

## **SCHEDULING CONFERENCES AND EVENTS**

This guide is intended to assist event requestors in the scheduling of events. We hope that you will use this guide, and follow the policies and procedures. Please do not hesitate to contact the Office of Conferences and Events with any additional questions you may have about requesting facilities and services for your event. Please keep in mind that it is never too early to schedule an event.

With the exception of academic classes, athletic events and student activities, all events are scheduled through the Office of Conferences and Events by completing the online event planning form. All requests must be made in writing in order to reserve a date, time and space.

### **Scheduling Events**

If you are unsure of exactly what you are looking for, the Office of Conferences and Events can assist you in selecting the appropriate facilities and requesting necessary services to help your event run smoothly.

A completed event planning form must be submitted to the Office of Conferences and Events to reserve the date, time and space. The form will then be distributed to the appropriate event scheduler. Please see:

<b>Office of the Registrar</b>	If you are a faculty member planning an academic, credit-bearing class.
<b>Athletics</b>	If you are a Salve Regina community member planning an athletic event.
<b>Student Activities</b>	If you are a member of a student organization planning an activity or meeting.
<b>Conferences and Events</b>	If you are a nonprofit, private group, or Salve Regina community member planning a special event or meeting.

**Who is planning the event?** You will need to identify a primary contact person as well as a sponsoring department or organization. Only groups with a recognized relationship to the University can use University facilities.

**What is the event?** You must specify a title for the event. The title will be published on the online University calendar. Please provide any details you may have on the event. A detailed event description will be used to promote your event on the University calendar. Details will also assist your event scheduler in determining the type of event support needed.

**Where would you like to hold your event?** You may already have a location in mind. If not, your event scheduler can suggest suitable spaces. Your event scheduler reserves the right to suggest alternative spaces that will be more appropriate to the type of event being booked, and to more efficiently use campus space.

**When would you like to hold the event?** You need to specify both a date and time. Please allow time for set-up and breakdown in addition to the actual times of the event. Services cannot be guaranteed with less than three business days notice prior to the event. Your event scheduler will inform you of other events occurring the same day and may suggest that you consider alternative dates or times.

An event scheduler can accommodate requests for reservations that meet daily, weekly or monthly. Regular monthly or weekly events at Salve Regina may be reserved up to one year in advance.

It is never too early to consider needs such as food and beverage, seating, audiovisual equipment and other services. The University has a limited number of resources; therefore, requests are taken on a first-come, first-served basis. We cannot guarantee services will be met with less than three business days notice prior to an event. You will receive a confirmation when your event has been scheduled. The confirmation notice will contain the dates, times, location and resources requested. The event cannot be publicized without an event confirmation. The event requestor should review the confirmation and notify the event scheduler of any changes at least three business days prior to the event. If any changes cannot be met, your event scheduler will provide you with alternatives.

Should an event have to be canceled, the event requestor should notify the event scheduler immediately so that the space and other resources can be reallocated.

### **Facility and Event Use**

Salve Regina University facilities are limited to the groups as categorized below. Space on campus is not intended for individual use.

#### **Salve Regina University Groups:**

Any group legally connected with Salve Regina (i.e. department, office, campus organization or club).

Rooms are currently available free of charge to the Salve Regina community on an “as is” basis. Events and programs sponsored by a Salve Regina department or organization will pay no rental fees. Salve Regina events and programs involving an admission charge, off-campus organizations, audiovisual service, set-up, clean up or repair may be subject to rental fees, utility, labor, or other charges. In this case, the Salve Regina department or organization bears complete financial responsibility for the event. Any charges are paid through a Salve Regina account.

Events and programs sponsored by a Salve Regina department or organization do not need to provide additional insurance.

**Salve Regina University Co-Sponsored Groups:**

Any non-Salve Regina group that can demonstrate affiliation or relationship with a Salve Regina department or organization. The Salve Regina sponsoring department or organization agrees to assume responsibility for the event. The Salve Regina department or organization, contact person and phone number need to be provided when the event is booked.

**Private Groups:**

All Salve Regina University facilities are available for rent by private, nonprofit and/or individuals. An event scheduler, from the Office of Conferences and Events, will assist you in selecting the appropriate facilities and necessary services needed to help your event run smoothly.

Most facilities require a non-refundable cleaning/damage/overtime deposit of \$500. An event scheduler will provide you with the rental fees associated with your event.

Private organizations must provide a copy of proof of insurance and assumption of liability naming Salve Regina as an additional insured. A certificate of insurance must be filed with the Office of Conferences and Events at least 30 days prior to the event.

All University space is considered shared University space. Priorities are given to parties associated with the building. **These parties are still required to formally schedule their events in the building through an event scheduler.**

Rooms may be reserved between the hours of 7 a.m. and 1 a.m. any day of the week. Groups requiring access to the facilities before or after those times will need to make special arrangements with an event scheduler.

An event scheduler reserves the right to make any necessary changes in room locations as needed for the efficient operations of campus facilities. In cases where a conflict arises between a scheduled event and a tentative event that requires the same space and time, the following priority listing will be used to resolve the conflict:

- Academic classes
- Annual University events
- Senior Administration events
- Salve Regina group events
- Salve Regina co-sponsored group events
- Not-for-profit and private group events

## **Multiple Event Requests for Same Date/Time**

In order to manage limited resources more efficiently, the event scheduler reserves the right to deny requests for events that would create a strain on University resources already committed for that date/time.

When requesting an event, the event scheduler will advise the event requestor of other events occurring on the same date/time and suggest alternate dates/times for the event. Requests cannot be accommodated if resources (such as parking, support services and equipment) are unavailable, regardless of space availability. In this situation, the request will be handled according to the event priorities as listed in the general guidelines.

## **Multiple Events Occurring in the Same Building**

The event scheduler reserves the right to deny a request when another event is already scheduled in the same building. Though the scheduled event and the requested event may be in different rooms, it is possible that the two events might interfere with each other by their respective nature or in terms of available parking or noise.

## **Specific Facility Guidelines**

The following are prohibited inside any University facility:

- Alcoholic beverages, drugs and tobacco products
- Skateboards, surfboards, bicycles, rollerblades and roller skates
- Pets, with the exception of service animals
- Decorating by stapling, gluing, taping or tacking of any material including balloons to facility walls, doors or ceilings
- Moving property belonging to the building such as photographs, furniture, works of art, plants or any other equipment from one part of the building to the other
- Commercial concessions, selling, soliciting or advertising

### **Academic Space:**

Antone Academic Center, Angelus Hall, McAuley Hall, O'Hare Academic Center and Wakehurst classrooms

University lecture halls and classrooms may be used for meetings and events, subject to availability. Credit-bearing classes have scheduling priority in classroom space. The classrooms range in capacity from 10 to 384, and are most often available late afternoons, evenings and on weekends.

All academic classrooms contain multimedia teacher stations, projection screens, overhead projectors, blackboards or whiteboards and TV/DVD/VCR equipment. The sponsoring group may not remove furniture or equipment from the classroom facilities.

Food and drink are not permitted in classroom facilities.

Given the absence of custodial services after hours, and the potential for theft or damage to campus facilities, the sponsoring department or organization is responsible for security and the condition of classroom facilities during the entire time of its reservation. If there should be a change, and a facility is not needed during the entire time of its reservation, please contact the Office of Safety and Security so that the facility can be secured.

**Rodgers Recreation Center:**

Rooms in Rodgers Recreation Center may be used for non-athletic meetings and events, however, athletic sponsored events have scheduling priority.

Events planned for athletic facilities will be scheduled according to these additional priorities:

- Physical education classes
- In-season intercollegiate practices and games
- Postseason championship opportunities
- Intramural activities
- Open recreation
- University sponsored non-athletic activities
- Non-traditional season practice opportunities
- Athletic Department fundraising events

Proper attire is required at all times. Court sneakers (basketball, tennis) are to be worn while using the gymnasium. Street shoes are not to be worn on the courts. A second pair of sneakers is required when using the gym or aerobics room. Cleats must be removed before entering the building.

Any equipment used in the gymnasium or aerobics room must be returned to its proper storage area after use.

**Ochre Court:**

Ochre Court is available to use for meetings and special events.

**Young Building:**

The Young Building, where the Pell Center for International Relations and Public Policy is housed, is available to be use for meetings and special events.

**Outdoor Areas:**

Events taking place in outdoor areas must have approval from the superintendent of grounds. During normal working hours (Monday through Friday, 8 a.m. to 4 p.m.), the grounds department will clean up after outdoor events. After normal working hours, it is the responsibility of the sponsoring department or organization holding the event to make sure all trash is removed, and the area is free of litter. Any sponsoring department or organization wishing to place a tent on the lawn for their event should contact an event scheduler who will coordinate this effort and request approval from the superintendent of grounds. At no time is it permissible to drive, park or place any vehicle on the lawns without the prior approval from the superintendent of grounds.

**Residence Halls:**

Common areas in the residence halls are reserved for resident student programs during the academic year. Resident Assistants/Area Coordinators planning an event in a residence hall must gain approval from the Office of Residential Life. The online event planning form must be completed in order for an event scheduler to arrange support services as needed.

**Support Services and Resources****Audiovisual:**

An event reservation must be confirmed through the Office of Conferences and Events prior to requesting audiovisual equipment. Special requests for audiovisual equipment or support should be made five business days in advance. The audiovisual office will not guarantee the request will be met with less than 72 hours notice.

Equipment is available on a first come, first served basis. There are no fees associated with reserving audiovisual equipment, subject to availability. When the audio visual equipment or support is requested via the online event planning form, a representative from the office will review the request to determine if the equipment is available for that time and appropriate for that space. A representative will contact you within 48 hours if they cannot accommodate the request. If that is the case, the audiovisual office will provide phone numbers and cost estimates from a pre-approved rental list where you can obtain the equipment. It is the responsibility of the sponsoring department or organization to make the rental arrangements and pay the rental fees.

All audiovisual equipment is the property of Salve Regina University and cannot be removed from campus. Equipment belonging to a particular room may not be removed from that room. The sponsoring department or organization is strictly prohibited from access to all audiovisual cabinets and storage closets. If you are found using equipment without consent, the sponsoring department or organization will be held liable for any damage to the equipment.

Special support personnel may also be needed depending on the type of equipment requested. This would include all sound systems and multimedia teacher's stations. The sponsoring department or organization should indicate their plans to use this equipment on the online event planning form so that a support person will be available. If audiovisual support is required for the duration of the event, this should be indicated. Otherwise, only set-up support will be provided.

**University Computer Labs (UCL):**

Requests for computer, projection equipment, multimedia, teacher's station or related support should be made at least five business days prior to the event. The UCL will not guarantee the request will be met with less than 72 hours notice.

For Salve Regina departments or organizations, there are no fees associated with reserving UCL equipment. Equipment is available on a first come, first served basis. Please remember to request only items that are needed, as supplies are limited.

When UCL support is requested via the online event planning form, a representative from the department will review the request to determine if the equipment is available for that time and appropriate for that place. A representative will contact the sponsoring department or organization within 48 hours if they cannot accommodate the request.

Depending on the type of equipment requested, additional time prior to the event may be needed to set-up and test the equipment. It is strongly recommended that the sponsoring department or organization contact a UCL staff member to consider requirements, compatibility and location within the set-up space, at least five business days prior to the event. Departments or organizations using UCL equipment should test it prior to the actual event to ensure proper functionality. The sponsoring department or organization should allow for adequate time prior to the start of the actual event and anticipate this need when planning their event.

Special support personnel may also be needed depending on the type of equipment and requirements requested. This includes all laptops, projection units and multimedia teacher's stations. The sponsoring department or organization should indicate their plans to use this equipment on the online event planning form so that a support person will be available. If UCL support is required for the duration of the event, this should also be indicated. Otherwise, only set-up support will be provided. Staff support is contingent on availability.

All UCL equipment is the property of Salve Regina, and cannot be removed from campus. Equipment belonging to a particular room may not be removed from that room. Sponsoring departments or organizations are strictly prohibited from access to all multimedia teacher's stations wiring and peripherals. Departments or organizations found adjusting equipment without the consent of the UCL will be liable for any damage to the equipment. The sponsoring department or organization is responsible for any damage to UCL equipment. Repair and/or replacement costs will be charged back to the sponsoring department or organization.

### **Catering**

An event reservation must be confirmed through the Office of Conferences and Events prior to requesting catering. Please refer to the specific facility guidelines before requesting catering.

### **Internal Catering:**

Salve Regina University contracts with Sodexo Campus Services for food service on campus. If Sodexo is used, which the University prefers, an event scheduler will direct the event requestor to the appropriate person to contact between the sponsoring

department or organization and a Sodexo representative. The sponsoring department or organization is responsible for all food service arrangements and charges.

### **External Catering:**

Any licensed, local caterer may be used to provide food service at Salve Regina. If outside vendors are hired for food service, decorations, entertainment, etc., the sponsoring department or organization is requested to have them work closely with Salve Regina staff to ensure good coordination and communication.

### **Commercial Kitchens:**

The University has two commercial grade kitchens that can be used for a fee of \$500. One is on the first floor of Ochre Court, and the other is on the first floor of the Young Building. Both kitchens are large enough to either prepare food or stage food for small to medium-size gatherings. Due to the commercial nature of these two spaces, only professional parties are allowed to use this equipment. The stove and oven unit in Ochre Court is gas powered, and the stove and oven unit in the Young Building is electric powered. The sponsoring department or organization is required to provide its own pots and pans, and provide its own cleaning materials to use in the cleaning of the kitchen. **It is required that the kitchen be cleaned after every activity so that it is left in the same condition that it is found.** Sodexo Campus Services requests that they be made aware of any department or organization's intention in using one of the commercial kitchens.

### **Barbecues:**

Sponsoring departments or organizations interested in having a barbecue are encouraged to use the Wakehurst Global Café and patio area for their activity.

### **Distribution**

Final arrangements for room set-ups should be communicated no less than 72 hours prior to the event. Set-up information should be given to the event scheduler five business days prior to the event to ensure that furniture is available. If the furniture is not available, the event scheduler will notify you with what needs to be rented. The event scheduler will coordinate the rental arrangements. The rental fees will be paid by the sponsoring department or organization. Some rooms are permanently arranged. An event scheduler will try to accommodate all requests, but reserves the right to assign or designate a suitable alternate space to reduce set-up labor.

### **Environmental Services**

Environmental Services must be notified at least five business days prior to any weekday event that would require pre- or post-event cleaning, and for any events planned on weekends. The director of environmental services must be notified directly if weekend services are requested with less than five business days notice. All requests should note whether staff will be needed prior to, during or after the event. If there are any special instructions or requests for an event, the event requester should notify environmental

services prior to the event. If multiple events of significant size are taking place on the same day, environmental services must be notified when the event is confirmed to assure that all requests can be accommodated.

### **Decorations and Music**

Decorations must be flameproof and freestanding, and are subject to the approval of an event scheduler. A plan of the set-up should be submitted at least one week prior to the event. Candles are not permitted. There are no live plants or trees (floral arrangements excluded) permitted in classrooms. Any excessive décor that may be brought in by the sponsoring department or organization is their responsibility.

Musical performances and other entertainment can take place only in certain campus facilities. No entertainers can perform in the lobby areas without prior approval of an event scheduler. The sponsoring department or organization is responsible for obtaining a city noise permit for any musical or amplified entertainment outside. There is a 10 p.m. >55dB noise ordinance in the City of Newport.

### **Public Information**

#### **Internal Publicity:**

All events held at the University are published to the online University calendar. If you have an event scheduled that you do not think should be published to the online University calendar, you must contact the Office of University Relations to discuss. The associate vice president for university relations will make the final decision. Campus-wide events are featured on *SALVEtoday* as space permits.

Posters displayed on campus by student organizations must have prior approval by the Office of Student Affairs and may only be posted in approved areas. The poster must include the name of the sponsoring organization or department. Signs or pennants affixed externally to any campus building or placed on the grounds must have prior approval by the Office of University Relations, and must conform to the regulations of the Historic District Commission.

The Salve Regina broadcast e-mail system cannot be used to promote events due to the large number of events on campus. Some exceptions will be made for major campus-wide events (Convocation, Commencement, etc.) at the discretion of the associate vice president for university relations.

#### **External Publicity:**

Events that are open to the public will automatically be distributed to the news media for publication or airing. For events that are deemed newsworthy by the Office of University Relations, news media will be alerted for possible coverage. Groups who are concerned about media coverage of their event should call the Office of University Relations. The Office of University Relations will provide media training and/or sit in on media

interviews, if requested. Groups who are sponsoring speakers/performers should obtain publicity photos from the speaker/performer for promotional use.

**Advertising:**

Advertising is paid for the sponsoring department or organization, and is communicated by the Associate Vice President for University Relations. Groups who are considering paid advertising should contact the associate vice president for university relations as soon as the event reservation is confirmed.