

IMPORTANT
RESERVATIONS & CANCELLATIONS – REQUIREMENTS & RESTRICTIONS

- (1) College recognized departments, organizations, student organizations and Property Management approved non-Emerson organizations are allowed to reserve and rent function space. Reservations are on a first-come first-served basis. Non-Emerson organizations must have a current, direct affiliation with the College or College sponsorship to be allowed to rent or reserve space.
- (2) **ALL RESERVATION REQUESTS MUST BE SUBMITTED IN ADVANCE**
*For Catered functions - No less than seven (7) business days in advance of date requested.
For Non-Catered functions - No less than two (2) business days in advance of date requested.
(*Note: Any reservation requested less than seven (7) business days in advance must be 100% complete, with all required information included.*)
For “Promo Tables” - No less than 48-hours in advance.*
- (3) **REQUIRED TWO-HOUR INTERVAL BETWEEN ROOM RESERVATIONS**
A two-hour interval between reservations for a function room is required. This interval is for Facility Management and Property Management maintenance and preparation of the space for scheduled functions. Customer Service Representatives taking reservation requests cannot waive this requirement.
- (4) **ALL RESERVATIONS MUST BE COMPLETE NO LESS THAN (7) BUSINESS DAYS BEFORE THE DATE OF THE FUNCTION.** Property Management reserves the right to deny any reservation which is incomplete with information missing beyond that time.
- (5) **DEPARTMENT ACCOUNT NUMBERS**
PURCHASE ORDER NUMBERS
 - ♦ **The department or organization account number (six or eight digits; i.e. 0x-xxx-xxx) is required to reserve a room. The FKC Customer Service Representatives are instructed not to accept reservation requests without this number being provided. Student organizations who do not have their account number should contact the Office of Student Life for assistance at (617) 824-8637.**
- (6) **The reservation work order is a REQUEST, not a confirmation of the reservation. The request is confirmed ONLY if you do not receive a cancellation within (2-5) business days from the work order issue date.** If there is a problem or question concerning your reservation, Property Management will try to contact you within (2-5) business days after you place the reservation request. This does not guarantee that a problem or question affecting the reservation will not arise at a later date.
- (7) Recognized student organizations may reserve function rooms at no charge provided no conflicting request from a paying user is received two weeks or more prior to the date requested. Should a conflicting request be received, the student organization will have the option of paying the room rate or relinquishing the reservation.

- (8) All functions, unless otherwise waived, are subject to room rental fees. Academic function room use will be evaluated on a case-by-case basis to determine if the rental fee is appropriate.
- (9) Function rooms, including dining rooms, auditoriums, as well as classrooms, seminar rooms, and lecture halls *cannot* be used for performance, dance or activities which are contrary to the normal and intended use of the space and/or which in the judgment of Property Management are inappropriate for the space. Requests for playing music (live or pre-recorded) will be handled on a case-by-case basis and must be approved in advance by Property Management.
- (10) Property Management reserves the right to deny use of the space requested if, in its judgment, the use is inappropriate for the space and/or likely to result in policy, rules and / or guideline violations.
- (11) **Cancellations:** Two (2) business days' advance notice is required to cancel a function room reservation without incurring rental or service charges. **Cancellation of any function less than two (2) business days prior to its start time is billable in full to the requesting department or organization.**
- (12) Rooms must be vacated no later than 30-minutes after the end of the reservation period. Extended use of a reserved room is not permitted without Property Management approval and will incur additional cost.
- (13) The user is financially responsible for any damage or excessive cleaning which may be required. For functions not catered by ARAMARK the user is responsible for the cleanup of the room after use and will be subject to a \$25.00 minimum charge if the room is not left in satisfactory condition.
- (14) All users must adhere to the Emerson College Alcohol and Other Drug Policy and associated procedures. This policy and procedures is detailed in the Emerson College Student Handbook and as published by the Department of Human Resources.
- (15) **Departments and individuals sponsoring events should notify the Office of Public Affairs whenever their events include celebrity guests and/or topics that are likely to be of interest to the college community at large and/or outside news media. Event sponsors should notify the Department of Public Safety whenever they anticipate having audiences that could meet or exceed room capacity and when any other potential safety or security issues arise.**

WILL YOUR FUNCTION REQUIRE A PARTICULAR ROOM SETUP OR EQUIPMENT?

WILL THE FUNCTION BE CATERED?

If **YES**, refer to the applicable options and information provided in the following sections before calling to place your reservation.

Room	Availability Mon.-Fri	Availability Sat.-Sun.	Rental \$\$ / Hr.	Allowed Setup Options	Max. Capacity	Mediation Equipped	Managed By	Notes
Charles Beard Room <i>(Formerly Emerson)</i> 80 Boylston St.	8am - 11pm	8am - 11pm	\$75	Lecture U-Shape Board - tables Long Board - tables Dining - 5 square tables with 8 seats per square Reception - standing with serving stations	<u>60</u> <u>26</u> <u>28</u> <u>40</u> <u>75</u>	VHS Playback DVD Playback Audio Playback Computer Projection	Property Mgmt. X8646	
West 1 <i>(Individually)</i> 80 Boylston St.	8am - 11pm	8am - 11pm	\$25	Lecture Small Board - tables Dining - 2 round tables with 8 seats per table	<u>25</u> <u>14</u> <u>16</u>		Property Mgmt. X8646	
West 2 <i>(Individually)</i> 80 Boylston St.	8am - 11pm	8am - 11pm	\$25	Lecture Small Board - tables Dining - 2 round tables with 8 seats per table	<u>25</u> <u>14</u> <u>16</u>		Property Mgmt. X8646	
West 1&2 <i>(Combined)</i> 80 Boylston St.	8am - 11pm	8am - 11pm	\$45	Lecture U-Shape Board - tables Long Board - tables Dining - 5 round tables with 8 seats per table Reception - standing with serving stations	<u>60</u> <u>24</u> <u>20</u> <u>45</u> <u>70</u>	TV Monitor VHS Playback DVD Playback	Property Mgmt. X8646	
Dining-1 80 Boylston St.	9pm-11pm	<i>Applies to both Sat. & Sun.</i> 8am-10am 8pm-11pm	\$170	Lecture <i>(requires Management approval)</i> Dining - existing tables Reception - standing with serving stations	<u>100</u> <u>120</u> <u>150</u>	VHS Playback Cable TV Reception Public Address	Property Mgmt. X8646	
Bill Bordy Th. & Auditorium 216 Tremont St.	Mon.-Thur. 1pm-10pm Fri. 1pm-7pm <i>(See note #1)</i> <i>(See note #2)</i>	9am-10pm <i>(see note #2)</i>	\$100	Lecture <i>(tablet chairs)</i> <i>108 ground, 52 balcony</i> Dining - 12 round tables with 8 seats per table Reception - standing with serving stations	<u>160</u> <u>96 (max)</u> <u>150</u>	VHS Playback DVD Playback Computer Projection Public Address	Property Mgmt. X8646	(1) Availability - varies per class schedule. Check with FKC for current availability. (2) Security Service required @ approx. \$20 per hr. for reservations after 7pm. Friday and all day Sat. – Sun.
"Promo Table" 80 Boylston St. (2nd floor)	8am-9pm	8am-8pm	<i>No Charge</i>	Two (2) 30"x60" tables with 2 chairs per table	2 ea.	n/a	Property Mgmt. X8646	

THE FOLLOWING ARE NOT RESERVED BY THE "ONE-STOP-SHOPPING" RESERVATION SERVICE.
PLEASE CONTACT THE MANAGING DEPARTMENT FOR AVAILABILITY AND RESERVATIONS.

Room	Availability Mon.-Fri	Availability Sat.-Sun.	Rental \$\$ / Hr.	Allowed Setup Options	Max. Capacity	Mediation Equipped	Managed By	Notes
<u>Classrooms</u>	TBD	TBD	\$25-\$100 <u>see note</u>	Classroom	Varies		Registrar Office x8198 Property Management X8646	<i>Requests must be submitted no less than three (3) days in <u>advance</u>. Classrooms used for non-academic functions incur fee. Catering is prohibited unless approved in advance by Mgmt.</i>
<u>The Cabaret</u>	TBD	TBD	NA	TBD	120 seated; 200 standing		Campus Center Info. Booth x8680	<i>Requests must be submitted in person no less than 14 days in advance. Priority is given to performance based activities. Contact: Cabaret@emerson.edu</i>
<u>The Max Mutchnick Campus Center (Meeting Rooms)</u>			NA		L151 = 30 113=10 114=10 117=10 118=20 232=10		Campus Center Info. Booth x8680	<i>Requests must be submitted in person. Users are responsible for returning the rooms to their original set-up. Contact: CampusCenter@emerson.edu.</i>
<u>Semel Theater</u>	TBD	TBD	TBD	TBD	210		Performing Arts	<i>Contact: Bonnie Baggesen Production Director Ext. 8363</i>
<u>Greene Theater</u>	TBD	TBD	TBD	TBD	108		Performing Arts	<i>Contact: Bonnie Baggesen Production Director Ext. 8363</i>
<u>Colonial Studios</u> 4-5 studios , size & use varies	TBD	TBD	TBD	TBD	C301=16 C302 Dance C303=16 C304=45 P913=25		Performing Arts	<i>Contact: Bonnie Baggesen Director of Production Inquiries only in-person, M-F 2-5p Tufte P601 no emails or phone calls</i>

AUDIO VISUAL EQUIPMENT

PLEASE NOTE: Two (2) business days' advance notice is required for equipment requests.
All equipment is subject to availability.

- Class A:
1. Overhead projector & 6ft screen
 2. 35mm slide projector & 6 ft screen

- Class B:
1. Public address system
 2. Audiocassette playback
 3. Video playback
Types: VHS with 19-inch monitor, VHS with projector
S-VHS with 19-inch monitor, S-VHS with projector
DVD with 19-inch monitor, DVD with projector
 4. Computer projector (PC/Mac)

The following rooms are equipped with the Audio Visual equipment as noted in the preceding chart:
Charles Beard Room, Dining-1, Bill Bordy Theater and Auditorium

TELECOMMUNICATIONS:

1. Telephone**
2. Computer
3. Cable

**Phone service must be requested at least five (5) business days in advance. Service will be billed to requester at one month's usage plus installation fee of \$59 per request.

CATERING SERVICES & GUIDELINES (Food and/or Beverages):

If you are requesting Catering Services, please provide the following details:

1. Set up time
2. Meal time
3. Ending time
4. Special programs (awards/speaker/video)
5. Menu selection from ARAMARK Catering Brochure

CATERING GUIDELINES

ARAMARK provides a complete catering experience for the entire College community. Arrangements may be made for any occasion, from the most formal dinner to a simple coffee service. ARAMARK's Catering Menu offers the most popular menu items. The Catering Menu is available through the Business Services web page at www.emerson.edu/business%5Fservices/ and clicking on Food Services.

Guidelines for the Emerson College Community to follow to ensure the success of your event:

- ARAMARK Food Services is the only authorized caterer for functions or activities held in function rooms. Any catering by other than ARAMARK Food Services, including self-catering by the user of the space, is not permitted without advance approval by Property Management.

- Catering requests must be placed through the catering office (ext. 8065) at least seven business days prior to the event.
- After an order is placed, an event sheet will be developed by the catering office and sent to the requester via pdf file or fax. The event sheet will have the cost of the function.
- Upon receipt of the event sheet, department managers will approve the event sheet by signing the form, which will include department account numbers and the event cost.
- The event sheet, with the authorized signature and account numbers are to be returned to the catering office via PDF file or faxed to (617) 357-0334.
- The approved event sheet is to be forwarded to the catering office at least 2 business days prior to the date of the event.
- Any event changes must occur within 2 business days along with appropriate department manager approval and proper account numbers.
- The approved event sheet, previously signed by the department heads, will serve as the catering invoice and paid by accounts payable.

CATERING EXPENSE & ROOM RATE DISCOUNTS

Room Rental costs may be reduced if associated catering costs reach the specified amounts below:

<u>ROOM</u>	<u>IF CATERING EXPENSE IS:</u>	<u>THEN THE MAXIMUM ROOM EXPENSE IS:</u>
Charles Beard Room	\$ 300 or greater	\$150
Beard Anteroom	\$ 150 or greater	\$ 50
West-1	\$ 150 or greater	\$ 50
West-2	\$ 150 or greater	\$ 50
West 1&2 (combo)	\$ 300 or greater	\$ 90
Dining-1	\$1,000 or greater	\$340
Bordy Theater	\$ 750 or greater	\$200

ADDITIONAL FUNCTION ROOM POLICIES

1. Posters, including notices, signs, directions, decorations and the like on walls, windows, doors, ceilings, etc., are not permitted without advance approval by Property Management. Informational or directional signs pertaining to a function can be displayed on a portable sign board or easel.
2. Decorating of any kind, including free-standing, wall-mounted or ceiling hung decorating is not permitted without advance approval by Property Management.
3. *Use of candles or open flames is not permitted.*
4. Users must not impair traffic flow outside of function rooms.

5. Filming or videotaping in function rooms is restricted. Requests to use, or the intent to use a function room to film or videotape must be submitted and/or approved in advance by Property Management.
6. Housekeeping or maintenance problems, including for example cleanup of spills, are to be reported to Facilities Management via the Facilities Knowledge Center (ext. 8880 or 1-866-585-4520). Negligence and failure to report problems could incur additional expense to the user.