

EVENT HANDBOOK 2019

SECTION 3: Procedures, Policies & Guidelines

**Produced by the Events Management Office
Smith College**

51 College Lane
Northampton, MA 01063
www.smith.edu/emo
Tel. 413-585-2669
Fax 413-585-6990



Table of Contents

SPACE-RELATED PROCEDURES

Athletics Facility (usage guidelines)	3
Botanic Gardens (guidelines)	4
Clark Science Center (links to policies)	5
Ellen Emerson Guest Suite (policies)	6
Emma Proctor Conf. Rm./College Hall 301 (guidelines)	8
Field House (booking guidelines)	10
Ford Hall (links to policies)	12
McConnell Foyer & Gallery (scheduling guidelines)	13
MMD Conference Room (key-unlocking procedures)	14
Poetry Center (key-unlocking procedures)	15
Sabin-Reed & Burton Hall (policies)	16

POLICIES & GUIDELINES

Food Concessions and Potluck Events	17
Food in the Classroom	18
Posting Temporary Signs	20
Safety and Well-being of Minors	21
Use of Tents and Propane	22

SPECIAL EVENT PROCEDURES

Fundraising Events by External Organizations	25
Sponsoring an Event	26

ATHLETICS FACILITY

Usage Guidelines

All athletic facilities are managed by the Department of Athletics. Please contact the assistant director for facilities, Theresa Collins, 413-585-2710, tcollins@smith.edu, for information.

Smith athletic facilities may be used for recreational purposes by members of the Smith Community who have a OneCard. Facility privileges are extended to Alumni who purchase a membership and have a Smith alumna card.

Space Allocation & Scheduling

The athletics and recreation facilities are reserved primarily for Exercise & Sports Studies classes from 8 a.m. to 4 p.m., Monday through Friday. A few evening classes are also offered. Classes, intercollegiate athletics, and recreation activities have priority for use of the facilities.

External user groups are allowed to use (rent) the facilities based on priorities:

- During non-academic times
- Vacations
- Inter-term and summer and
- Low usage weekends.

All external groups must have a signed contract and provide insurance coverage.

General Policies:

1. Smith College ID cards or athletic facility pass is required for admittance to facilities.
2. Proper attire is required; appropriate clothing, footwear, and safety apparel must be worn when using specific facilities.
3. Children 16 or under must be accompanied by parent or legal guardian at all times.
4. One guest is permitted per Smith College ID holder.
5. All guests must be accompanied by their Smith College ID holder while using facility.
6. Facilities are not always monitored; USE AT OWN RISK.
7. Abuse of the facilities or failure to observe the rules may result in the loss of privileges to use the facilities.
8. Organized events need to be scheduled through the assistant director for facilities at 585-2710 or by email.
9. Classes, intercollegiate teams and student activities have priority for use of the facilities.
10. All signage must be approved in advance by the facility manager.

Updated August 2018

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.

Visit the Botanic Garden website: <https://garden.smith.edu/>

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.

CLARK SCIENCE CENTER

Online Event, Space, and Key-Access Policies

Source: www.science.smith.edu/departments/director/index.html

The Clark Science Center Director's Office offers a number of useful links online, including event policies, space policies, key-access policies and more.

Visit their Web site at www.science.smith.edu/directors-office/

Useful Links

Below are few quick links to some selected policies:

Key and Card Access FAQs

www.science.smith.edu/directors-office/key-and-card-access-policy/

Event & Space Policies:

www.science.smith.edu/directors-office/event-space-policies/

ELLEN EMERSON GUEST SUITE

As of June 2014
Contact: 413-585-2162

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 cannot be reserved during the summer or during breaks on the academic year calendar.

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. If the office is closed, 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.

EMMA PROCTOR CONFERENCE ROOM (College Hall 301) User Guidelines

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

The Emma Proctor Conference Room is reserved by submitting a request in 25Live. The space is only available during hours that College Hall is open.

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 Kathy San Antonio at ext. 2162 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 for technical resources in 25Live. 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. You must also request "Trash pickup" when making the reservation in 25Live.

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

Since the conference room is in an administrative building, it is available only during the regular work hours, 8:30 a.m.-4:30 p.m. (8 a.m.-4 p.m. in the summer), Monday through Friday.

Questions?

If you have any other questions, please call ext. 3000 or ext. 2162.

Booking/Restrictions

Private use of this space is a benefit of a 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: Martin Luther King Day, July 4th, Thanksgiving Day and the day after, Christmas Eve through New Year's Day, and winter break.

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

Scheduling

The Events Coordinator (ext. 2179) will schedule private, college-affiliated 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.

Faculty, staff and student space requests are to be submitted via 25Live.

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

The Field House closes at midnight.

No more than two events will be scheduled on any given day.

Two hours between events are required 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 the private use of the Field House by the faculty, staff, and alumnae (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/ Key-Unlocking Procedures

The Field House is a locked space. When booking the space in 25Live, submit a resource request to have the doors unlocked. Campus Police are then 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. If you arrive and the door is locked, call 413-585-2490 and ask the dispatcher to send someone there as soon as possible.

Fireplace

The fireplace has been sealed and is no longer operational.

FORD HALL

Online Event, Space, and Key-Access Policies

Source: www.science.smith.edu/departments/director/index.html

The Clark Science Center (including Ford Hall) offers a number of useful links online, including event policies, space policies, key-access policies and more.

Visit the website at www.science.smith.edu/directors-office/

Useful Links

Below are few quick links to some selected policies:

Key and Card Access FAQs:

www.science.smith.edu/directors-office/key-and-card-access-policy/

Event & Space Policies:

www.science.smith.edu/directors-office/event-space-policies/

Reserving the McConnell Foyer and Gallery

The McConnell Foyer is classified as an “informal learning space.” It includes soft seating and a white board/notice board on wheels. 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 on science-related topics.

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 an academic assistant in 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.

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.

When reserving the space in 25Live, request “Custodial Support” and/or “Trach Pickup” as resources.

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)
- First and second reunion weekends (Thursday through Sunday)
- Poster sessions (week before classes end, both fall and spring semesters)

Requestors must submit their request for the space on 25Live, even if it is just to let the custodians know that the event is taking place. Go to <https://25live.collegenet.com/smith/>.

MARY MAPLES DUNN CONFERENCE ROOM

Key-Unlocking Procedures

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@smisth.edu) to arrange a time 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 front door.

Key Policies

The key to the Poetry Center is kept in the 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. (8 a.m.-4 p.m. summer hours). 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 the administrative assistant in person or by sliding it under her office door. Remember to request the Poetry Center through 25Live.

SABIN-REED & BURTON HALL

Online Event, Space, and Key-Access Policies

Source: www.science.smith.edu/departments/director/index.html

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.

Visit the website at www.science.smith.edu/directors-office/

Useful Links

Below are few quick links to some selected policies:

Key and Card Access FAQs:

www.science.smith.edu/directors-office/key-and-card-access-policy/

Event & Space Policies:

www.science.smith.edu/directors-office/event-space-policies/

FOOD CONCESSIONS AND POT LUCK EVENTS

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.)

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
- Lily Hall Conference Room
- Ford Hall Meeting Rooms (146, 246, 346)
- Campus Center Rooms

Regularly Scheduled Lunch Meetings

For regularly scheduled lunch meetings with food ordered from off-campus, the food should be served outside of the classrooms if feasible, and individuals (faculty, students, administrative assistants, or custodians) should be designated to be specifically responsible for various set-up tasks and clean-up tasks. When reserving the space in 25Live, request “Custodial Support” and/or “Trash Pickup” as resources.

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 non-Registrar classrooms (such as Ford Hall 241), the department sponsoring the food offered is responsible for all set-up and cleanup tasks

When food is served in a Registrar classroom and there isn't any reliance on custodial staff, the room must be scheduled through 25Live. Facilities staff 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, Weinstein (Wright Hall), and Stoddard.

Food is not permitted in any computer classroom where food might spill into keyboards.

POSTING TEMPORARY SIGNS

Locations

The four locations approved for posting temporary signs on campus are:

- In front of Neilson Library (after construction, 2020)
- In front of the Campus Center – Elm Street side
- In front of the Campus Center – Chapin House side
- At the top of Paradise Road (corner of Elm St. and Paradise Rd.)

These locations were identified by Roll, Barresi and Associates in the campus exterior signage audit and appear in their March 2010 report, which was approved by senior staff.

Process

The process for requesting and posting temporary signs is through the space request in 25Live. Requests will be reviewed and approved by the Events Management Office staff and sent to affected departments (Campus Center/Neilson Library) and to Facilities Management for fulfilling the request.

Please note: all signs must be posted by staff members of the Facilities Management Team. Free standing signs (sandwich boards, etc.) may be placed at the Campus Center locations upon pre-approval of Campus Center management. To post free standing signs at the Campus Center, contact Tamra Bates at 413-585-4967 or tbates@smith.edu.

Duration of Postings

The general rule is that temporary signs will be posted the day before and removed the day after events (Monday–Friday).

Temporary signs may not be posted for more than 5 days. Exceptions are the United Way, Cross Blood Drive signs and other annual event signs that require longer viewing. For permission to post a temporary sign for longer than 5 days and/or to view a list of temporary sign exceptions, please contact the Events Management Office at 413-585-2669 or scampbel@smith.edu.

Any requests for temporary signs must be made at least two weeks before posting date.

SAFETY AND WELL-BEING OF MINORS

Policy

Smith College will not tolerate any abuse or neglect of a minor or other vulnerable person in any form (physical, sexual, or emotional) in any Smith program or on the Smith campus, and will take active steps to prevent any such abuse from occurring.

Mandated Reporting

Smith College employees covered under the Mandated Reporter rule are required by law to report any incident of suspected child abuse to appropriate authorities. All Mandated Reporters and Designated Persons must report suspected child abuse in accordance with State Rules. See the Mandated Reporter's Guide for more information.

Report to the College

College policy requires that any incident of suspected child abuse or neglect also be reported to the college. If circumstances warrant suspicions or questions, an employee should immediately notify: Visit the Procedures section for more information.

Program Registration and Child Safety Certification Required

All Smith College "programs" involving minors must be registered through the Child Safety Certification website. Once registration is complete, the responsible Program Director will ensure that each authorized adult (staff and volunteers) who will have unsupervised contact with minors in the program are Child Safety Certified before permitting their participation in the program.

Visit the Child Safety Certification website <https://www.smith.edu/about-smith/risk-management/child-safety/background-checks-child-safety-certification> for more information.

a. Reference and Background Checks Required

For more information on Background Checks and Child Safety Certification, visit <https://www.smith.edu/about-smith/risk-management/child-safety/background-checks-child-safety-certification> .

b. Child Safety and Molestation Prevention Training Required

Limitations on Gifts and Interactions

Faculty, staff, students and volunteers are strictly prohibited from giving gifts, meeting individually or interacting through electronic communications with minors or vulnerable adults.

Emergency Response Planning Required

Every college-sponsored program which involves minors shall establish an appropriate Emergency/Crisis Response Plan. Visit the [Procedures](#) section for more information. For complete listing of regulations, visit the Policy on safety and Well Being of Minors web.

TENT & PROPANE POLICY

Tents

When renting tents from outside vendors:

- The EMO will notify Dining Services and Facilities Management who will notify the Northampton Fire Department, and/or Building Inspector for permits and inspection that will be needed.

When using Smith College tents:

- All requests for Smith tents must be made at least two weeks before the need and requested through 25Live.
- Facilities Management will forward permitting fee invoices to internal departments for processing.

When an external caterer is using (or renting) a tent:

- All external caterers are required to follow all Smith College, State and Local policies, rules and guidelines when using tents, grills and/or propane tanks on the Smith College campus.
- The Northampton Fire Department has asked that external caterers notify them directly every time when a tent will be used for cooking, preparing food and or serving or seating guests.

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.

Cooking Outside

- A fire rated tent is required for all cooking outside.
- Only those cooking will be allowed under cook tents.
- All cook tents must be at least 10 feet away from all other structures (i.e. other tents with seating, buildings, sheds, etc.)

- All cook tents must have a barrier blocking others (not cooking) from entering the cook area. • The Northampton Fire Department must inspect all cooking tents.
- A kitchen fire extinguisher is required for cook tents.
- All gas grills must be inspected by the Northampton Plumbing Inspector.

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

Notice must be given at least two weeks prior to tent being set-up.

Dig Safe must be called by EMO staff (1-888-344-7233) to ensure that a dig safe number is assigned to the tent/location before any stakes or pins may be driven into the ground. A Dig Safe inspection is a free service. 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 to Facilities Management. 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.

FUNDRAISING EVENTS BY EXTERNAL ORGANIZATIONS

External organizations are eligible to rent most Smith College facilities (excluding the Field House and Poetry Center) for fundraising events subject to appropriate rental, service, and administrative fees and compliance with the college's insurance requirements.

Any and all departments receiving space requests by outside organizations must refer requests to the Events Management Office (EMO), which is responsible for granting permission to use college facilities.

Permission to use Smith College facilities does not carry with it any implicit or explicit endorsement of the event or the fundraising organization or its purpose. No publicity of the event shall occur until an EMO staff member has reviewed and approved publicity for the event, ensuring that the use of the college's name is included for location purposes only and is not misinterpreted as providing sponsorship of the event. For political office campaign events, the Smith College Political and Campaign Activities Policy at www.smith.edu/cccp/political.php should also be reviewed.

The EMO is responsible for coordinating and approving requests for formal participation in the event by the college's president or other college representatives.

The 50% reduction of the space fee will not apply when external non-profit fundraising takes place at an event.

Contact

Amy Josephs, afjoseph@smith.edu, 413-585-2179

SPONSORING AN EVENT

Sponsorship Policy

Smith College makes space available for rental by third parties throughout the academic year and summer. Spaces are assigned rental fees to support the college's annual operations.

From time to time, Smith makes campus spaces available at reduced cost to clients through pre-arranged sponsorship agreements. Sponsorship agreements are made when, in the judgment of senior administrators, the proposed event

- Directly supports the educational mission of the college
- Has a broad, beneficial impact on students, faculty and staff

To meet the requirement of serving the college's educational mission, sponsorship will primarily occur during the academic year when undergraduate students and faculty can benefit most directly.

Because sponsored events have an impact on the administrative operations of the college, certain fees may be not waived.

Sponsorship Process Overview

1. Approval for sponsorship can only be secured by written approval from the provost and budget offices.
2. A 10% administrative fee will be applied to sponsored events.

Securing Sponsorships for Events

Any faculty member or academic department wishing to sponsor a third-party event or program must obtain the approval in writing by the provost and budget offices. Approval is then forwarded to the Assoc. Vice President of College Relations.

Any community organization seeking a donation, including an in-kind donation such as space usage, must make the arrangement solely through the Office of College Relations.

Conflict of Interest

Faculty and staff are not permitted to receive a financial payment (including salary or stipend) from an organization approved for a sponsored event (summer or academic year). If there is any payment made directly to an employee, it would be in the form of a stipend paid by Smith, approved by the Provost, Human Resources or the Budget Office as appropriate. This falls under the college's conflict of interest policy.

Sponsorship Fee Structure

	Non-Sponsored Event	Sponsored Event
Space rental fee	Full rental rate	Rental fee waived; absorbed by Smith
Dining fee	Full cost of service	Full cost of service
Housing fee	Full cost of service	Full cost of service
Custodial service charges	Full cost of service	Full cost of service
Insurance requirement 1	Insurance required	Insurance required
Other services	Full cost	Full cost of service
Administrative fee 2	20%	10%

Sample Illustration of Financial Impact of Sponsorship

	No Sponsorship	Approved Sponsorship
Space rental	\$10,000	\$0
Housing	\$5,000	\$5,000
Dining	\$5,000	\$5,000
Custodial services	\$1,000	\$1,000
Subtotal	\$21,000	\$11,000
Administrative fee	\$4,200	\$2,100 2

Sponsorship Application Form

Sponsorship Application must be filled out and submitted to the Provost's Office

https://www.smith.edu/sites/default/files/media/Documents/Sponsorship_Guidelines_Final.pdf

1 Insurance requirements are outlined on the contract provided to the client. For liability purposes, these cannot be waived or absorbed by the college under any circumstances.

2 Sponsored programs pay a reduced administrative fee of 10% of the total costs, which includes the amount that would have been charged as space rental (the amount waived).

Updated July 2017