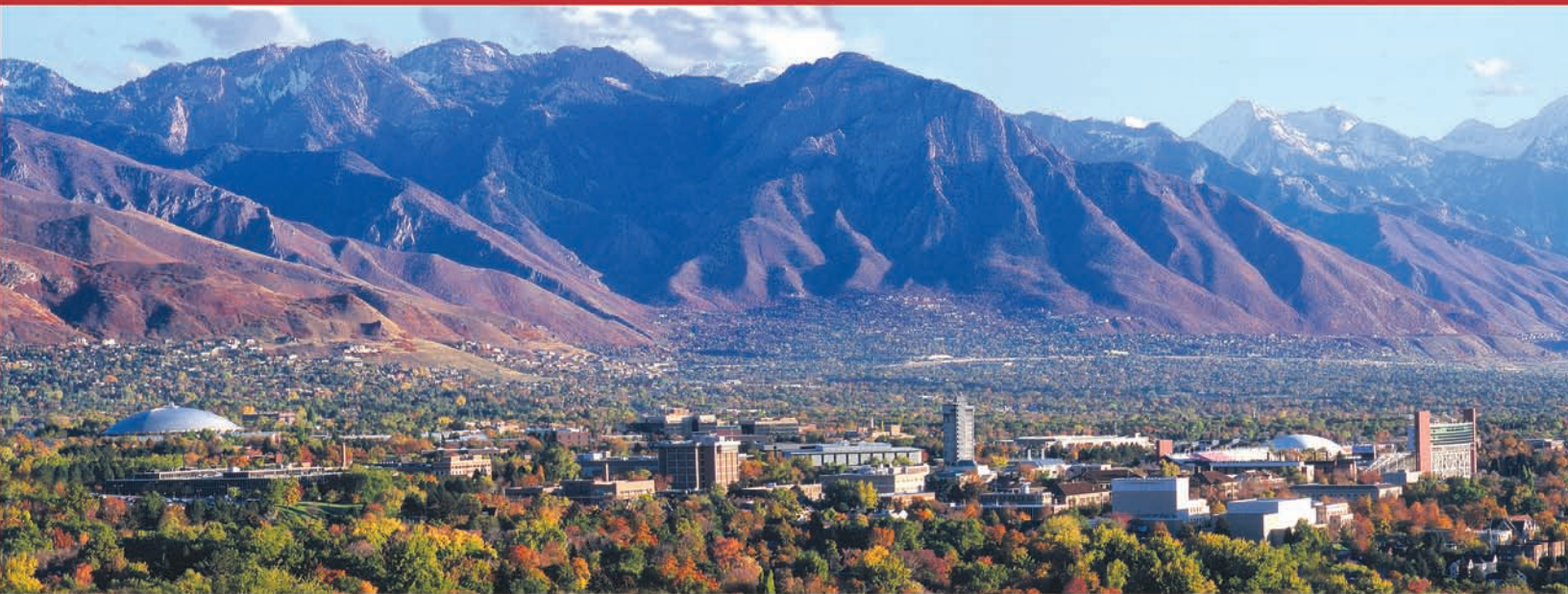




# UNIVERSITY GUEST HOUSE & CONFERENCE CENTER



 THE UNIVERSITY OF UTAH

*The University of Utah Guest House and Conference Center is committed to making your event or meeting successful. We offer a wide range of services from simple housing and meal plans to space management, transportation, catering, as well as, full-scale meeting planning both on and off campus.*



- Accommodations
- Meeting Space
- Catering & Dining
- Recreation
- Conference & Meeting Planning
  - Registration
  - Speaker Management
  - Contract Negotiations
  - Entertainment & Tours
  - Facility Coordination
  - Budgeting & Accounting
  - Consulting
  - Parking & Transportation
- Summer Conference Housing & Planning





# CONFERENCE & MEETING ROOM Capacities

## Meeting Facilities

Meeting facilities abound at the University of Utah. We can accommodate groups of up to 15,000 people. Meeting spaces vary from classrooms, conference rooms, breakout rooms, computer labs, banquet halls, theaters, ballrooms, auditoriums and stadiums, fields, terraces, and other outdoor areas. All space is based on availability. It is recommended to book meeting space as soon as possible as they fill up very fast.

### University Guest House

Room Name	Dimensions	Sq. Footage	Theatre	Banquet	U Shaped	Classroom	Hollow Square
Meeting Room A	26' x 30'	780	54	40	24	36	30
Meeting Room B	24' x 30'	720	54	40	18	36	24
Meeting Room C	66' x 30'	1,920	144	120	45	81	54
Boardroom	17' x 24'	408			Conference Table for 12		

### Chase N. Peterson Heritage Center

Meeting Room 1A	36' x 20'	720	70	40	24	30	30
Meeting Room 1B	36' x 48'	1,728	140	80	33	84	42
Meeting Rooms 1A&1B	36' x 68'	2,448	210	128	n/a	99	n/a
Meeting Room 2A	24' x 25'	600	50	32	18	27	24
Meeting Room 2B	24' x 40'	960	73	56	30	60	36
Meeting Rooms 2A&2B	24' x 65'	1,560	127	96	n/a	78	n/a
Seminar Room 1	18' x 30'	500	40	24	18	30	24
Seminar Room 2	20' x 30'	600	40	24	18	30	24

### Officers Club

North Room	30' x 44'	1320	100	90	30	51	36
South Room	36' x 45'	1620	180	100	36	93	48
East Room	20' x 39'	780	63	40	24	36	30
West Room	20' x 35'	700	48	40	24	36	30
North & South Rooms	n/a	2940	320	210	n/a	169	n/a
North & West Rooms	n/a	3640	140	120	n/a	n/a	n/a

### Commanders House

South Parlor	20' x 30'	600	60	48	24	36	30
North Parlor	26' x 30'	780	48	40	15	24	18
Den	18' x 27'	486	40	24	15	18	18
Sun Room	18' x 16'	288	10	n/a	n/a	n/a	n/a

### Post Theater

Fixed Theater seating for 250

### Post Chapel

Pew seating for 50, additional chair seating for 100

*Round tables are 54" or 60" in diameter and sit 6-10 people; banquet tables are 6' x 2' and seat 2-3 people; classroom tables are 6' x 18" and seat 2-3 people.*

## Campus Meeting Facilities

### A. Ray Olpin Student Union Meeting Spaces

Parlor A • Parlor B • Ballroom • Saltair • University Room  
Panorama East • Theatre • Collegiate Room

*Please go to [www.union.utah.edu](http://www.union.utah.edu) then services tab and then room rental rates. Click on specific rooms for layouts.*

### Rice Eccles Stadium

Scholarship Room	6300 sq ft	Seats approx 400
Mezzanine	2100 sq ft	Seats approx 80
Varsity Room	6400 sq ft	Seats approx 400

### Kingsbury Hall

Performance Theater capacity 1913

### Huntsman Center

Event Center capacity 15000

*There are many more meeting facilities on campus. Contact your Conference Coordinator for complete diagrams of all meeting space. All facilities are equipped with data, voice and video. AV is available for all meeting spaces.*

# Accommodations

The University of Utah offers the following types of accommodations:

## The University Guest House

This 134-room hotel features spectacular views of the Salt Lake Valley and surrounding campus. Rooms have a single king or two queen-size beds, refrigerator, coffee maker, microwave, cable TV, iron & board, hair dryer, voicemail, and free wireless high-speed Internet access. A limited number of suites are also available. Continental breakfast is included. Hotel amenities include free parking, free local phone calls, convenience store, fitness room, laundry facilities, ice, and soda machines. The Guest House is also adjacent to a TRAX mass transit train station and campus shuttle-stop. **These accommodations are available year-round.**

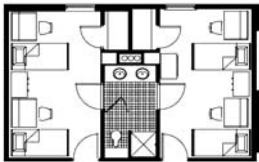
## Heritage Commons Residence Halls

Completed in the Fall of 2000, Heritage Commons was the site of the 2002 Olympic Winter Games athlete village. Consisting of 1350 residence Hall beds and 150 apartment-style beds, all accommodations are suite style. Double suites contain two bedrooms, each with two twin beds, and a shared bathroom; single suites contain two bedrooms, each with one twin bed, and a shared bathroom. Deluxe suites contain four bedrooms, each with one twin bed, two shared bathrooms and a living room. Apartment-style rooms have the same layout as the deluxe suites with the addition of a kitchen. All rooms are air-conditioned and have in room telephones. Cable TV hookups and laundry facilities are available. These accommodations are available May – August.

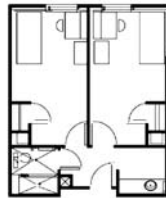
## Rates

Guest House rates are per night, single or double occupancy. Residence hall rates are per person, per night. All rates are subject to change without notice and Utah state and transient tax will apply unless tax exempt status is verified before reservations are made. Rates will vary depending on the plan you choose. Please speak with your University Conference Coordinator for more information regarding rates and packages.

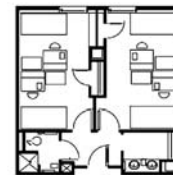
## Heritage Commons Residence Halls Layouts



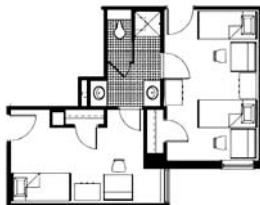
Typical Double Suite with pass thru bathroom



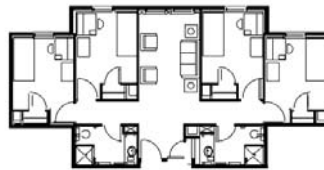
Single Suite with foyer bathroom



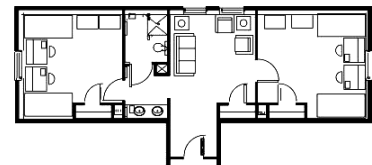
Double Suite with foyer Bathroom



Typical Single/Double Suite with pass thru bathroom

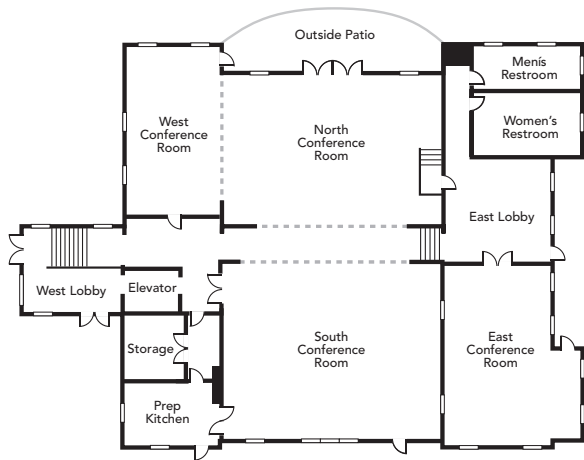


Single Deluxe Suite – 4 single rooms with 2 bathrooms and living area

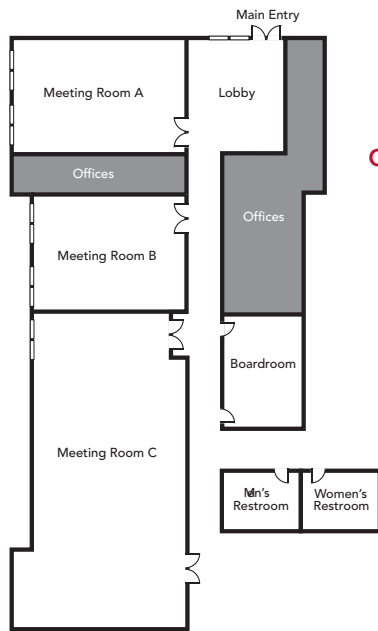


Double Deluxe Suite with 2 double rooms, foyer bathroom and living area

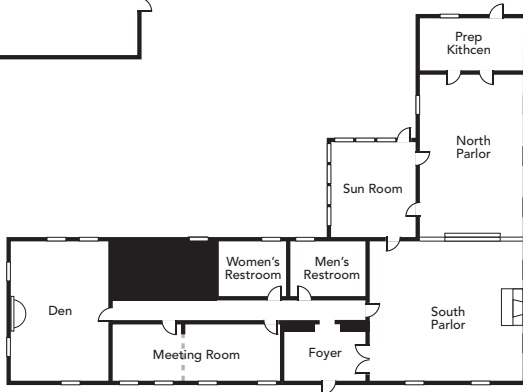
# CONFERENCE & MEETING ROOM Floorplans



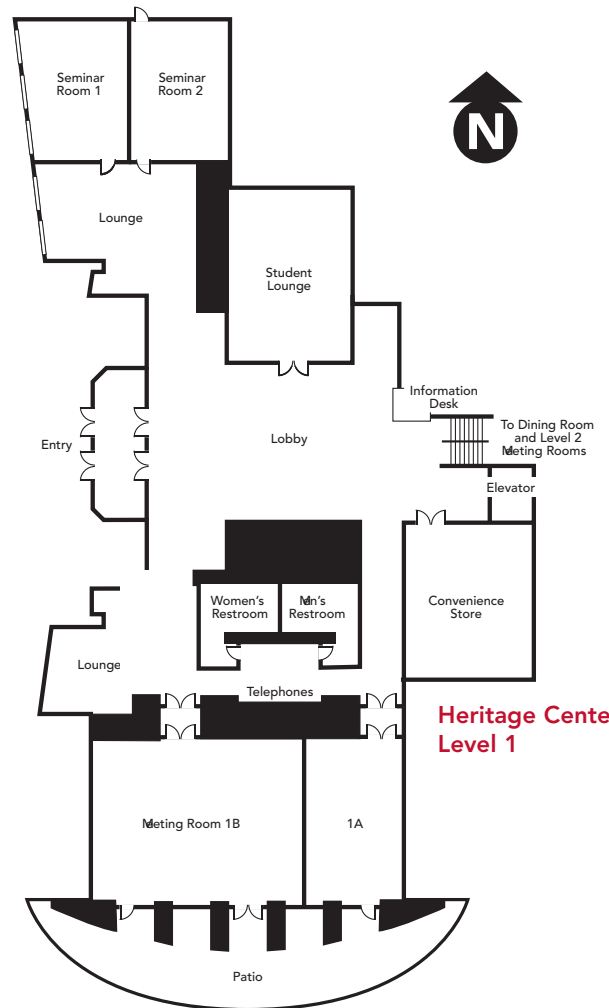
**Officers Club**



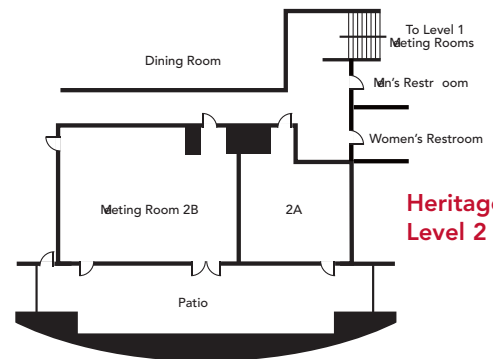
**Guest House  
Conference Center**



**Commanders House**



**Heritage Center  
Level 1**



**Heritage Center  
Level 2**

# DINING, CATERING & RECREATION Information

## Dining

Your culinary choices won't be starved when you hold your conference at the U. In fact, Chartwells, the University Dining Services was the recipient of the National Restaurant Association 2001 Center of Excellence award. On campus you have two options:

- Located in the center of the residence halls is the Chase N. Peterson Heritage Center. Open seven days a week, the diverse selection is "all you care to eat" style.
- At the center of campus, the A. Ray Olpin Union offers food-court style dining on a retail basis.

## Catering

If you'd rather we bring the food to you, we offer catering services in all of our meeting spaces. Or, we're happy to plan tasty barbecues, banquets, boxed lunches, or simple refreshment breaks. The choice is yours. Flexible meal plans are available for camps and meeting attendees, but must be consistent for all group members. Choose from one of our approved caterers to ensure that your event is a success.

## Recreation

No matter the makeup of your group, you'll find endless recreation and entertainment opportunities at the University of Utah. From mountain bike trails that start out your back door to skiing the Greatest Snow on Earth; from campus museums to downtown nightlife; from workout facilities to indoor tennis; your group won't hurt for options. Equipment? No problem. The U's Campus Recreation program rents most everything you'll need. Plus, we'll arrange temporary memberships for all kinds of campus recreation and workout facilities. Adjacent to campus is Salt Lake City Sports Complex with its two Olympic-size ice sheets, indoor and outdoor pools, and fitness facilities, too. And since the mass transit TRAX light rail stops just steps from your room, everything downtown Salt Lake City has to offer is only minutes away.

- Hiking
- Mountain Biking
- Golf
- Red Butte Gardens
- Snow Skiing/Snowboarding
- Volleyball
- Tennis
- Fishing
- Museums
- Cultural Events
- Sports Events
- Hogle Zoo
- Temple Square
- This is the Place State Park
- Salt Lake City
- Ropes Course
- Steiner Aquatic Center & Ice Rink (year round)



## **Our Goal**

As meeting planners we have one goal in mind: to develop and produce quality conferences and meetings that meet the needs of the University community and professional organizations. We can custom design meetings of any size, conducted in a variety of settings – on campus, off campus, resorts, classrooms or even outdoors, and we've been doing it for more than 25 years. The breadth of experience necessary to develop and produce quality conferences to strikingly diverse audiences stands as the hallmark of University of Utah Conference Services. Seminars, summer camps, conferences, programs, retreats, you name it.

## **Our Services**

University Conference Services has experience on campus and at local, national and international hotels and convention centers. We can search for a location that fits the needs of your group, or work with the hotel of your choice. University Conference Services is dedicated to the success and excellence of your conference or meeting. Large or small, University Conference Services has organized hundreds of meetings in over 30 cities in the United States and Canada.

## **Registration Services**

University Conference Services can handle all details of registration for any number of participants. Registration forms can be received by mail, telephone, fax, e-mail or via the Internet. We offer the following registration services: creation and maintenance of internet registration form, custom designed database, receipt of fees, confirmation letters, invoice participants, handouts preparation, name tags, on-site registration, and registration statistics and reports. Registration Services are available as a registration-only service or as part of a full-service contract.

## **Facility Coordination**

A large portion of any conference is coordinating all the events that take place at the meeting venue. Pre-conference planning, on-site management, and post-conference closing are vital to the programmatic and financial success of the meeting. As part of the facilities coordination, the following services are offered: solicit bids for the site selection process, negotiate contract, act as liaison between the site and sponsor, provide master schedules and staging guides, arrange lodging accommodations for participants and VIPs, determine meal plan compatible with budget, organize audio-visual requirements and technicians, and manage poster sessions and/or exhibitor sessions.

## **Timeline**

University Conference Services implements a master timeline for all conferences outlining the tasks that need to be completed on a monthly and weekly basis. The unique needs of each conference are added to this comprehensive schedule.

## **Marketing & Promotion**

University Conference Services coordinates promotion with marketing and communication services. Successful promotion may include the following: coordinate brochure copy and design, write and organize brochure text, distribute press releases and ads, and coordinate public relations functions.

## **Speaker and Presenter Management**

Detailed communication with speakers is essential. Our speaker services include: inviting speakers, issue call for papers, coordinate travel and lodging, purchase speaker gifts, process honoraria payments, and prepare program materials and abstract books.

## **Budgeting & Accounting**

University Conference Services develops and monitors program budgets using an integrated budgeting, accounting and forecasting system. The budget is monitored on an ongoing basis to ensure expenses stay within agreed-upon amounts. Accounting statements are prepared for evaluation throughout the program planning stage and upon program completion. As part of budgeting and accounting the following services are offered: create budget, purchase services and goods, approve sponsorship money, compile accounting summary, and maintain account records. University Conference Services can work with many funding sources: grants and contracts, private industry, foundations, and non-profit organizations.

## **Vendor Services and Selection**

University Conference Services staff solicits bids and negotiates contracts for all goods and services that may include: printing, and photocopying, shipping and receiving, promotional pieces, air and ground transportation, music and entertainment, and tours.

# UNIVERSITY GUEST HOUSE & CONFERENCE CENTER Audio/Visual Equipment

The following is a list of audio/visual equipment available for rental. Rates are per day.

	<b>Rack</b>	<b>University</b>
CD Player	\$35	\$25
Data Projector	\$150	\$75
Carousel Slide Projector	\$30	\$20
Overhead Projector	\$35	\$25
Easel	\$15	\$10
Equipment Cart	no charge	no charge
Flipcharts	\$25	\$20
Ethernet Port	no charge	no charge
Wireless Internet	no charge	no charge
Piano Rental	\$125	\$75
Laser Pointer/Powerpoint Remote	\$25	\$15
MAC VGA Adapter	\$20	\$20
Speaker Phone	\$40	\$25
Podium-Standing w/mic	no charge	no charge
Podium-Table Top	no charge	no charge
Microphone (Lavalier, Standing, Table Top)	\$45	\$25
Wireless Handheld Microphone	\$45	\$25
Portable PA System	\$50	\$25
Microphone Mixer	\$40	\$20
Extension Cords	\$5/cord	\$5/cord
Power Strip (15ft cord)	\$5	\$5
Screen	\$25	\$15
Bulletin Board	\$30	\$20
White Board- 2' x 3'	\$15	\$10
White Board- 4' x 6'	\$30	\$20
VCR	\$50	\$30
DVD Player	\$75	\$45
TV-DVD or VHS Combo	\$100	\$75
Copies	\$0.10/page (University of Utah Print & Copy Services is also available upon request)	
Audio Visual Tech	\$35/hour (Minimum of 2 hours)	

Service charge 17% and applicable taxes.

Additional equipment is available from the University of Utah IMS. Any questions or concerns can be addressed to IMS at (801) 581-3170. Rates subject to change.

# SUMMER CONFERENCE Information

The University of Utah Summer Conference Program is one of the premier conference programs in America. Our summer conference season spans from mid-May to the first week in August. Conference groups from all over the world choose the University of Utah as their conference site and bring groups as large as 2000 people in a variety of accommodations ranging from our on campus hotel to newly constructed suite style residence halls. Special events and dining options are our specialty. We can plan any portion or your entire event here on campus.

The University of Utah is a perfect backdrop for any youth conference. We are close to a number of venues on and off campus that help create the perfect experience while staying at the "U". Safety and comfort are always a top priority. Feel at home away from home. Come experience what everyone is talking about; "Reach Above the Rest".

The University of Utah Summer Housing Program offers a large variety of services, below is a small sample.

- **Computer Labs**
- **24 Hour Customer Service**
- **On-site Parking**
- **Recreational Facilities**
- **Field Activities**
- **Entertainment & Tours**
- **Free Campus Shuttle**
- **Wake Up Call Service**
- **Vending & Video Games**
- **Lock-out Service**
- **Meal Cards**
- **Meeting Rooms**
- **Catering**
- **Laundry Facilities**
- **Air-conditioned Accommodations**
- **Linen**
- **Security**

The University of Utah is located just minutes from downtown Salt Lake City with direct service on TRAX lightrail system. With close proximity to the city and Wasatch Mountains, endless activities are available for summer conference attendees.

- **Horseshoes**
- **Hiking**
- **Basketball**
- **Shopping**
- **Volleyball/Sand Volleyball**
- **Tennis (indoor & outdoor)**
- **Biking**
- **Golf**
- **Fishing**
- **Mountain Biking**
- **Art Museums**
- **History Museums**
- **Cultural Events**
- **Sporting Events**
- **Boating**
- **City Tours**
- **Ropes Course**
- **Year Round Ice Skating**
- **Red Butte Gardens**
- **Olympic Cauldron Park**
- **Hogle Zoo**
- **Swimming**
- **Bowling**
- **Clark Planetarium**

*Please see our Conference Housing brochure for additional details or contact us. Complete meeting packages available.*