



UNC Coastal Studies Institute

# Facility Use Service Fees

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[UNCCSI.ORG](http://UNCCSI.ORG)

The UNC Coastal Studies Institute (UNC CSI) is a constituent entity of the UNC system of schools with a shared mission of research, education and outreach for the benefit of the citizens of North Carolina. Facilities may be made available for external users and organizations when the requested use is consistent with the university mission.



The UNC Coastal Studies Institute is a multi-campus partnership between ECU, ECSU, NCSU, UNC-CH & UNC-W, administered by ECU.



## Fee Information and Use Restrictions

Facilities Use Service Fees are charged to assist with cost recovery for administrative services.

### Facility Use FAQ:

- ✓ Fees are charged after the event via paper invoice to the organization's responsible party.
- ✓ Visitors and guests are requested to keep their voices and audio levels respectfully low.
- ✓ Most furniture (tables and chairs) in meeting rooms and interior spaces is movable.
- ✓ High-speed wireless internet is available throughout the building and outdoors.
- ✓ Most meeting rooms have a projector and screen for presentations.
- ✓ Print and copy services are not available.
- ✓ Videography services are not available. (Contact John McCord [mccordj@ecu.edu](mailto:mccordj@ecu.edu) for private providers of these services or if you are a program partner.)
- ✓ CSI facilities are not available for political events or activities related to political campaigning.
- ✓ CSI facilities are not available for weddings, rehearsals or other wedding-related events.
- ✓ Reservations require a signed *Liability Release* (see last page) returned to Kimberly Armstrong.

**Request facility use by contacting  
Kimberly Armstrong at 252-475-5404 or [armstrongk@ecu.edu](mailto:armstrongk@ecu.edu)**

### Facility Use Information Required:

- Organization name, responsible party name, phone, email and mailing address;
- Requested date and time of event; (UNC CSI is open M-F from 8 am to 5 pm)
- Number of participants;
- Preferred room setup; (classroom style, open U, conference room)
- Will audio/visual equipment be used;
- Will food be served; Will use of catering kitchen be requested; (Provide name of catering company)
- Confirmation of Fee or Fee Waiver Request.

**Waiver of Fees.** Fees may be waived for UNC system sanctioned activities, NC Community Colleges and other entities of the State of North Carolina when requested and approved by the Executive Director. Private contractors working on projects for state agencies may request a waiver of fees through their contracted state agency. Fees may also be waived for non-profit organizations where the organization's mission is aligned with the mission of UNC CSI and when approved by the Executive Director.

**Non Discrimination.** Facilities reservations will not be made available to organizations whose mission or practice is in conflict with the intent of the UNC Policy Manual, Chapter 100.1 - Section 103. EQUALITY OF OPPORTUNITY IN THE UNIVERSITY. Admission to, employment by, and promotion in the University of North Carolina and all of its constituent institutions shall be on the basis of merit, and there shall be no unlawful discrimination against any person on the basis of race, color, religion, sex, sexual orientation, gender identify, national origin, age, disability, genetic information, or veteran status.



**Public Service Fee Rates apply to:**

- UNC Campuses and affiliates
- NC Community Colleges
- State and Federal agencies and departments
- Civic organizations (non-political)
- Non-profit organizations
- NC Public Schools
- Continuing Education (UNC affiliated)
- Fee-based courses (UNC affiliated non-credit courses)

**Private Service Fee Rates apply to:**

- Individuals
- Businesses
- Private schools
- Non-UNC Colleges & Universities
- Continuing Education (non-UNC affiliated)

**Meeting and Event Spaces**

	<b>Public Service Fee</b>	<b>Private Service Fee</b>
<u>Entry Plaza and Lobby</u> – 3-Story Contiguous Indoor Space + Porch + Entry Plaza <ul style="list-style-type: none"> <li>• 2126 sq. ft. indoors</li> <li>• 295 maximum occupancy</li> <li>• Includes the use of 9 – 36” tables and 36 outdoor chairs</li> </ul>	\$150/day	\$2,500 5 hours
<u>South Meadow</u> – Open Space for Large Outdoor Event <ul style="list-style-type: none"> <li>• South Meadow</li> <li>• Includes the use of Entry Plaza and West Terrace</li> <li>• Includes the use of 9 – 36” tables and 36 outdoor chairs</li> <li>• Includes access to lobby (1<sup>st</sup> floor only) and restrooms</li> </ul>	\$150/day	\$2,500 5 hours
<u>West Terrace</u> – Covered Terrace – open on 3 sides <ul style="list-style-type: none"> <li>• Perfect for smaller events</li> <li>• Includes the use of 9 – 36” tables and 36 outdoor chairs</li> <li>• Includes access to lobby (1<sup>st</sup> floor only) and restrooms</li> </ul>	\$50/day	\$500 5 hours
<u>Room 262</u> – Large Meeting Room / Classroom + Porch <ul style="list-style-type: none"> <li>• 1871 sq. ft.</li> <li>• 125 maximum occupancy</li> <li>• Porch is 531 sq. ft. maximum occupancy 34</li> </ul>	\$50/day	\$350/day
<u>Room 242</u> – Meeting Room / Classroom <ul style="list-style-type: none"> <li>• 580 sq. ft.</li> <li>• 29 maximum occupancy</li> </ul>	\$25/day	\$100/day
<u>Room 250</u> – Meeting Room / Classroom <ul style="list-style-type: none"> <li>• 581 sq. ft.</li> <li>• 30 maximum occupancy</li> </ul>	\$25/day	\$100/day
<u>Room 210B</u> – Meeting Room / Classroom <ul style="list-style-type: none"> <li>• 638 sq. ft.</li> <li>• 32 maximum occupancy</li> </ul>	\$25/day	\$100/day

## Research and Academic Spaces

	Public Service Fee	Private Service Fee
<u>Room 101</u> – Engineering Wave Tank Lab <ul style="list-style-type: none"> <li>• 847 sq. ft.; bench space; sink; 30 meter wave tank</li> <li>• 14 maximum occupancy</li> <li>• <a href="#">Ocean Energy Program Head</a> approval required</li> </ul>	Varies	Varies
<u>Cubicle Desk Work Space</u> – Visiting researchers, students and faculty <ul style="list-style-type: none"> <li>• 64 sq. ft.</li> <li>• Wired and wireless high speed internet included</li> <li>• <a href="#">Assistant Director for Administration</a> approval required</li> </ul>	\$5/day	\$25/day
<u>Room 241</u> – Teaching Wet Lab <ul style="list-style-type: none"> <li>• 678 sq. ft.; bench space; sink; fume hood</li> <li>• Microscopes included; user supplies slides, etc.</li> <li>• 14 maximum occupancy</li> <li>• <a href="#">Assistant Director of Outreach and Communication</a> approval required</li> </ul>	\$25/day	\$125/day
<u>Room 251</u> – Teaching Wet Lab <ul style="list-style-type: none"> <li>• 696 sq. ft.; bench space; sink</li> <li>• Microscopes included; user supplies slides, etc.</li> <li>• 14 maximum occupancy</li> <li>• <a href="#">Assistant Director of Outreach and Communication</a> approval required</li> </ul>	\$25/day	\$125/day
<u>Room 225</u> – Computer Lab <ul style="list-style-type: none"> <li>• 572 sq. ft.</li> <li>• Workstations use included</li> <li>• 12 maximum occupancy</li> <li>• <a href="#">Assistant Director for Administration</a> approval required</li> </ul>	\$25/day	\$125/day
<u>Room 225B</u> – GIS Teaching Computer Lab <ul style="list-style-type: none"> <li>• 475 sq. ft.</li> <li>• Light table use included</li> <li>• 12 maximum occupancy</li> <li>• <a href="#">Assistant Director for Administration</a> approval required</li> </ul>	\$25/day	\$125/day
<u>Room 228</u> – Maritime Heritage Teaching Computer Lab <ul style="list-style-type: none"> <li>• 337 sq. ft.</li> <li>• Workstations use included</li> <li>• 10 maximum occupancy</li> <li>• <a href="#">Maritime Heritage Program Head</a> approval required</li> </ul>	\$25/day	\$125/day
<u>Room 310</u> – Design Lab + Print Media Lab + Porch <ul style="list-style-type: none"> <li>• 950 sq. ft.</li> <li>• 45 maximum occupancy</li> <li>• Porch is 208 sq. ft. maximum occupancy 14</li> <li>• <a href="#">Assistant Director for Administration or</a> approval required</li> </ul>	Varies \$25/day base rate	Varies \$125/day base rate
<u>Room 315</u> – General Purpose Research Lab <ul style="list-style-type: none"> <li>• 514 sq. ft.; bench space; sink; fume hood</li> <li>• 11 maximum occupancy</li> <li>• <a href="#">Ocean Energy Program Head</a> approval required</li> </ul>	Varies \$25/day base rate	Varies \$125/day base rate

<u>Room 323</u> – Radiology and Sedimentology Lab <ul style="list-style-type: none"> <li>• 388 sq. ft.; bench space; sink; fume hood</li> <li>• 8 maximum occupancy</li> <li>• <a href="#">Coastal Processes Program Heads</a> approval required</li> </ul>	Varies \$25/day base rate	Varies \$125/day base rate
<u>Room 329</u> – Coastal Ocean Operations Lab <ul style="list-style-type: none"> <li>• 514 sq. ft.; bench space; sink</li> <li>• 11 maximum occupancy</li> <li>• <a href="#">Coastal Processes Program Heads</a> approval required</li> </ul>	Varies \$25/day base rate	Varies \$125/day base rate
<u>Room 349</u> – Molecular Lab <ul style="list-style-type: none"> <li>• 485 sq. ft.; bench space; sink; fume hood</li> <li>• 10 maximum occupancy</li> <li>• <a href="#">Estuarine Ecology and Human Health Program Head</a> approval required</li> </ul>	Varies \$25/day base rate	Varies \$125/day base rate
<u>Room 363</u> – Aquaria Wet Lab + Environmental Chamber <ul style="list-style-type: none"> <li>• 793 sq. ft.; bench space; sink; fume hood</li> <li>• 16 maximum occupancy</li> <li>• <a href="#">Estuarine Ecology and Human Health Program Head</a> approval required</li> </ul>	Varies \$25/day base rate	Varies \$125/day base rate
<u>Room 363A</u> – Radioisotope Lab <ul style="list-style-type: none"> <li>• 118 sq. ft.; bench space; sink; fume hood</li> <li>• 3 maximum occupancy</li> <li>• <a href="#">Estuarine Ecology and Human Health Program Head</a> approval required</li> </ul>	Varies \$25/day base rate	Varies \$125/day base rate
<u>Room 363B</u> – Equipment Lab <ul style="list-style-type: none"> <li>• 194 sq. ft.; bench space; sink</li> <li>• 4 maximum occupancy</li> <li>• <a href="#">Estuarine Ecology and Human Health Program Head</a> approval required</li> </ul>	Varies \$25/day base rate	Varies \$125/day base rate

### Research Laboratories

All research laboratories at UNC CSI are shared facilities – research labs are not available for exclusive use by others. The labs at UNC CSI are the responsibility of Program Heads who are challenged with the safety and appropriate use of lab spaces. Please contact the Program Heads directly to discuss whether or not your research is compatible with existing work and if space availability meets your project timeline.

Lab availability and service fees will vary greatly based on space and equipment needs of the research or teaching activities planned.

Research collaborators should plan for facility use direct costs when preparing budgets for grant applications but there is no guarantee of space use without written approval of CSI Executive Director.

**Interested in using a Research Lab at CSI? Contact the Program Head whose program most closely aligns with your academic and research interest or contact the CSI Assistant Director for Administration, Robert McClendon [mcclendonr@ecu.edu](mailto:mcclendonr@ecu.edu) for more information.**



## LIABILITY RELEASE AND EXPRESS ASSUMPTION OF RISK

**(Note: This is not to be signed by any employee of the State of North Carolina who is utilizing the facilities of the UNC Coastal Studies Institute in the course and scope of his/her employment with the State)**

I, the undersigned, certify that I am over the age of 18 (an Adult) and I request permission to utilize the facilities of the UNC Coastal Studies Institute ("the Activity").

In consideration of being permitted to participate in the Activity, I hereby release, forever discharge, covenant not to sue and agree to hold harmless and indemnify the State of North Carolina, the UNC System, East Carolina University, the UNC Coastal Studies Institute, (the "Institute") and their respective board members, officers, agents, employees, volunteers, and any other persons assisting the Institute with the Activity (collectively referred to as "Releasees"), from and against any and all liability for any harm, injury, damages, claims, demands, actions, causes of action, costs, and expenses of any nature, arising out of or related to any loss, damage, or injury, including but not limited to suffering and death, that may be sustained by the me and any property belonging to me, as a result of, or in any way connected with, my participation in the Activity.

I grant Releasees permission to transport me, by automobile, bus or other means, as may be deemed necessary by Releasees, in connection with the Activity.

I understand and agree that Releasees do not have medical personnel available at the location of the Activity. I grant Releasees permission to authorize emergency medical treatment for me, as deemed necessary by Releasees, and that I am solely responsible for any costs associated with such treatment.

I sign this **LIABILITY RELEASE AND EXPRESS ASSUMPTION OF RISK** ("Release") in full recognition of all the dangers, hazards, and risks to me from participating in the Activity, which may include, but are not limited to, property damage and personal injury, including, but not limited to, cuts, bruises, sprains, strains, broken limbs, and/or death. I further agree that I assume all the risks associated with the Activity.

I further state that there are no health-related reasons or problems which preclude or restrict the my participation in the Activity, and I have adequate health insurance necessary to provide for and pay any medical costs that may result from injury to me. If reasonable accommodations are required to participate in the Activity, I will contact University Disability Support Services at 252-737-1016.

I further agree that this Release shall be construed in accordance with the laws of the State of North Carolina. If any term or provision of this Release shall be held illegal, unenforceable, or in conflict with any law governing this Release, the validity of the remaining portions shall not be affected. I agree that the courts of North Carolina shall be the sole forum for adjudicating any claim or dispute arising from the activities contemplated in this Release.

**THIS IS A RELEASE OF LEGAL RIGHTS. PLEASE READ THIS DOCUMENT CAREFULLY, AS IT AFFECTS CERTAIN RIGHTS THAT YOU MAY HAVE IF YOU ARE INJURED OR OTHERWISE SUFFER DAMAGES IN CONNECTION WITH PARTICIPATING IN THE ACTIVITY.**

On behalf of the organization referenced below, I hereby agree to the terms and conditions set forth above.

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Signature of Authorized Representative and Date

\_\_\_\_\_  
Printed Name of Authorized Representative

(The original signed Release shall be kept and maintained by the department or program sponsoring the Activity for no fewer than seven (7) years after conclusion of the Activity.)