

Policies and Procedures

Office of Conferences & Special Events

Event Planning and Facility Use:

The Office of Conferences and Special Events (CASE) is responsible for reserving College facilities and coordinating major College events. Contact CASE at Ext. 1900 to reserve the following spaces or areas:

- Atriums, lobby space, etc. in academic areas
- Classroom/academic space (Prior to the start of each semester, the Registrar will assign classroom space. Faculty and instructors will have one week from the start of classes to request a classroom change; after that date classrooms will be scheduled by CASE.)
- College Guest Houses (i.e., Hartman House and Vincett House)
- Holland Union Building (i.e., Social Hall and Siderooms)
- Lecture spaces (i.e., Stern Great Room, Memorial Hall, Weiss 235, etc.)
- Outdoor space (i.e., Academic Quad, Morgan Field, Weiss Field, Britton Plaza)
- Seminar Space (i.e., Kline Annex Room, Bechtel Room, McCauley Room)
- Theater/Performance Space (i.e., ATS Auditorium, Weiss Recital Hall, The Depot)

CASE does not want to control the space on campus, we just want to coordinate use of all college space so that conflicts do not arise.

The following spaces are exceptions to the above and will be scheduled as indicated:

- Dining Hall: Must have prior approval from Director of Dining Services (Ext. 1318)
- Kline Center: Must have prior approval from Kline Center Facility Manager (Ext. 1320)
- Kade Center Seminar Space: Must have prior approval from Language Dept. Secretary (Ext. 1819)
- Mathers Theatre: Must have prior approval from Theater & Dance (Ext. 1239)
- Cubiculo Theatre: Must have prior approval from Theater & Dance (Ext. 1239)
- Weiss Rehearsal Room: Must have prior approval from Music Dept. (Ext. 1568)

Event Planning Policies:

Campus facilities are heavily used during the academic year. It is recommended that you reserve space well in advance. Groups affiliated with the College should reserve space at least one week in advance of the function (i.e., meetings, etc.) Planning for larger events should begin well in advance of the event (i.e., one or two months prior). Groups not having a relationship with the College must work directly with the Director of Event Planning to reserve facilities and there will be a charge assessed for use by such groups.

1. College events can be reserved for the current semester, or two semesters beyond the current semester. (In order for the event to be college-sponsored; the content or purpose of the event must show relevance to the sponsoring department and/or student organization.)
 - CASE holds "Calendar Day" once each semester (November and April). This provides campus constituencies an opportunity to get their events on the calendar and to see what other organizations/departments are scheduling. Look for opportunities to co-sponsor events.
 - Reservation of space by an outside group (i.e., non-Dickinson sponsored) can only be made a semester in advance. Reservations for the Fall Semester cannot be made until after Calendar Day in mid-April. Reservations for the Spring Semester cannot be made until after Calendar Day in mid-November. Exceptions to this rule would be use of space during periods of time when the college is not in session (i.e., summer, spring break, fall pause or the break between semesters). Reservations for use of space in the summer cannot be made until after September 1st of the preceding year.

- If reserved at least one semester prior to the event, and prior to Calendar Day, no event, meeting, etc. can be scheduled against anything determined to be an All-College Event (i.e., Commencement Weekend, Orientation Weekend, Public Affairs Symposium, Springfest, Fallfest, Priestley Award or All-College Formal).
 - Events may be put on a “tentative hold” prior to confirmation. The “tentative hold” will remain in place for one week from the date of the original request. After one week, the hold will be released without notification to the requester.
 - No two major all-College events may be scheduled on the same evening, at the same time (athletic events excluded). Events will not be scheduled so as to cause conflict due to their location. When two events are scheduled for the same evening, every attempt will be made to arrange facilities for both groups. Event priorities are as follows: scheduled classes, special events (i.e. Homecoming/Family Weekend, Commencement, etc.), events scheduled in advance and routinely scheduled events.
 - No student class, club or organization sponsored social or co-curricular event will be scheduled during exam periods or study days.
 - Use of College facilities is a privilege contingent upon adherence to all College policies and regulations. Violation of these policies may result in cancellation of an event or refusal for future reservations.
 - When organizations fail to contact CASE to cancel an event, they have prohibited anyone else from utilizing that space.
2. Information regarding a set-up and audio/visual requests must be made at least one week (7 days) prior to the date of the event. Set-ups are normally available to College groups without charge, however, demands for unusual set-ups or for equipment that is not available at the College could result in a service charge.
- Set-ups are required 7 days in advance because Facilities Management and Dining Services must schedule employees that far in advance to accommodate all set-ups on campus; and Events Support must schedule staff and equipment that far in advance to accommodate all set-ups on campus. We have limited staff and equipment in Events Support.
 - Determine what kind of set-up do you need: rows of chairs (classroom style); banquet style (rounds); conference style (tables in a square or rectangle shape with chairs around the perimeter); theatre style (fixed seating in rows).
 - Determine what your audio/visual requirements are: microphones (mics on podiums, standing mics, handheld mics, lapel mics), data projection (with or without sound), video projection; etc. Please remember that audio/visual support is not possible in all venues on campus. **NO CONTRACT WITH A TECHNICAL RIDER SHOULD EVER BE SIGNED WITHOUT THE WRITTEN APPROVAL OF STAFF IN EVENTS SUPPORT.** If a contract is signed and equipment is promised that Events cannot provide; the sponsoring organization will be solely responsible for providing that equipment at their cost.
3. Dining Services can provide a full array of catering services for your event. Catering requests for smaller events (coffee breaks, refreshments, etc.) require a five-day minimum notice and major events (banquets, dinners, picnics, etc.) require a ten-day minimum notice.
- Their Catering Brochure is available on line.
 - Individuals, departments, clubs and other organizations are not permitted to cater/bring food and beverages into Dickinson College spaces that must be reserved in advance. (This does not apply to employee lunches within office space, or Exceptions outlined below.) Dining Services reserves the right of first refusal for all food served at Dickinson College. That policy has been established for the following reasons:
 - To minimize potential liability. All providers of food services face the possibility of food and beverage-borne illnesses. Food and beverages prepared and served by the Dickinson

College Dining Services meet or exceed industry standards in shipping, receiving, storage, preparation and holding to reduce the change of contaminated or mishandled products being served. Limiting the preparation and serving of food and beverages to the Dickinson College Dining Services is in the best interests of both the users of these facilities and the College.

- To keep board charges and on-campus food and beverage prices at a minimum. Dining Services has a responsibility to establish policies that serve the interests of the student body and of the entire College community. This policy contributes to keeping prices charged to the community low by spreading costs over as high a volume of business as possible.
- To maintain a positive public image. Those attending functions and activities at Dickinson College generally assume that the College provides the food and beverages served. The quality of food and beverages provided is a major factor in projecting a positive image of Dickinson to the users of its facilities. Dickinson College Dining Services has the personnel, experience, knowledge, facilities and equipment to offer high-quality services.
- To cover all costs associated with food and beverage services. Clean up and related costs are incurred each time food and beverages are served. These costs are included in the pricing structure of food furnished by Dickinson College, but may be shifted to the College by outside caterers. This policy places the costs of facility use on the groups or individuals sponsoring the event rather than the entire College community.
- To insure that food not consumed at an event remains the property of Dickinson College. Health and safety issues mandate that the College assume responsibility for and have control over unused food and beverages.

Exceptions of this policy:

- Exceptions allowing outside caterers to serve food or beverages on campus will be made by the Director of Dining Services or the Catering Manager (in their absence, any other Dining Services Manager). Such exceptions must receive written approval from the Director of Dining Services in advance of the event. The following information must be provided in writing and filed in the Director's office before approval will be given for using an outside caterer rather than the Dickinson College Dining Services:
 - Sponsoring group and name/type of event
 - Date and location of event
 - Name and address of caterer
 - Certificate of insurance provided by Caterer to CASE
 - Supplies delivered (e.g., utensils) and/or items to be served
 - Specifics regarding shipping, receiving, storage and handling of products
 - Arrangements for preparation, service and clean up

Outside caterers are required to follow all laws of the State of Pennsylvania regarding food handling, preparation, serving and sanitation. Additional requirements as necessary to protect Dickinson College may be imposed by the Director of Dining Services. Any person or group not following these guidelines may lose the privilege of using Dickinson College facilities and may be assessed additional charges.

4. Each student group, club or class must designate two people from their organization to be their contact people. Those two people will be the only ones who may request space. They will be responsible for arranging special set-ups, audio/visual needs, security, and insuring the conduct of the group, including knowledge of and adherence of College policies. They will be the only people who are able to make changes to the reservation (i.e., date change, set-up change, etc.)
5. The use of alcoholic beverages (without proper alcohol event registration), smoking, narcotics, and gambling of any kind are not permitted in College facilities.
 - Outside groups (non-Dickinson sponsored groups) may serve alcohol at their functions under

these conditions:

They must provide the alcohol to Dickinson Dining Services in advance of their event.
They must pay a Dickinson TIPS (Trained In Preventive Serving) bartender to serve the alcohol.

No alcohol can be dispensed other than that served by the TIPS bartender (i.e., no pitchers of beer, etc.)

Dickinson College retains the right to determine the number of bars needed; and the length of time each bar will remain open at the event.

6. A facilities fee will be charged for any use of college space for non-Dickinson sponsored events. Non-profit organizations (with proper documentation) will receive a 50% discount on the facilities fee; Dickinson employees will receive a 25% discount on the facilities fee; alumni will receive a 15% discount on facilities (no discount extended for use of rooms in the college's guest houses). Facilities Fee will include 6% PA State Occupancy Tax. In order for discount to be given to employees or alumni, payment for facilities must be made directly from the employee or the alumni (i.e., cannot be reserved by an employee and the bill paid by someone else).
7. All outside groups will be charged a 15% gratuity.

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