

# Conferences and Special Events

## Policy/Procedure

### Event Planning and Facility Use

The Office of Conferences and Special Events (CASE) is responsible for reserving College facilities and coordinating major College events. Faculty, staff and students who are representatives of a recognized student organization should make requests for use of College facilities by using EngageD. You can access EngageD by following these steps:

- 1) Go to <https://dickinson.campuslabs.com/engage/> and login using your Dickinson credentials.
- 2) After logging into EngageD, click the tile icon ( ) in the upper-right and select “Manage.”
- 3) This page is the Action Center and is the hub for managing various groups for which a user is an officer. Select the group that will be hosting the event under “My Memberships.”
- 4) On this page, click the stack icon ( ) in the upper-left to access the organization tool menu and select “Events”.
- 5) Click the blue “Create Event” button in the upper-right.

Please contact the CASE office with any questions or concerns regarding the use of EngageD.

Use of space by an “outside group” (i.e. not having any affiliation with the college), should contact CASE at 717-245-1900 and speak with the Director of Conferences & Special Events or the Assistant Director.

CASE is responsible for reserving the following facilities/areas:

- Atriums, lobby space, etc. in academic areas (i.e. Rector Atrium, Bosler Atrium, Weiss Lobby, etc.)
- Classroom/academic space (Prior to the start of each semester, the Registrar assigns classroom space.
- Classroom assignments are given to CASE two weeks before the first day of classes.
- Faculty have one week after the first day of classes to make a classroom change; after that date classrooms can be reserved on a first-come, first-served basis with CASE for non-academic events/meetings.)
- Hartman House (the College’s Guest House)
- Holland Union Building (i.e., Social Hall, Siderooms, Lobby areas, etc.)
- Lecture spaces (i.e, Stern Great Room, Weiss 235, etc.)
- Outdoor space (i.e., Academic Quad, Alumni Commons, Morgan Field, Weiss Field, Britton Plaza)
- Seminar Space (i.e., McCauley Room, Allison Hall First Floor Seminar Room, etc.)
- Performance Space (i.e., ATS Auditorium, Allison Great Hall, Allison Community Room)

CASE does not want to control the space on campus, just 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:

- Biddle Field: Must have prior approval from Kline Center Facility Manager (Ext. 1320)
- Dickinson Park: Must have prior approval from Kline Center Facility Manager (Ext. 1320)
- Kline Center: Must have prior approval from Kline Center Facility Manager (Ext. 1320)
- Dining Hall: Must have prior approval from the Director of Dining Services (Ext. 1318)
- Kade Center Seminar Space: Must have prior approval from the Language Dept. (Ext. 1819)
- Kade Center Apartment: Must have prior approval from the Language Dept. (Ext. 1819)
- Mathers Theatre: Must have prior approval from Theater & Dance (Ext. 1239)
- Cubiculo Theatre: Must have prior approval from Theater & Dance (Ext. 1239)
- The Site (Dance Studio): Must have prior approval from Theater & Dance (Ext. 1239)
- Weiss Recital Hall: Must have prior approval from the Music Dept. (Ext. 1568)
- Weiss Rehearsal Room: Must have prior approval from Music Dept. (Ext. 1568)

- College Farm: Must have prior approval from the Farm Manager (Ext. 1251)

### **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 (at the very least, one or two months prior; the longer the lead time, the better). Groups not having a relationship with the College must work directly with the Director of Conferences & Special Events (or the Assistant Director) 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 1<sup>st</sup> 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, Springfest 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.
  - If a department or student organization needs to cancel a reservation, cancellation must be done in writing to CASE, and must be done in a timely manner (i.e., allowing enough time to cancel physical set-up, assignment of tech support and/or food). Failure to cancel a reservation in a timely manner will result in a \$50.00 charge to the sponsoring organization.
2. Information regarding a set-up and audio/visual requests must be made at least two weeks (14 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 14 days in advance to allow CASE and Dining Services to schedule employees to accommodate all set-ups on campus; and to allow Events Support to schedule staff and equipment 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. You can find their catering policy, brochure, etc. by following this link:  
  
[https://www.dickinson.edu/download/downloads/id/10936/catering\\_policy.pdf](https://www.dickinson.edu/download/downloads/id/10936/catering_policy.pdf)
  4. 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.)
    - They must purchase (through CASE) a TULIP (Tennant User Liability Insurance Policy) to cover their event.
5. 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).

## History/Revision Information

**Responsible Division/Office:** CASE

**Approval Date:**

**Effective Date:**

**Last Amended Date:** January 22, 2020

**Next Review Date:** January 22, 2023

**Also Found In:**