



University of Maine at
PRESQUE ISLE
North of Ordinary

CONFERENCES & SPECIAL PROGRAMS

UNIVERSITY OF MAINE AT PRESQUE ISLE



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INTRODUCTION

Welcome to UMPI Conferences and Events

At the University of Maine at Presque Isle, we believe in the power of collaboration, knowledge-sharing, and community engagement. Our Conferences and Events team is dedicated to providing exceptional event planning services, whether you're looking to host a professional conference, a workshop, or a special gathering.

We offer state-of-the-art facilities, a scenic campus, and a team of experienced staff ready to help bring your event vision to life. From logistical support to catering and AV services, we ensure every detail is handled with care, so you can focus on what matters most—creating an impactful experience for your attendees.

Why Choose UMPI for Your Event?

- **Flexible Event Spaces:** Whether you're organizing a large conference or a small workshop, we offer a range of versatile venues to meet your needs.
- **Comprehensive Event Support:** Our team provides full-service support, including coordination, catering, audio-visual services, and more.
- **Scenic and Accessible Location:** Situated in the heart of northern Maine, our campus offers a beautiful and convenient setting for your next event.
- **Dedicated Expertise:** From start to finish, we work with you every step of the way to ensure a seamless and successful event.

Explore our diverse event services and discover how UMPI can make your next conference or event a memorable experience.



EVENT SPACES

Allagash Room

The Allagash Room is the southernmost room. It has a 12' tall arched picture window, facing UMPI's farm. This room holds approximately 75 chairs theater style, or 60 chairs with 8 tables, either seminar or dining style.



Alumni Room

The Alumni Room has a seating capacity of 10 chairs with tables. This room is set in a hollow oval such as in a boardroom setting. A built-in projector screen has been installed for use with audio-visual equipment.

Aroostook Room

The Aroostook Room is the center room. Instead of a picture window, this room has a lovely balcony that overlooks the Campus Center lawn. This room holds 75 chairs theater style, or 60 chairs with 8 tables.



EVENT SPACES

Gauvin Family Center for Cultural Arts

Gauvin Auditorium serves as a performing arts theater, a lecture hall, movie theater, and gathering spot for other public functions. The seats can hold 400 and the stage can accommodate no more than 115 people.



Grand Ballroom (MPR)

The Grand Ballroom or Multi-purpose Room is 84' by 46'. It can be split into 3 smaller rooms. Any combination of the three rooms is acceptable. The Grand Ballroom sits 200 chairs theater style, or 175 chairs with tables.

MMG Center

The MMG Center for Professional Development, supported by MMG Insurance and the Maine Community Foundation, features seating for 25 and advanced technology, making UMPI a hub for professional development.



EVENT SPACES

Owl's Nest

The Owl's Nest is a lively space perfect for games and open mic sessions. It also includes a new Starbucks "We proudly Brew" shop, offering a variety of drinks like frappuccinos and lattes, along with late-night food.



St. John Room

The St. John Room is the north room. It has a 12' tall arched picture window that overlooks the campus. This room holds approximately 75 chairs theater style, or 60 chairs with tables, either seminar or dining style.

Tabling Space

Available in the Owl's Nest as well as at the top of the Campus Center stairs leading into Kelley Commons. Great for promotional or informational groups, 6' table and (2) chairs provided.



FACILITIES FEES

(Non-Profit Organization Discount)

Campus Center

Event Space	Max Capacity (Chairs Only)	Max Capacity (Tables & Chairs)	Rental Rate <5 hours	Rental Rate Per Day	Notes
Allagash Room	100	60	\$140 (\$110)	\$200 (\$170)	IT info page 11
Alumni Room	N/A	15	\$140 (\$110)	\$200 (\$170)	IT info page 11
Aroostook Room	100	60	\$140 (\$110)	\$200 (\$170)	IT info page 11
Kelley Commons	235	N/A	\$275 (\$225)	\$450 (\$350)	Limited rental
MMG Center	N/A	25	\$150 (\$125)	\$200 (\$175)	IT info page 11
Multi-Purpose Room	300	220	N/A	\$500 (\$400)	IT info page 11
St. John Room	80	45	\$140 (\$110)	\$200 (\$170)	IT info page 11
Tabling Space	6	2	N/A	\$25	No IT available

Additional Spaces

Event Space	Max Capacity (Chairs Only)	Max Capacity (Tables & Chairs)	Rental Rate <5 hours	Rental Rate Per Day	Notes
Classrooms	N/A	235	\$40 (\$30)	\$60 (\$50)	Limited avail.
Dorm Rooms	2-3	N/A	N/A	\$25 per person	Limited avail.
The Gauvin Family Center for Cultural Arts	350	N/A	\$275 (\$225)	\$500 (\$390)	Limited rental
Wieden Gymnasium	600	400	\$275 (\$225)	\$500 (\$380)	Limited avail.

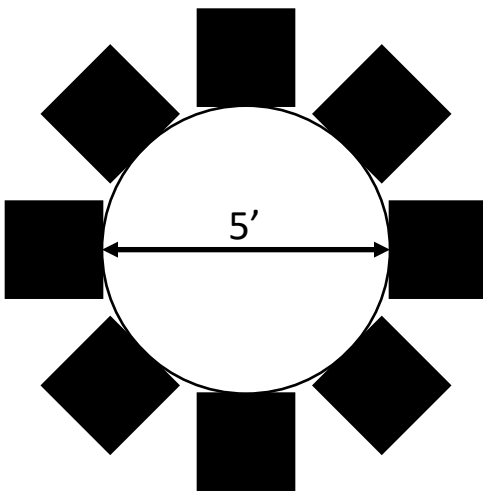
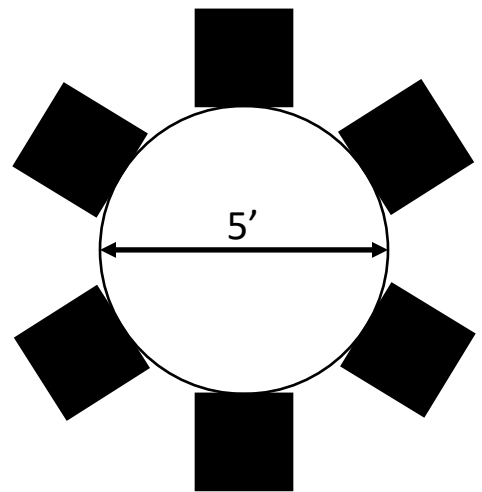
- Dorm Rooms: Larger groups using a majority of any floor. \$35.00 per day for cleaning two bathrooms per floor.
- Seating in all rooms varies depending on desired set-up.
- 15% Service Fee on all catering orders as well as an 8% State Food Tax.
- 9% State Lodging Tax.
- \$150 cleaning fee for use of the MPR the day before the event to decorate.



SEATING LAYOUT OPTIONS

Rounds with (6) chairs

Round tables with 6 chairs offer a balanced and functional layout, promoting easy conversation and interaction among guests. Ideal for both formal and casual events, it maximizes space while maintaining an intimate atmosphere. It provides ample seating and allows for easy movement, making it a versatile choice for any event. (MPR Only)



Rounds with (8) chairs

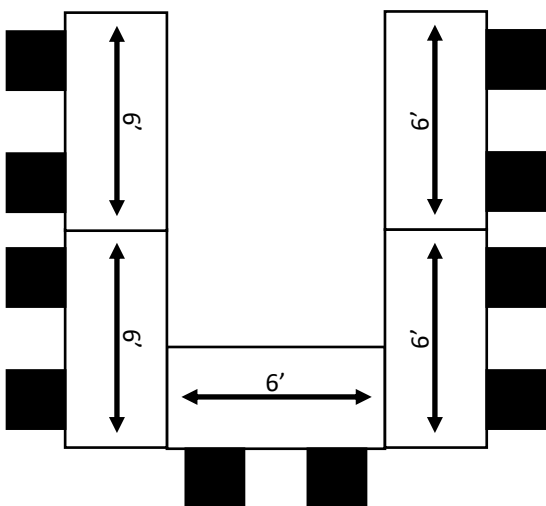
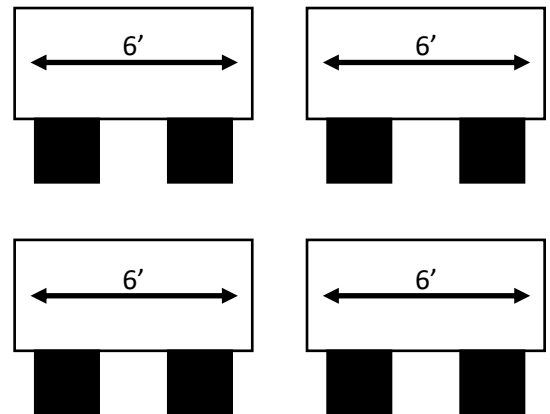
Round tables with eight chairs offer an efficient layout, ideal for larger gatherings. They encourage interaction while maximizing seating and maintaining comfort, making them perfect for a variety of events. (MPR Only)



SEATING LAYOUT OPTIONS

Classroom Style

Classroom-style seating offers an organized, focused layout perfect for presentations, lectures, or training sessions. It maximizes visibility and space, ensuring each attendee has a clear view of the speaker while maintaining an efficient use of the room. Ideal for educational and professional events, it fosters concentration and interaction.



U-Shape

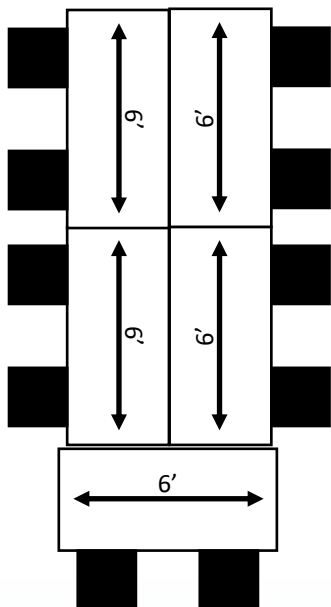
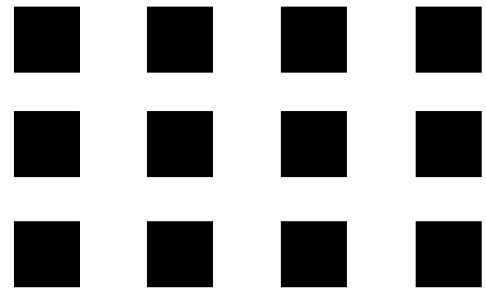
U-shape seating creates an engaging layout, ideal for discussions and presentations. It offers clear sightlines to the speaker and encourages interaction among participants, making it perfect for workshops, meetings, or collaborative sessions. The open design promotes communication while maximizing room space.



SEATING LAYOUT OPTIONS

Theater Style

Theater-style seating offers a space-efficient layout with rows of chairs facing forward, ideal for large audiences. It maximizes seating capacity while ensuring clear sightlines to the stage or speaker, making it perfect for presentations, performances, and lectures.



Boardroom Style

Boardroom-style seating features a central table with chairs arranged around it, fostering discussion and collaboration. Ideal for meetings, interviews, and executive sessions, this layout promotes a professional, focused environment with clear sightlines for all participants.



TYPES OF EVENTS

Our event spaces are versatile and can accommodate a wide range of events, each tailored to meet your unique needs. Here's a summary of some of the various types of events that can be hosted:

Camps: Ideal for both outdoor and indoor camps, offering ample space for activities, group sessions, and relaxation areas. The venue can accommodate large groups while providing comfort and functionality.

Classes: Perfect for educational workshops, seminars, and skill-building sessions. The space is equipped with seating, whiteboards, projectors, and other tools to support a productive learning environment.

Conferences: Designed for large gatherings, our venues offer flexible spaces for plenary sessions, breakout rooms, and networking areas. With advanced AV equipment and professional coordination, your conference will run smoothly.

Forums: Ideal for hosting discussions, debates, or community engagements. The venue provides the necessary infrastructure to facilitate clear communication and active participation, whether in panel discussions or roundtable formats.

Lectures: Perfect for academic or professional lectures, with layouts designed to ensure clear visibility and sound for large audiences. The space allows speakers to engage effectively with their attendees.

Meetings: Our event spaces are well-suited for business meetings of all sizes. With modern AV technology, customizable seating arrangements, and a quiet, professional atmosphere, your meeting will be both productive and efficient.

Proms/Dances: Elegant and spacious, our venues are perfect for formal events like proms and dances. We offer customizable décor, professional lighting, and sound systems to create a memorable evening for all attendees.

Receptions: Whether it's for weddings, corporate milestones, or other celebrations, our venues are ideal for hosting receptions. We provide customizable layouts, catering services, and a variety of décor options to bring your vision to life.

Trainings: Equipped to host corporate training programs or specialized industry courses, our spaces offer high-speed internet, presentation tools, and flexible seating to enhance both group and individual learning.



CATERING/FOOD SERVICE

Dining Services

Our dining services are available to both on-campus and off-campus groups, offering a wide variety of food and beverage options to suit your event needs.

On-Campus Offices: On-campus offices have the convenience of viewing menus and placing food orders through Marketplace in the [UMPI Portal](#).

Off-Campus Groups: For off-campus groups, please contact Cam Jones at cameron.jones@maine.edu to place your food orders.

Alcohol Policy

In accordance with the University of Maine at Presque Isle's policies, alcohol is permitted at certain events, provided that prior coordination and approval are obtained.

Sodexo, the campus's exclusive service provider, holds the contract to offer alcohol services for events hosted on campus.

To explore the specifics of this policy, including approval requirements and procedures, please reach out to the Conferences & Special Programs staff for guidance.

Food Service Policy

Food services for off-campus groups must be arranged through the Conferences and Special Programs office. We offer a variety of catering options to meet the diverse needs of our guests and ensure your event is memorable and well-catered.

Off-Campus Groups: All food service requests must be made at least two weeks in advance to ensure availability and proper arrangements.

For any food service questions, or to place an order, please contact Cam Jones at cameron.jones@maine.edu.

[Online Menu available here.](#)



IT OPTIONS/RESOURCES

We offer a range of IT support and audio-visual resources to ensure that your event runs smoothly. Our team is here to assist with everything from basic technology setups to full event support, with flexible options based on your needs and event schedule. Event spaces are equipped with essential technology to enhance your event experience, including Wi-Fi, projectors, screens, microphones, and lighting. For web conferencing and additional technical requirements, we offer different levels of IT support.

IT Support Levels

Level 1: Included in Room Fee

Support Hours: Regular Business Hours (7:00 AM - 3:00 PM, Monday - Friday)

Includes: Basic IT setup, including computer connection, Wi-Fi, projector, and sound capabilities.

Additional Features: Support for basic event requirements within business hours.

Level 2: \$25 per person per hour (2-hour minimum)

Includes: IT setup, computer connection, Wi-Fi, projector, sound abilities, and basic web conferencing setup (e.g., Zoom, Microsoft Teams).

Additional Features: Enhanced support for hybrid events with web conferencing capabilities.

Level 3: \$35 per person per hour (4-hour minimum)

Support Hours: Outside Regular Business Hours

Includes: IT setup, computer connection, Wi-Fi, projector, sound abilities, and basic web conferencing setup (e.g., Zoom, Microsoft Teams).

Additional Features: Support for events that take place outside of regular business hours.

Level 4: \$50 per person per hour (4-hour minimum)

Support Hours: Regular or Outside Regular Business Hours

Includes: Full IT setup, including computer connection, Wi-Fi, projector, sound abilities, web conferencing setup (e.g., Zoom, Microsoft Teams), and on-site technician assistance during the event.

Additional Features: Comprehensive technical support for seamless event execution, including on-site technician for the entire duration of the event.



PROHIBITED ITEMS LIST (1/2)

To ensure the safety and comfort of all attendees, the following items are prohibited in event spaces on campus:

- **Flammable or Hazardous Materials**

- Fireworks, sparklers, or any form of pyrotechnics
- Open flames (candles, torches, etc.)
- Propane or gas-powered equipment (e.g., heaters, grills)
- Combustible or flammable liquids (e.g., gasoline, cleaning solvents)

- **Weapons and Dangerous Objects**

- Firearms, knives, or any other weapons
- Explosives or ammunition
- Self-defense items (e.g., pepper spray, stun guns)
- Sharp objects or tools that may pose a threat

- **Illegal Substances**

- Drugs, narcotics, or any illegal substances
- Vaping or e-cigarette devices (unless allowed in designated areas)

- **Animals**

- No pets or animals, except for service animals

- **Large or Bulky Items**

- Large furniture or personal property (e.g., couches, furniture)
- Oversized decorations or displays that obstruct walkways or exits
- Large equipment or machinery that does not comply with event safety requirements

- **Electrical Equipment and Appliances**

- Personal electrical appliances (e.g., toasters, refrigerators, space heaters)
- High-wattage lighting or high-voltage equipment

- **Food and Beverages (Unless Pre-approved)**

- Outside catering or food deliveries (unless previously arranged with event coordination)
- Unapproved alcohol or drinks
- Loose food items (e.g., candy, nuts, etc.) unless provided through official vendors

- **Tents, Canopies, and Large Displays**

- Freestanding tents or canopies unless specified in event guidelines
- Inflatable structures (e.g., bounce houses, inflatable displays)
- Banners or posters that damage walls, windows, or ceilings



PROHIBITED ITEMS LIST (2/2)

To ensure the safety and comfort of all attendees, the following items are prohibited in event spaces on campus:

- **Sound and Lighting Equipment**

- Amplified sound equipment or DJ setups (unless approved by campus services)
- Loudspeakers that may disturb other areas of the campus
- Laser lights, fog machines, or other lighting effects that could affect safety

- **Illegal or Offensive Materials**

- Items that promote hate speech, discrimination, or violence
- Explicit or offensive material (e.g., sexually explicit content, obscene language)
- Unauthorized commercial materials (e.g., unlicensed products or services)

- **Bicycles, Skateboards, and Motorized Vehicles**

- Bicycles, skateboards, rollerblades, scooters, or any other similar equipment
- Motorized vehicles or carts unless authorized for accessibility or event purposes

- **Confetti, Glitter, and Small Loose Items**

- Confetti, glitter, or any small decorative materials that may create a mess
- Materials that are difficult to clean up or cause damage to the space

- **Unauthorized Electrical Work**

- Modifying or tampering with electrical outlets or circuits
- Unauthorized wiring, extension cords, or power strips

- **Tobacco Products**

- Smoking and the use of tobacco products (including e-cigarettes) inside the event space
- Smoking within designated non-smoking areas

- **Special Notes:**

- Approval for Exceptions: In some cases, items listed above may be permitted if approved in advance by the event coordination office or campus safety. Please submit a request at least 2 weeks before your event.
- Responsibility for Items: Event hosts are responsible for ensuring that all attendees comply with this list. Violations may result in removal from the event space and possible charges for damages or cleanup.



FAQs

1. What types of event spaces are available for rental on campus?

We offer a variety of event spaces, including classrooms, meeting rooms, banquet halls, gymnasiums, and outdoor spaces. These spaces are suitable for academic conferences, workshops, social events, and more.

2. How do I reserve an event space on campus?

You can reserve an event space by submitting a booking request through our [online reservation system](#) or by contacting the Conferences Office directly. Be sure to provide detailed information about your event, including dates, times, expected attendance, and any special requirements.

3. Are there any costs associated with renting an event space?

Yes, there are rental fees based on the type of space, duration of the event, and additional services requested. Please visit [Page 7](#) for more information or contact us for a customized quote based on your specific needs.

4. How far in advance should I book the event space?

We recommend booking your event space at least 4-6 weeks in advance to ensure availability. For larger events or conferences, early booking is especially important.

5. Can university offices and student organizations reserve event spaces?

Yes, university offices, student organizations, and external groups can reserve event spaces. However, there may be different pricing structures or eligibility requirements based on the type of group hosting the event.

6. What amenities are included with the event space rental?

Amenities vary by venue but typically include basic AV equipment, seating, tables, and Wi-Fi. Additional amenities like microphones, projectors, catering services, and decorations can be arranged for an additional fee.

7. Do I need to provide my own AV equipment or can the office supply it?

We provide basic AV equipment such as microphones, projectors, and screens. If your event requires more specialized equipment or a larger setup, we can help arrange rentals for additional AV needs.



FAQs

8. Can I bring in outside catering for my event?

Outside catering is permitted in some cases, but please check our catering policy and consult with us for approval.

9. Is there parking available for event attendees?

Yes, parking is available for event attendees. Depending on the size and location of your event, we can provide information about parking permits or arrange for designated parking spaces.

10. Are there any restrictions on the use of event spaces?

Certain restrictions may apply, such as limitations on event times, alcohol consumption, or noise levels. Specific guidelines will be provided upon booking. Please ensure that all university policies are adhered to.

11. Can I host a virtual or hybrid event in the conference spaces?

Yes, many of our event spaces are equipped with the necessary technology to support hybrid or virtual events. We can assist with the setup and provide technical support if needed.

12. Is insurance required for renting an event space?

For events hosted by off-campus entities or those with high-risk activities, event insurance is required. Please consult with the Conferences Office for detailed insurance requirements based on your event type.

13. Can I make changes to my event reservation after it's confirmed?

Changes to your reservation may be possible depending on availability and timing. We recommend discussing any adjustments with our team as soon as possible to ensure your requests can be accommodated.

14. What happens if I need to cancel my event reservation?

Cancellation policies vary depending on the type of event and timing. Please review our cancellation policy, and contact the Conferences Office as soon as possible if you need to cancel or reschedule.

15. How can I get help with event planning or coordination?

Our team is available to assist with event planning, including room setup, catering coordination, and any special requests. Please let us know how we can support you in creating a successful event.



CONTACT US

Thank you for considering our event spaces for your next event. We're here to help you plan and host a seamless and successful gathering. Please feel free to reach out to us with any questions, requests, or to make a reservation.

Conferences & Special Programs University of Maine at Presque Isle

General Inquiries:

Email: cameron.jones@maine.edu

Phone: 207-768-9502

Event Space Reservations:

Email: umpi-conferences@maine.edu

Phone: 207-768-9558

Office Hours:

Monday – Friday: 8:00 a.m. - 4:30 p.m.

Saturday – Sunday: CLOSED

Location:

Campus Center

181 Main Street

Presque Isle, ME 04769

Request More Information:

If you would like more details on our event spaces or to discuss your specific needs, please fill out our [inquiry form](#), and our team will get back to you shortly.

We look forward to helping you create an unforgettable event experience!

