

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, floors, or doors.
- 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 seven (7) days before the event date for the request to be processed.
- If setup and other services are needed, submit your request at least 10 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 or <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 or <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.

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 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).
- The recommendation is to divide this space into two separate locations with fixed setup that can be flexible for meetings and activities that allow the furniture to remain in the location.
- Fireside Lounge is recommended to be setup for dinners, presentations, and meetings with 10 tables with 8 chairs each, to include soft seating in perimeter areas, and food tables to the side of the room. The most ideal tables would not require linens for everyday use.
- West Side is recommended to be setup with A/V (audio-visual cart, screen, LCD projector) at the South Wall, and tables with chairs configuration for 50. The tables should be easily movable into larger squares, hollow squares, U-shape, and other meeting/event configurations.
- Utilizing this specific setup allows for a total of 130 combining the two locations for a dinner or meeting. See attached drawing.

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.

Chapels:

The Chapels at Albright College are treasured buildings and are wonderful places for worship, meditation, and celebration. As valued resources, our Chapels must also be preserved.

Therefore, the College has adopted the following guidelines for the use of our Chapels.

Kachel Chapel (Teel Hall)

- Maximum seating capacity is 70.
- This space is reserved for religious services, private meditation and prayer. The Chapel will be open from 8am to 5pm weekdays for these purposes only.
- All scheduling of events for this facility must be made in accordance with College policies and must be made by a faculty member, staff, or administrator, who will be responsible for its use.
- No food or drink is allowed in the Chapel, except for specific religious purposes.
- The existing Chapel seating, altar, and religious fixtures may not be moved, tampered with, or removed from the Chapel.

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.

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.
- We recommend the Dining Hall or Jake's Place be utilized for events such as AC(2) Bingo and suggest it be staffed so attendees receive popcorn and a drink to deter food service from having to guard the drink machines, etc.
- When discussing options for large events, we added the Dining Hall, since it is the next largest space in the Campus Center.

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.
- We recommend that the furniture does NOT leave this location.

Roop Hall

- Maximum seating capacity is 160.
- Availability for special events will be coordinated with the Director of the CFA.
- 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.
- Availability for special events will be coordinated with the Director of the CFA.
- 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.

Roessner Hall (formerly Rockland Professional Center)

- Roessner Hall is primarily an academic building, and thus, classes have priority over all other events. Scheduling will be handled similarly to other classroom buildings.
- The Registrar's Office will schedule classes between 8:00 a.m. and 4:00 p.m. The Accelerated Degree Program (ADP) will schedule both ADP and graduate classes from 4:00 to 10:00 p.m.

- Rooms available for non-academic events can be scheduled after academic schedules (undergraduate, ADP and graduate classes), Center for Excellence in Local Government and Center for Business and Civic Leadership at Albright College are finalized. This is handled on a per-semester basis.
- The following classrooms will be managed in School Dude and can be scheduled by emailing lkubinak@albright.edu:
 - Room 100 – Tier 1 classroom with table and chair seating for 30
 - Classroom Equipment

One (1) 4 x 6 Whiteboard	Casio LED Projector
Motorized Projection Screen	Ceiling Mounted Speakers
 - Podium Technology

Extron Control Panel	Instructor Workstation (Windows)
Elmo Document Camera	Blu-ray Player
HDMI Laptop Connection	
 - Room 205 – Tier 3 classroom with node seating for 50 with videoconferencing capability.
 - Classroom Equipment

One (1) 4 x 6 Whiteboard	Two Casio LED Projectors
Two (2) Motorized Projection Screens	Ceiling Mounted Speakers
Integrated Video conferencing	
 - Podium Technology

Extron Control Panel	Instructor Workstation (Windows)
Elmo Document Camera	Blu-ray DVD Player
HDMI Laptop Connection	SMART Podium Monitor

The following locations will be scheduled through the Department Secretary (Accounting, Business and Economics Department and Political Science Department) at ext. 7882 with faculty chair approval:

- Room 216 – Conference Room.
- Room 217 – Dearden Seminar Room.

Roessner Hall Atrium:

- Due to the proximity to academic programming, this location is only available on Friday evening and the weekends when classes are in session, including ADP, which runs nearly year-round.
- It will not be available for scheduling in School Dude in the first year due to the heavy usage for the Roessner Opening events.
- Anyone requesting use of the Roessner Atrium should provide a detailed description of the proposed event via email to lkubinak@albright.edu.

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.

Residence Hall Spaces

Meeting rooms and lounges in residence halls may be scheduled during the academic year for student organization meetings and activities, as long as they meet the following criteria:

- Event is open to Albright College students only.
- The event may not be scheduled past 11:00 p.m. to respect courtesy and quiet hours for building residents.

ALBRIGHT COLLEGE EVENTS & SECURITY GUIDELINES

Whenever an on-campus event is scheduled, the following procedures will be followed:

1. The Assistant Director of Public Safety will make contact with the person overseeing the anticipated event when he receives the Student Event Security Request.
2. The person will be required to fill out the Student Event Security Request which is located on the Department of Public Safety page on the Albright website.
3. The Assistant Director will inform the Director of Public Safety, when necessary, of any events that require special needs or additional manpower that stretches the resources of the department.
4. The Assistant Directors, in conjunction with the Director, will determine if members of the local law enforcement community will be needed.
5. The Assistant Director will schedule additional Officers that may be needed for the event. Over 50 students will require two (2) Officers and may increase, depending on the type of event and whether or not it is open to the general public.
6. If a scheduled event is going to be held outdoors, the Assistant Director will determine if it is appropriate to notify nearby neighbors in and around Albright College.
7. The Assistant Director, in conjunction with the Director, will evaluate any unusual circumstances or requests by those scheduling an event.
8. The Assistant Director will schedule the required Officers needed for the event in a way that will be equitable for all. Considerations will be given to number of needed hours to provide adequate coverage and the next scheduled shift of each Officer being assigned to the detail.
9. The Assistant Director will determine the appropriate dress for Officers for the scheduled event.
10. The Assistant Director will determine which Officer assigned to the event will be responsible for preparing a written critique at the completion of the event.
11. The Assistant Director will determine which Officer assigned to the event will be responsible for preparing a written critique at the completion of the event.
12. On campus student events requiring a Public Safety presence will finish no later than 1 AM.

ON-CAMPUS EVENTS OPEN TO THE PUBLIC

1. When events occur in any on-campus buildings, and the event is open to others outside the Albright Community, Officers may employ the use of metal detectors for all who enter. No bags, packages, coolers, etc. are permitted under most circumstances. No beverages will be permitted to be brought into any event. Persons wearing baggie-type clothing and large coats are subject to a pat down to ensure that illegal or inappropriate materials are not being brought into the event. Male Officers will use discretion when conducting this type of search toward women.

2. Lighting requests by those sponsoring an event will be taken into consideration. Ultimately, the decision as to the amount of light necessary will be the responsibility of the Public Safety Officers present. This decision will be predicated upon the need to provide a safe environment for all in attendance.

OFF-CAMPUS EVENTS / TRIPS

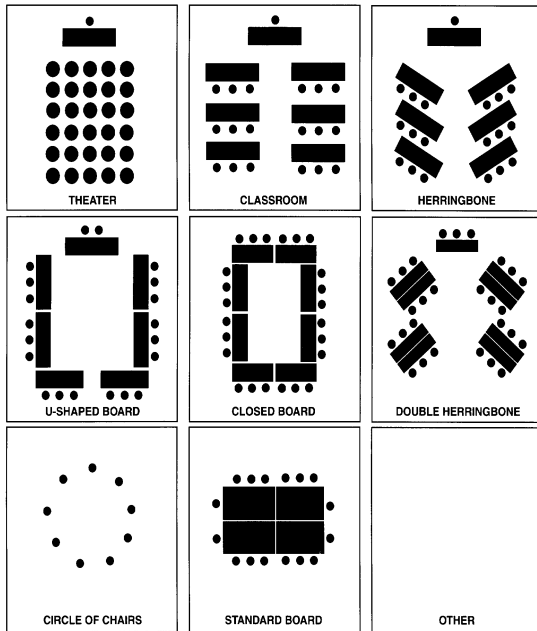
1. Anyone planning an off-campus event or trip is required, for insurance purposes, to provide information on the Campus Event Request. In most cases, Public Safety Officers aren't permitted to work off-campus events.
2. Attached to the Campus Event Request must be a roster that includes the chaperon(s) for the event/trip, the names of all participants, and a contact name and telephone number to use should an emergency arise. Estimated time of departure and return should also be included on this roster. The request and roster will be maintained within the Public Safety Office for a period of 30 days and then will be destroyed by the Assistant Director.

ATHLETIC EVENTS

Whenever an event occurs on campus, the Director or his designee will determine the number of Public Safety Officers to be assigned to the event. The primary responsibility of the Officer(s) is to ensure that the safety of all who attend is maintained and that nothing occurs that will disrupt the event.

1. During athletic events occurring in the Bollman Center or Shirk Stadium, all persons entering with packages, bags, purses, etc. are subject to having these items searched. No one is permitted to enter the Bollman Center with food or drink. Spectators attending football games are not permitted to take any kind of beverages into the stadium.
2. During athletic events at other locations on campus, no one is permitted to drink any alcoholic beverages. This includes all athletic fields where competitions occur.

Some Common Set Up Styles:



Theater: (Auditorium) primarily for lecture sessions and for discussion with note taking.

Classroom: (Schoolroom) rows of tables with chairs behind. For lecture sessions and for discussion with note taking.

Herringbone: (Chevron) is classroom set up with angled tables.

U-shape: (Horseshoe Shape) for board meetings and idea exchange. Best for A/V presentations.

Closed Board: (Hollow Square) use for idea exchange.

Standard Board: (Conference Style) for board meetings and idea exchange. Best for 20 people or less.

(Adapted from Central Washington University Conference Service office www.cwu.edu)

Additional Details to Consider During Event Planning:

Microphone		Microphone Stands		Miscellaneous Equipment	
<input type="checkbox"/>	Hand Held	<input type="checkbox"/>	Stand w/gooseneck	<input type="checkbox"/>	Chairs
<input type="checkbox"/>	Hand Held Wireless	<input type="checkbox"/>	Table microphone stand	<input type="checkbox"/>	Columns
<input type="checkbox"/>	Lavalier	<input type="checkbox"/>	Special Needs:	<input type="checkbox"/>	Communion Table
<input type="checkbox"/>	Podium	<input type="checkbox"/>		<input type="checkbox"/>	Conductor's Stand
Playback Equipment		Other		<input type="checkbox"/>	Music Stands
<input type="checkbox"/>	Boom Box	<input type="checkbox"/>	Extra Mic. Mixer	<input type="checkbox"/>	Organ
<input type="checkbox"/>	Compact Disk Player	<input type="checkbox"/>	Line Mixer	<input type="checkbox"/>	Piano
<input type="checkbox"/>	Miscellaneous	<input type="checkbox"/>	Miscellaneous	<input type="checkbox"/>	Platform
<input type="checkbox"/>	Tape Deck	<input type="checkbox"/>		<input type="checkbox"/>	Other
Projection Systems					
<input type="checkbox"/>	Overhead Transparency Projector				
<input type="checkbox"/>	Overhead Video Projector				
<input type="checkbox"/>	Slide Projector				
<input type="checkbox"/>	VCR/TV				
<input type="checkbox"/>	Video Camera				

Additional Guidelines

In order to best utilize College facilities and personnel, the following guidelines are strongly suggested for reservation requests:

If your event requires seating for: 12 or less attendees	Recommended Location(s) Schumo Center Conference Room Computer Center Conference Room (CCM) Division Conference Rooms (Academic Affairs, Enrollment Management Administration Building)
25 or less attendees	Schumo Center Red & White Room Camp Conference Room Campus Center Conference Room Faculty Club
30 or less attendees	(*) Campus Center Classroom 1
65 or less attendees	(*) Science Lecture Hall (SH256) available on a semester by semester basis
100 or less attendees	(*) Klein Lecture Hall (CFA235) (*) Roop Hall
150 or less attendees	North Hall A202
250 or less attendees	Campus Center Main Lounge
270 or less attendees	(*) Wachovia Theatre
700 or less attendees	MPK Chapel

(*) NOTE: ACADEMIC SPACES ARE ONLY ABLE TO BE RESERVED WITHIN THE CURRENT SEMESTER DUE TO ACADEMIC COURSE SCHEDULING