EVENT HANDBOOK
2015

SECTION 3:
Procedures, Policies & Guidelines
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PROCEDURES, POLICIES & GUIDELINES
All athletic facilities are managed by the Dept. of Athletics. Please contact Theresa Collins (413-585-2710 or tcollins@smith.edu) for information. Please note that Smith College athletic events always take priority.

Rules, regulations and costs (fees)

**Classes** have priority scheduling from 8 a.m.–4 p.m. Monday through Friday.

**Intercollegiate Teams** have top priority Monday through Friday, 4–9 p.m.

**Intramural, Recreational and Outdoor programs** scheduled during evenings and weekends based on facility availability.

**Club Sports** may practice 2–3 per week and are given more practice opportunities if there is available space.

**Smith OneCard holders** may reserve the facilities on a first-come basis for Smith functions when facilities are available. **Please note:** the group attending the event must have more than 50% Smith OneCard holders.

**Intercollegiate and Club Teams** may reserve space for competition, clinics, and fundraisers when facilities are available.

**Local Colleges** are often granted facility privileges during “down” times, evenings and weekends. Occasional reciprocal arrangements are made with local colleges.

**Outside User Groups** are allowed to use facilities (except the Field House) based on the following priorities:

- During non-academic times, vacations, interterm and summers.
- Low usage times, weekends.
- When determining outside user group usage, priority is given to:
  - Local town/gown youth groups
  - Youth teams outside the area. Rental Fee, Supervising Fee and Direct Cost apply.
  - Smith Staff who coach youth teams and are present may get space if it does not violate earlier rules and regulations.
  - Adult teams with 50% Smith affiliates when usage is minimal.
  - All outside groups must have signed contract and provide insurance coverage.
  - Smith summer programs
Fee Structure—Rental (as of 7/14)

Charges to outside groups are dependent upon several variables; type of group, wear/tear of use, for profit/non-profit activity, time of year/day, ease of administration. Fees below are maximums.

- Indoor Track and Tennis Facility: $1000 per full day
- Outdoor Track: $500 per day
- Gyms (Ainsworth or Scott): $300 per day, per gym
- Pool: $300 per day
- Fields: $300 per day, per field
- Indoor Tennis Courts: $30 per hour, per court (max $500 per day)
- Outdoor Tennis Courts: $10 per hour, per court (max $500 per day)
- Softball Field: $300 per day
- Classroom, Lounge, Aerobic Room: $50 per hour

Additional Fees

- Lifeguard: $10.25 (min. of 3 Hours)
- Supervisor: $15 per hour
- Monitor(s): $10 per hour (Needed for non-open hours) *Additional monitor 1=100, 2=200, 300+ as needed*
- Facilities Management Custodial (Set up/Clean up): $36 per hour (min. 3 hours) *Number of custodians needed is based on size of group and length of event.*
- Campus Police: $36 per hour

Food Concessions and Potluck Event Guidelines

You must provide signage for each food item offered, which includes the following:

- “This food was home-prepared by ____________” (e.g. swim team, supporters, etc.)
- “This food contains__________” (list ingredients, particularly potential allergens—nuts, etc.)
- “Fund Raiser for ____________” (e.g. swim team, etc.)
- “Proceeds directly to the ____________” (e.g. swim team, etc.)
About the Botanic Gardens

The campus of Smith College was originally planned and planted over one hundred years ago as a botanic garden and arboretum, designed by the landscape architecture firm of Frederick Law Olmsted.

Today, the Botanic Garden has a mission to be of scientific as well as aesthetic value. It encompasses the entire 125-acre campus, including the Lyman Conservatory and a variety of specialty gardens. The plant collections are used as a resource for teaching and research by students and faculty in the Biological Sciences and other disciplines.

Availability of the Facilities

Although the outdoor facilities have been used for small weddings and wedding photos, it is imperative that these activities are consistent with the purpose of the gardens.

Many of the garden areas are easily damaged and are NOT available for ceremonies or photos; these include the Botanic Garden greenhouses and the Rock Garden next to the Lyman Conservatory.

Garden areas that are available for use include: Capen Garden; the Japanese Garden and Tea House (next to Paradise Pond); the pond and garden area adjacent to the Conservatory; and Trudy's Garden behind Alumnae House. These are the only garden locations available for wedding photos.

The following policies and fees have been established to assure proper use of the gardens, to avoid scheduling conflicts, and to protect the grounds and gardens from unnecessary damage and/or abuse.

Fees

While there is no fee for use of the gardens, donations are always appreciated.

Reservations

Reservations must be made at least one month in advance for ceremonies or photos. Please call the Events Management Office at (413) 585-2179 to request a reservation. When arrangements are complete, you will receive a confirmation letter that you must bring to your event. Smith reserves the right to turn away those without reservations.
Policies for Outdoor Weddings and Wedding Photos

Weddings or photo sessions are limited to a maximum of ten people, including the wedding party, and may not exceed one hour.

Please stay on the paths and grassy areas, and keep all tripods out of the garden beds.

NO tables, chairs or tents may be set up in any of the garden areas, with the exception of a few folding chairs for elderly or handicapped guests who are unable to stand.

NO food or drink may be served in the gardens with the exception of items used for religious purposes.

NO dogs are permitted in any of the garden areas, with the exception of service animals such as guide dogs.

Absolutely NO rice, confetti, or similar material is to be thrown.

Please refrain from littering. Please take with you whatever you bring to the gardens.

Flowers may not be picked from plants growing on campus.

Please take care with our campus plantings and avoid causing any damage to plants while on campus. You will be held responsible for any costs incurred to repair garden areas as a result of your wedding or photo session.

Please remember this is a college campus and a public space. We are unable to restrict access to classes, groups of students, and the general public, who may be passing through the gardens.

Other Information

Students and alumnae of Smith College may obtain information about holding wedding receptions at the Smith College Alumnae House by calling 413-585-2162.

For information about using the Smith College Conference Center for wedding receptions, please call 413-585-6977.

For information about using the Helen Hills Hills Chapel for weddings, call 413-585-2753 or visit their Web site at www.smith.edu/religiouslife/contact_weddings.php.
The Clark Science Center Director’s Office offers a number of useful links online, including Event Policies, Space Policies, Key-Access Policies and more.


**Useful Links**

Below are few quick links to some selected policies:

Access & Key Policy (draft):  
www.science.smith.edu/departments/director/intranet/AccessandKeyPolicy.html

Access & Key Policy — FAQs:  
www.science.smith.edu/director/intranet/AccessFAQ.html

Event & Space Policies:  
www.science.smith.edu/director/extranet/SpacePolicies.html
The Ellen Emerson Guest Suite is in Emerson House, which is located in the residence area known as the Quad. The suite has a private entrance on Paradise Road, to the left of the quad arch. In it are a bedroom with two twin beds, a living/sitting room with a daybed and a private bath with shower. Linen is provided. The suite is closed during recesses, the summer, and interterm.

**Costs**

The cost of the suite is $95 per person per night. If a departmental account is not provided for payment, the guest must prepay the entire stay by sending a check (made out to Smith College) to the Events Management Office. During weekends, housekeeping services are available only by special arrangement. A charge of $45 may be added for these services, as well as instances when a guest checks in on a weekend day following the departure of another guest on a weekend.

The price of the suite includes breakfast in the Emerson House dining room on weekdays (Monday through Friday) from 7:30 to 9:30 a.m. Brunch is available on Saturday and Sunday at 11:00 a.m. There is a private entrance to the dining room through the suite’s sitting room.

**Key-Unlocking Procedures**

_The hosting department must make arrangements in advance through Kathy San Antonio at ext. 2162 to pick up the key to the suite at the Events Management Office (EMO), 51 College Lane, during the normal business hours, Monday through Friday, 8:30 a.m.-4:30 p.m. The key unlocks only the suite door, not the main house door that students use._

Other arrangements to pick up the key may be made by contacting the EMO at 413-585-2162; however, if other arrangements cannot be accommodated, upon arrival to the college, the guest should call the Campus Police (413-585-2490) and inform the dispatcher that (s)he needs to have the suite unlocked. Campus Police personnel will be dispatched to unlock the suite, and a key will be left for the guest in the suite.

_The key must be returned to the Events Management Office, 51 College Lane, immediately upon check-out._ The key should be dropped through the mail slot in the door.

Guests who do not return the key will be charged the cost of re-keying the lock.

**Check-in / Check-out**

Check-in is after 3 p.m. and check-out is by 11 a.m.
Telephone

The telephone extension in the suite is 413-585-4218. The telephone receives incoming calls from on- or off-campus, but calling out is restricted to on-campus only.

In Case of Emergency (Fire, Police, Ambulance)

In case of emergency, call Campus Police at ext. 800 from any campus phone, or press the emergency button on the telephone in the suite. Call ext. 2490 for routine public safety calls. Campus Police is open 8:30 a.m. to 4:30 p.m., Monday through Friday. Officers are available 24 hours a day.

Guests

Anyone staying in the Emerson Suite should understand they are guests in the home of the residents of Emerson House. In keeping with college policy, guests are not allowed above the ground floor without an escort. Guests must not give the suite key to any other person, and doors to the suite are not to be left unlocked or propped open.

If a guest is locked out of the suite, the guest should call Campus Police. Guests should also be advised that the residents often move around their house and attend breakfast in casual or bed clothes.
The third floor conference room in College Hall 301 is an architecturally stunning, elegant, and well-used college conference room managed by the Provost’s Office/Dean of the Faculty Office. Please help in maintaining it as a clean, quiet, and comfortable place to meet and conduct college-related business. Below is a brief set of guidelines regarding use of the conference room. We hope you find them useful.

**To Make a Reservation**

Please e-mail Patty Tran at ptran@smith.edu in the Provost’s Office/Dean of the Faculty Office to check room availability, or to make a reservation. E-mail is the preferred method of communication. If there are questions or concerns about a reservation that require an immediate response, please call ext. 3000.

**Please note:** The Provost’s Office has first-priority use of the conference room and may cancel your reservation if needed (you will be notified). This room is intended for faculty and staff meetings, not for student-led meetings.

**Cancellations**

Please contact Patty Tran at ext.3000 as soon as possible to cancel your reservation so that the room may be made available to others.

**Phone**

There is a phone in the conference room, ext. 2129, which may be used for local access only. Please inform Patty Tran in advance if you plan to make a long-distance call; you will be responsible for the bill.

**Technology Equipment**

Please submit a request to www.smith.edu/its/ets/schedule.php if you need any technology equipment service. The room is Wi-Fi Internet access-ready.

**Food & Beverages and Catered Events**

Please be aware there is NO regular college food cleanup service provided to the conference room. Each user is responsible for his/her own cleanup. If you wish to have a catered event, you should consider reserving the room for an extra 30 minutes before and after the event to allow the caterers access for set-up and clean-up.
Door

The door to the conference room is always unlocked. Please close the door when you are using the room in order to provide privacy and to reduce any disturbance to other administrative offices on the third floor. When you leave, please remember to leave the door open!

Lights

The switches for the lights are located to the right of the door upon entry. Please turn them off when you leave.

Climate Control

The thermostat to adjust the air-conditioning/heating is located on the wall next to the entrance door. Please feel free to adjust to your comfort level.

Hours of Availability

The conference room is in an administrative building. The doors to College Hall are only open between 7:30 a.m. and 5 p.m., Monday through Friday. If you would like use of the conference room outside that time, you are solely responsible for making all arrangements to allow access to the building (for yourself, your guests, your caterers, equipment, delivery, etc.)

Questions?

If you have any other questions, please call ext. 3000.
FIELD HOUSE
Booking Guidelines

As of May 2011

Booking/Restrictions

Private use of this space is a benefit of Smith College affiliation and only available to current faculty, staff, students and alumnae.

The Field House cannot be reserved when the college is officially closed: Thanksgiving Day and the day after, and Christmas Eve through New Year’s Day.

All student requests require pre-approval by the Office of Student Engagement.

Scheduling

The Events Coordinator (ext. 2179) will schedule private events as well as college events, excluding athletics department events.

Athletics department events will be scheduled by athletics. The athletics scheduler will reserve the Field House as needed for games and practices held on the athletic fields, the track, or in the courts.

Requests for private events must be submitted at least two weeks in advance of the event date to allow time for contract generation, securing insurance, and finalization of details.

Non-alumnae space requests are to be submitted via 25Live.

Private events may begin no earlier than 7 p.m.

The Field House closes at midnight.

Do not schedule more than two events on any given day.

Allow two hours between events for turnaround time.

Equipment and service request must be submitted through 25Live.

Fees

No rental fee will be charged for faculty or staff private events, or for college events.

Alumnae will pay $50 for events up to four hours and $75 for more than four hours.

Custodial fees are the responsibility of the event contact/department. If any hard costs result from necessary cleaning, staffing and/or repairs connected to the event, an invoice will be submitted to the event contact/department for payment.
**Contract**

A contract will be generated for faculty, staff, and alumnae private or professional use of the Field House (not for college business).

**Insurance**

Faculty/Staff events require liability insurance in the amount of $1M when alcohol is served, although employees will be encouraged to provide liability insurance whenever reserving the space. This is for the protection of the employee because private events are not covered by Smith’s insurance policy.

Insurance is required for all alumnae private events.

**Priority for Use of Building**

Athletic Department

Other college events (including student org events)

Faculty/Staff private events

Hampshire Smith Club

Alumnae private events

**Access to Building**

Campus Police are notified (via a weekly report) of the start and end times of scheduled events and will unlock and lock the building appropriately to accommodate events. Keys will not be issued to people using the space.

**Fireplace**

The fireplace has been sealed and is no longer operational.

**Key-Unlocking Procedures (as of 12/6/11)**

The Field House is a locked space. Campus Police will unlock the space for you. If you arrive and the door is locked, call 413-585-2490 and ask the dispatcher to send someone there as soon as possible. Campus Police receive a weekly list of all events in the Field House for which they need to unlock the door.
The Problem

The current college policy is that food is not allowed in classrooms at any time, but the reality is that classes and events held in classrooms frequently serve food. The goal of this set of Guidelines is to conform better to actual practice, while still providing guidelines that respect safety, sanitation, and cleanliness.

One persistent problem is that custodians need to know in advance that food will be served in a classroom so they can clean up prior to the next class, before the end of the day in those buildings that have no evening custodial service, or before the weekend.

Non-Classroom Space

If any non-classroom space can accommodate the needs of a meeting serving food, it should be offered first. These spaces, all reserved through 25Live, include:

- The Dewey Common Room
- Neilson Browsing Room
- Lily Hall Conference Room
- Seelye 207 (Faculty Lounge)
- Ford Hall Meeting Rooms (146, 246, 346)
- Conference Center
- Campus Center Rooms

Regularly Scheduled Lunch Meetings

For regularly scheduled lunch meetings with food ordered by administrative assistants from off-campus, the food should be served outside of the classrooms if feasible, and individuals should be designated to be specifically responsible for various set-up tasks and clean-up tasks, be those individuals faculty, students, administrative assistants, or custodians. Currently this practice is followed for:

- McConnell 103 (Sigma Xi)
- Ford Hall 240
- McConnell B15 (BIO Life Sciences Lunches)
Irregular Meetings (Presentations of the Major, etc.)

When food is served in department-controlled (non-Registrar) classrooms (such as Ford Hall 241), the department (not custodial staff) is responsible for all set-up and cleanup tasks. Food ordered from Smith’s Dining Services will be set up and cleaned up by Dining Services staff.

When food is served in a Registrar classroom and there is any reliance on custodial staff, the room must be booked through 25Live. Facilities will then be responsible for cleaning up food-related trash after the event.

The following classrooms are preferred for serving food:
- Bass 102, 211
- Burton 307
- Dewey 104
- Ford 015
- Hatfield 107, 202, 204, 206
- McConnell 403
- Sabin-Reed 224, 410
- Seelye 102, 105, 202, 204, 304, 306, 310
- Wright 002, 238

Where Food is Not Permitted

Food is not permitted in the auditoriums: Sweeny, Graham, J.M. Greene, Wright (Weinstein), Stoddard.

Food is not permitted in computer classrooms where food might spill into keyboards.
The Clark Science Center (including Ford Hall) offers a number of useful links online, including Event Policies, Space Policies, Key-Access Policies and more.


**Useful Links**

Below are few quick links to some selected policies:

- Access & Key Policy (draft): [www.science.smith.edu/departments/director/intranet/AccessandKeyPolicy.html](http://www.science.smith.edu/departments/director/intranet/AccessandKeyPolicy.html)
- Access & Key Policy — FAQs: [www.science.smith.edu/director/intranet/AccessFAQ.html](http://www.science.smith.edu/director/intranet/AccessFAQ.html)
- Event & Space Policies: [www.science.smith.edu/director/extranet/SpacePolicies.html](http://www.science.smith.edu/director/extranet/SpacePolicies.html)
Reserving the McConnell Foyer and Gallery

The McConnell Foyer is classified as an “informal learning space.” It includes soft seating, a white board/notice board on wheels, and café tables allowing students to work and enjoy food. The furniture does not fully fill the space and is generally integrated into events and activities taking place in McConnell Foyer (or simply moved a bit to the side by users).

The foyer has a floor-to-ceiling notice board on the entire wall facing the windows. This display space is referred to as the McConnell Gallery. The Science Center encourages wall-hanging (academic-related) displays from students, illustrating their work.

The McConnell Foyer space and McConnell Gallery (wall space) are reserved separately.

All scheduling requests go through the 25Live online request submittal process. Requests are reviewed by the associate director of the Science Center. Wall displays have to be acceptable to the science community.

Requests for science-related programming and displays are given first priority on the use of both Foyer and Gallery.

Activities not sponsored by the Science Center may be charged a rental fee for use of the space. If a rental fee is required, you will be informed of this shortly after you have submitted your reservation request on 25Live.

Only on rare occasions will the Science Center accept events that require removal of furniture from the Foyer.

Product vending is not allowed in the Foyer.

Food/beverage service (catered, brought in from the outside) is allowed in the Foyer. However, the refrigerator is for use by Science Center departments only.

All users are required to clean up thoroughly after their use. If the space is left unclean, a cleaning fee may be charged (assessed by Smith building services).

The following blackout dates apply for reservation (both Foyer and Gallery):

- Fall semester final exams (Registrar’s Office)
- Spring semester final exams (Registrar’s Office)
- Presentation of majors (end of October, beginning of November)
- Presentation of STRIDE posters (mid-April)
- First and second reunion weekends (Thursday through Sunday)
- Poster sessions (week before classes end, both fall and spring semesters)
- Chemistry freeze-off (one day last week of April)

Requestors must always fill out an event request on 25Live for each event, even if it is just to let the custodians know that the event is taking place. Go to https://25live.collegenet.com smith/#home my25live[0].
Mary Maples Dunn Conference Room (MMD) Key Policies

The Mary Maples Dunn Conference room is located on the second floor of Pierce Hall and is for use by faculty, staff and students for college business. Requests for use of this room and services are made through 25Live.

The key is kept in the Events Management Office, 51 College Lane. Please contact Kathy San Antonio (ext, 2162 or ksananto@smith.edu) to arrange a time to stop by the office to pick up the key prior to your reservation. If the event is on the weekend, the key should be picked up on Friday during regular college hours.

The key should be returned to the Events Management Office immediately after the end of the event. Should the office be closed, the key can be slipped through the mail slot in the door.
POETRY CENTER
Key-Unlocking Procedures

As of Dec 6, 2011

Key Policies

The key to the Poetry Center is kept in administrative assistant’s office, Wright Hall 101. On the day before your reservation, please call ext. 4891 to set up a specific time to pick up the key during office hours Monday-Friday, 8:30 a.m.–4:30 p.m. You will be asked to sign a key sign-out sheet indicating your name, department, extension, date of event, date key is signed out and date it is returned. Please return the key immediately after your event either to Jennifer Blackburn in person or by sliding it under her office door. Remember to request the Poetry Center through 25Live.
The Clark Science Center (including Sabin-Reed and Burton Halls) offers a number of useful links online, including Event Policies, Space Policies, Key-Access Policies and more.


Useful Links

Below are few quick links to some selected policies:

- Access & Key Policy (draft): www.science.smith.edu/departments/director/intranet/AccessandKeyPolicy.html
- Access & Key Policy — FAQs: www.science.smith.edu/director/intranet/AccessFAQ.html
- Event & Space Policies: www.science.smith.edu/director/extranet/SpacePolicies.html
TENTS & PROPANE POLICY

Updated May 14, 2013

Tents Permits And Inspections

Smith College is required to secure permits for all tents from the City of Northampton as noted in 527 CMR 19.0 “Tentage” in the Massachusetts “Fire Prevention Regulations” and/or 780 CMR 3104.0 “Temporary Structures” in the “Massachusetts State Building Code”. All City and State regulations apply to the usage, safety, and construction of these tents.

If the college, a guest of the college or a service provider rents or constructs a tent which is measuring less than 120 Square feet (sq. ft.), a 10 foot x 12 foot tent, a permit application must be submitted to the Northampton Fire Department by the Facilities Management Environmental Health and Safety Coordinator (EHSC). A fee of $50.00 per tent will be required. All departments requesting tents must provide the EHSC with the accounting information for these charges before the permit will be processed.

If the college, a guest of the college or a service provider rents or constructs a tent or tents connected in excess of 120 sq. ft. a permit application must be submitted to the Northampton Department of Building Inspectors by the EHSC. The permit and inspection fees are dependent on the number of tents and if the tents are connected or not. The fee for one or more connected tent(s) is $25.00; if they are not connected it would be $25.00 per individual tent. Permitting fees must be paid by the EHSC of Facilities Management when submitting the permit application. All departments requesting tents must provide the EHSC with the accounting information for these charges before the permit will be processed.

Restrictions Under Tents

- By law, under no circumstance is cooking permitted under tents.
- Under no circumstances are propane tanks allowed inside tents.

Propane Tanks

Smith College is required to obtain a permit for events that have propane on site when combined tank size(s) totals are over 42 pounds under the Massachusetts Fire Prevention Regulation 527 CMR 6.08 and in some cases permitted under the National Fuel Gas Codes 248 CMR 4.1.

A $50 inspection fee (per location) will be charged by the Northampton Fire Department. Depending on the equipment and/or the size of the propane tank(s) over 20 pounds, the Northampton Plumbing and Gas Inspector will inspect and charge an additional $30.00 permit fee. Permitting fees must be paid by the EHSC of Facilities Management when submitting the permit application. All departments requesting propane tanks must provide the EHSC with the accounting information for these charges before the permit will be processed.

When propane is needed, an approved fueling company must supply the propane to the permitted location.

Smith College Dining Services owns gas cooking grill(s) and they are covered under an annual permit held at Facilities Management.
Fire Extinguishers

The Northampton Fire Department requires that a fire extinguisher be on site when cooking is performed, or when food is cooked off site and is being warmed for serving. For gas cooking a 10 lb. (dry) ABC fire extinguisher is required, for charcoal cooking a water type fire extinguisher will be required, and for warming food 5 lb. (dry) ABC fire extinguisher will be required (at a minimum). All fire extinguisher(s) must be easily accessible and visible. Fire Extinguishers will be supplied by the EHSC. Outside vendors must provide their own fire extinguisher(s) for all college events. There is no charge for the use of Smith fire extinguishers unless they are discharged for any reason.

Dig Safe Notice

Dig Safe must be called by the Events Management Office (EMO) to secure that a dig safe number is assigned to the tent/location before any stakes or pins may be driven into the ground. The Dig Safe inspection is a free service. EMO will provide the assigned Dig Safe number to the grounds department supervisor and to EHSC.

This notice must be given at least two weeks prior to the event through 25Live. The EMO will verify and approve the event.

When Using Smith College Tents

- All requests for Smith Tents are to be requested through 25Live, which will automatically generate work orders in the Facilities work order system, TeamWorks. The work orders will then be assigned to the appropriate Facilities staff for the implementation of the delivery, set-up and breakdown of the requested tents.
- The EMO will call the Grounds Department to communicate that a tent has been requested and requires site approval.
- The EMO will give notice to the EHSC for required permits and inspections.
- The EMO will invoice all external clients for fees and services provided when applicable.

When Renting Tents From Outside Vendors

- The department that is requesting the tent must forward a completed and signed requisition to purchasing department containing the location, number of tent(s) being used, size of the tent(s) being rented, the date of the event, and if propane tanks are going to be used. The purchasing department will issue a purchase order (PO).
- The EMO will notify the grounds department and EHSC to contact the Northampton Fire Department and/or Building Inspector for permits and inspection that will be needed.
- The EMO will notify Dig Safe and the Grounds Department.
When an External Caterer Is Using (Or Renting) a Tent

- All external caterers are required to follow all Smith College, State and City policies, rules and guidelines when using tents, grills and/or propane tanks on the Smith campus. EMO must be contacted prior to an external caterer erecting a tent on Smith College property.

- The Northampton Fire Department has asked that the caterer’s pull their permits directly. A copy of these permits must be provided to the EMO prior to the event.