

### UNC System Office Facility Use Policy

Due to limitations on meeting space, the open structure of our workspaces, logistical considerations, additional staffing needs, and security and parking protocols, the UNC System Office is limiting use of its office space at The Dillon to *only* the following categories of meetings and events:

- Meetings/events associated with the UNC Board of Governors.
- Meetings/events of System Office Affinity Groups (including the UNC Staff Assembly, the UNC Faculty Assembly, and the UNC Association of Student Governments).
- Meetings/events with System Office staff or sponsored by the System Office and directly related to the work of the System Office.

To better prepare for and accommodate large groups, Room 1723 (the Board Room), Room 1809, and the open spaces on floors 17 and 18 will be scheduled centrally. To reserve these rooms and spaces, email [officemanager@northcarolina.edu](mailto:officemanager@northcarolina.edu). *To the extent possible, large meetings and events (such as meetings of affinity groups) should be scheduled in Room 1723 (the Board Room).* The Division sponsoring the meeting/event is responsible for all logistics associated with the event.

Exceptions to this policy may be granted by the President. Please refer all questions and requests for exceptions to Norma Houston at [nrhouston@northcarolina.edu](mailto:nrhouston@northcarolina.edu).

*Effective April 2023*