

### **Albright College Event Scheduling**

Purpose: To improve coordination of scheduling events on campus. In order to maximize the utilization of campus facilities, the Director of Conferences is charged with coordinating all events in College facilities not scheduled for their primary activities.

Policy: All inquiries for activities using campus facilities should be made through the Director of Conferences.

#### Practices and Procedures For College Events

- Requests to reserve space should be directed to the Director of Conferences, via School Dude FS Direct. This form contains the fields necessary for information regarding the event.
- There will be no charge for the rental of area/facilities when used for a College activity.
- Please contact Dining Services for your event food service/catering needs.
- No candles or any open flame are permitted in College facilities other than for religious ceremony (open flame policy).
- Nothing may be taped, stapled, or otherwise affixed to walls or floors.
- Student club and organization events will not be scheduled during the last weekend of classes and during finals.
- Academic facilities (classroom, lecture halls, etc.) may not be reserved a semester in advance. These are reserved in consultation with the Registrar who will confirm requests after class assignments are completed per semester.

#### Internal Scheduling

- Schedule facilities with consideration for the actual space and services being requested. If your event requires specific setup, allow at least one hour before and after your event if other activities are scheduled in the requested location.
- If no setup is needed (example: a meeting in Campus Center Conference Room, a lecture in Klein Lecture Hall or other facility with fixed seating), allow for a minimum of three days before the event date for the request to be processed.
- If setup and other services are needed, submit your request at least seven days before the event date for all support departments to be notified. Reservations made less than three days before the event date may not be able to be accommodated.
- Use the Check Availability or Calendar options in the reservation system prior to submitting your event request.
- Provide general information including the Event Description, Number of Participants, Catering Needs and Event Set Up. Failure to provide the required information may result in your needs not met.
- Ticketed events require a final count sent to Facilities and Public Safety Offices 24 hours prior to Event.

### Practices and Procedures For External Programs

- Requests for College-sponsored or co-sponsored Events require a completed and approved Request for Sponsorship (see Albright College Facility Use Sponsorship Policy posted on the Conference webpage [www.albright.edu/conferences](http://www.albright.edu/conferences) or the Intranet <http://admin.albright.edu/afs/policies-forms.html>).
- Outside organizations renting the space should submit a Request For Proposal (see Albright College Conference webpage [www.albright.edu/conferences](http://www.albright.edu/conferences) or the Intranet <http://admin.albright.edu/afs/policies-forms.html>), including a detailed written request to the Director of Conferences including the necessary contact information and schedule for the event.
- Weddings are scheduled with a written request via the Conferences Chapel Request Form (see Albright College Conference webpage <http://www.albright.edu/conferences/weddings>). The Wedding Party is informed of the appropriate fees and guidelines for Use of Chapel Space via a written contract.
- Camps and Conferences on a space available basis through formal requests requesting facilities and services for specific dates. A Facilities and Services Agreement is provided outlining in detail the use of the College facilities and the services provided, in addition to the fees for the event. A Certificate of Insurance is required by the Camp or Conference for liability insurance.

Monthly Space Utilization: The Director of Conferences will publish a monthly space utilization report by category for a history and comparison of events scheduled per month in the Cabinet Report.

### Resolving Conflicting Event Requests or Facility Usage

- Inasmuch as possible, requests submitted for a previously reserved space will be notified to see if it can be scheduled for an alternate date or relocated to another suitable facility.

### **Specific Facility Guidelines**

#### Campus Center Conference Room

- This is a fixed setup venue with capability of 16 in a conference setting with additional perimeter seating. The room is within the confines of the Campus Center Main Lounge and should remain in a meeting configuration.

#### Campus Center Main Lounge

- This is an open venue that does not allow for closed events. The use of piping and drape is not permitted.
- The stage may be used during an activity for the event held in this location.
- All upholstered furniture must stay within the carpeted areas. Additional seating may be requested, with maximum capacity of all attending at 250.

Campus Center Meeting Room (aka Campus Center Green Room)

- Small meeting room next to the Campus Center Conference Room. Typical room setup is conference style with seating capacity for 8.

Campus Center South Lounge

- Reserve only the space needed. If one-half of the lounge is sufficient, only reserve the Fireside or West. If both sides are needed, select both Fireside and West. Total maximum capacity for entire South Lounge is 220.
- Fireside: screen from the ceiling allows for presentations and lecture. Accommodates 125 (audience); 96 (banquet); 48 (classroom) and 36 (conference).
- West: Can seat 150 (audience); 112 (banquet); 60 (classroom); and 40 (conference).

Center for The Arts Mezzanine

- This is an open venue that does not allow for closed events. It should only be scheduled during a non-theatre event. This is the area down the stairs from the Theatre Lobby.

Dining Hall

- Events may be scheduled between 8:00 p.m. and 1:00 a.m. in the Dining Hall and Jakes Place.
- The Facilities Department, Student Event Setup Staff and Sponsoring organizations will be responsible for setup and breakdown. These arrangements will be determined at the time the event is scheduled.
- Public Safety should be notified after an event for walkthrough and lock down.
- Dining Hall maximum attendance is 584.
- Jake's Place maximum attendance is 150.

Faculty Club (Alumni Hall)

- Various capacities for this space useful for small, intimate events: Banquet (48); Reception (30); Classroom (25) and Conference (14).
- Events requiring furniture reset should consult with the classroom schedule for Alumni 103 before removing the existing furniture.

MPK Chapel

- Maximum seating capacity is 742.
- No food or drink is allowed in the auditorium; receptions may be held in the Narthex of the Chapel.

Roop Hall

- Maximum seating capacity is 160.
- Use of Roop Hall for non-academic events can only be scheduled through the School Dude system.

- Due to its proximity to the Wachovia Theatre, certain louder events may not be permitted if they conflict with an event previously scheduled in the Wachovia Theatre.
- If an event requires that the piano be moved, an additional fee of \$250 will be charged to pay for a piano re-tune.

#### Freedman Gallery

- Availability for special events will be coordinated with the Gallery Director and Director of the CFA.
- Depending on the particular exhibition schedule, some event setups may not be possible due to sculpture positions or other requirements of the Gallery setup.

#### Wachovia Theatre

- Maximum seating capacity is 270.
- Student groups holding events open to the public in Wachovia Theatre should consult with Public Safety.
- The Theater Greenroom & Dressing Rooms must be scheduled separately through the Director of the CFA.

#### **Athletic Facilities**

- Space usage is subject to the schedules of varsity sports, club teams and intramurals.
- Event requests should be submitted as early as possible, however availability may not be known until sports schedules are finalized. The athletics spaces may be reserved through School Dude.
- Event facility setup should be included in the schedule request for planning purposes.
- Events open to the public in Bollman or Life Sports Center require Public Safety personnel in attendance.
- Bollman Gym seating capacity is 2,000. This facility holds full-size basketball or volleyball courts.
- LifeSports Center contains four basketball or volleyball courts.
- Kelchner, North, and Practice Fields and the grounds surrounding them are subject to the field conditions as determined by the Directors of Athletics and/or Facilities, Operations and Services.
- Shirk Stadium seating capacity is 5,000. Specific A-turf regulations will be provided if schedule approved and must be followed.

