a welcoming setting for meetings, receptions, banquets, and special programs.

With flexible event spaces, a convenient campus location, and access to the Husky Heritage Sports Museum, the Alumni Center provides a unique backdrop for meaningful and memorable events.

# Permitted Events:

- Corporate Events
- Meetings and Conferences
- Banquets and Receptions
- Birthday Parties
- Department programs
- Alumni or community events, when applicable

# Events Not Permitted:

- Fundraisers
- Political interest events
- Religious events
- Wedding or Wedding Related Events
  - Engagement parties
  - Bridal shower
  - Bachelor/ Bachelorette Parties

Please note: All event requests are subject to space availability, event type, and University/Foundation guidelines.

# Inquiry to Day of Event Timeline

Use this timeline as a general guide for planning your event at the Alumni Center. Timelines may vary depending on event type, guest count, required documents, and space availability.

### 8+ Months

Research rental options and submit an initial inquiry.

### 5-8 Months

Schedule a venue tour and discuss event needs, date availability, and setup expectations

### 1-4 Month

Confirm event details, receive rental documents, and begin submitting required paperwork.

### 1-2 Weeks

Finalize guest count, catering, setup needs, parking details, and day-of logistics.

### Day of Event

Arrive during your approved setup time and follow the confirmed event schedule.

# Great Hall

## Our largest and most versatile event space

The Great Hall serves as the primary event venue within the UConn Alumni Center and can accommodate a variety of event styles, including banquets, receptions, meetings, presentations, and networking events.

The space features built-in AV technology, hybrid meeting capabilities, an integrated bar area, and a side alcove that can be utilized for registration, buffet service, displays, or breakout activities.



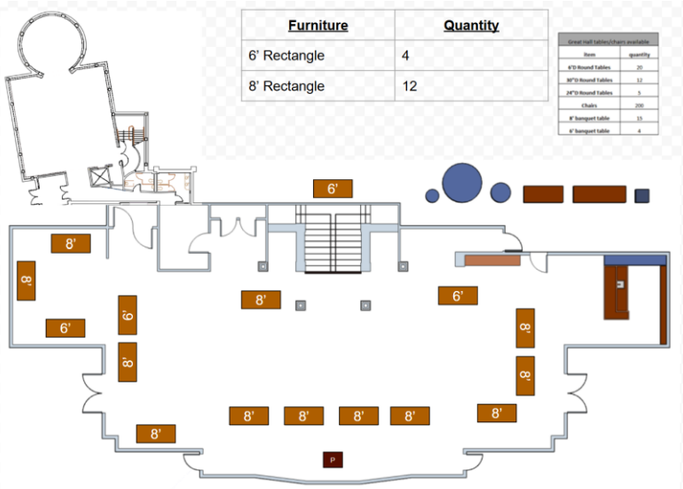




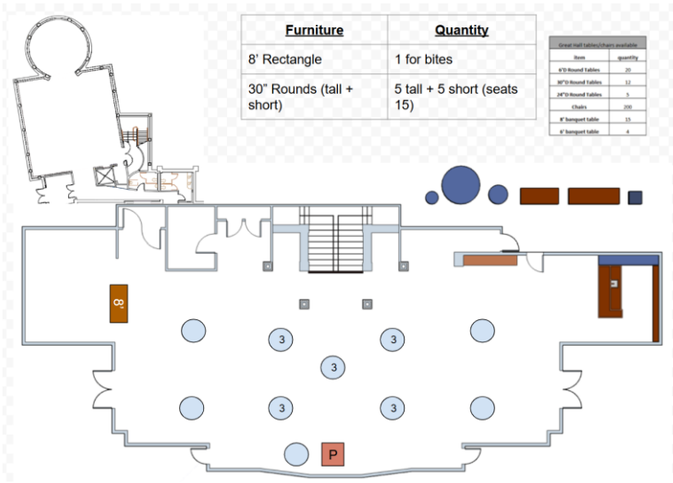


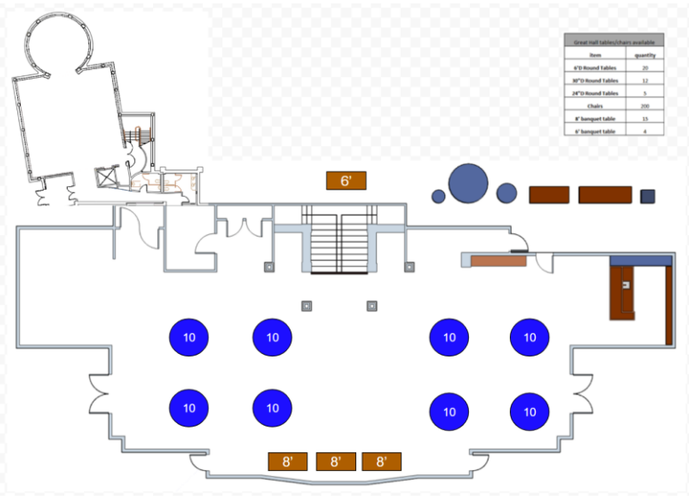

# Event Setup Examples

| Furniture | Quantity |
|---|---|
| 6' Rectangle | 4 |
| 8' Rectangle | 12 |

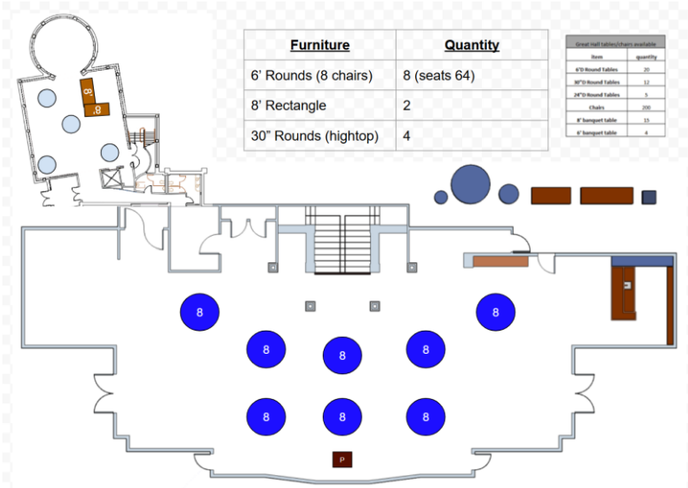



| Furniture | Quantity |
|---|---|
| 8' Rectangle | 1 for bites |
| 30" Rounds (tall + short) | 5 tall + 5 short (seats 15) |

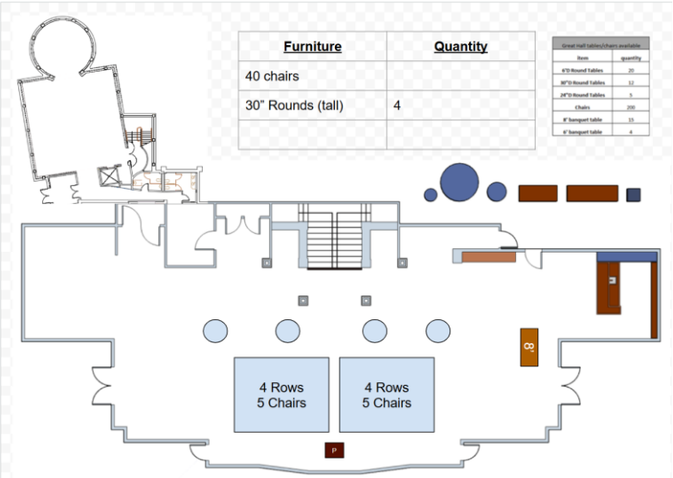



| Furniture | Quantity |
|---|---|
| 6' Rounds (8 chairs) | 8 (seats 64) |
| 8' Rectangle | 2 |
| 30" Rounds (hightop) | 4 |




| Furniture | Quantity |
|---|---|
| 40 chairs | |
| 30" Rounds (tall) | 4 |
| | |



# Event Setups

The Great Hall can be arranged in a variety of layouts depending on the purpose, guest count, and flow of your event. Whether you are planning a seated meal, reception, meeting, presentation, or networking program, setup options can be customized to support your event goals.

Available furniture inventory includes:

- 6 ft. round tables: 14
- 30 in. round tables: 15
  - High or low bistro tables available
- Chairs: 150
- 8 ft. banquet tables: 15
- 6 ft. banquet tables: 4

**Please note:** Setup options are customizable and subject to space availability, furniture inventory, safety requirements, catering needs, AV needs, and final approval.

# Great Hall Technology

The Great Hall is equipped to support presentations, speaker programs, hybrid meetings, and event audio needs. To ensure a seamless event experience, guests should share AV requests in advance so technology, room layout, and staffing can be planned accordingly.

Available AV Equipment Includes:

- Two projector screens and one rolling TV cart (all three displays are connected to the same system)
- Podium with built-in microphone
- Three wireless handheld microphones
- Four lapel microphones
- Four wall-mounted speakers
- Mounted hybrid meeting camera



# Husky Heritage Sports Museum

Located within the building, the museum highlights UConn's athletic legacy and provides guests with a unique space to explore before, during, or after an event.

The museum can serve as a conversation area, informal gathering space, or added guest experience depending on the event layout and approval.

Best Used For:

- Guest arrival or reception flow
- Informal networking
- Photo opportunities
- Added event experience
- Alumni or UConn-centered programs



# Alumni Lobby

The Alumni Lobby is the first space guests enter when arriving at the UConn Alumni Center. This area helps create a welcoming arrival experience before guests continue downstairs to the Great Hall.

Best Used For:

- Guest arrival
- Event check-in
- Registration materials
- Coat rack placement
- Directing guests downstairs to the Great Hall

Available Upon Request:

- Check-in table
- Coat rack








# Alumni Boardroom

The Alumni Boardroom is ideal for small meetings, presentations, strategic planning sessions, and hybrid events. Designed to support both in-person and virtual participation, the space provides a professional setting for productive discussions and collaboration.

Features:

- 25 chairs
- Hybrid meeting capabilities
- Conference-style seating
- Built-in presentation technology
- Professional meeting environment



# Rental Fees & Requirement

## University Groups & Departments

The host is an official UConn entity and the purpose ties to UConn's academic or campus mission

Starting at $350/ 4 hour minimum

## Alumni & Affiliates

The host has a personal UConn connection, but the event itself is not official UConn business.

Starting at $450/ 4 hour minimum

## Outside Groups & Organizations

Neither the host nor the primary audience has a UConn affiliation

Starting at $550/ 4 hour minimum

**Example: 4:00pm - 8:00pm reservation (4 hours)**

4-5pm Setup Time

5-7pm Event Time

7-8pm Cleanup Time

**Additional time available at an additional fee**

# Recommended Caterers

Guests are welcome to use the caterer of their choice. The caterers listed below are recommended because they have previously worked events at the UConn Alumni Center and are familiar with the building, event logistics, and facility requirements.

| Caterers | Contact |
|---|---|
| UConn Catering (preferred) | Website |
| Becker's Catering | Website |
| DORO | Website |
| Taking Care of Tummies | Facebook |
| Verbena Catering | Website |

The Alumni Center kitchen is designed for catering support and food service preparation only. Caterers should plan accordingly and provide any necessary warming or cooking equipment for their event.

Alcohol may only be served by a licensed catering group. Personal alcohol is not permitted on the premises.

# Required Documents

## University Groups & Departments

- FMX Schedule Request
  - Submitted following the venue tour or introduction meeting
- Signed Rental Agreement
  - Executed through the appropriate University procurement process
- Finalized Event Setup Diagram

## Alumni and Affiliates & Outside Groups/ Organizations

- FMX Schedule Request
  - Submitted following the venue tour or introduction meeting
- Signed Rental Agreement
  - Sent via Adobe Sign
- Event Certificate of Insurance
  - Must include the required UConn Foundation as additionally insured
- Finalized Event Setup Diagram

# Insurance Requirements/ Certificate of Insurance (COI)

## Who Needs Insurance?

- Event insurance is required for **Alumni, Affiliate, and Outside Organization** events hosted at the UConn Alumni Center.
- **University Groups & Departments** are generally covered under University insurance requirements and typically do not need to obtain separate event insurance.
    - This does not apply to Tier II & Tier I student organizations

## When do you need the COI?

- A Certificate of Insurance (COI) must be submitted at least 7 business days prior to the event date. We cannot host your event in the building without it.

The Certificate of Insurance must include the following statement exactly as written: "The University of Connecticut Foundation, Inc. and the University of Connecticut, and any present or former officer, trustee, director, employee, volunteer or agent“ as additional insured

# Parking

Parking in the Alumni Center lot is subject to availability day of the event. Event guests may park in the Alumni Center parking lot. Depending on the event, license plate registration may be required. Any parking instructions will be shared with the event host prior to the event.

Closing the Alumni Lot and making it private for your event may be available for an additional fee.

# Arrival & Check In

Guests should enter through the main entrance of the UConn Alumni Center. Hosts may request a check-in table in the Alumni Lobby to welcome attendees and distribute event materials before guests proceed downstairs.

# Front Desk Assistance

A staff member will be located at the front desk during your event and can assist with guest questions, directions, and building access as needed.

# Contact Information

For event inquiries, venue tours, and rental questions, please contact:

Tianna Felder

Assistant Director of Events & Facilities

860-377-2908

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