

# Procedures for Event Setups

In order to create more efficiencies in setting up events, the following protocols have been established and will be effective beginning July 1, 2020 (FY2021).

1. The Martin Auditorium and Pettit Atrium will have a round-table setup. Alumni Hall will have a theater-style seating arrangement. The host will be charged for an event if the event setup changes a standard configuration, and another location has a similar layout.
  - For example, if a host requests Alumni Hall Auditorium to be changed to a round-table setup and Martin Auditorium is available (round-table setup), the host will be charged to change the Alumni Hall Auditorium setup (1) from theater-style to round tables and (2) to reset the area back to its standard configuration.
  - If a request to have the Martin Institute auditorium changed to theatre-style and Alumni Auditorium, McCarthy Auditorium, etc. are available, a charge will be applied.
  - If an alternative venue with a similar setup is not available, then no additional charges will be imposed.
2. Changes made to an event setup **within three business days** from the start of the event will incur an internal chargeback if the cumulative change requires more than 2 person-hours.
  - Event starts on Thursday at 1pm, last change must be made by the prior Monday at 1pm
  - Event starts at Monday at 1pm, last change must be made by the prior Wednesday at 1pm
  - Event starts on Sunday at 1pm, last change must be made by the prior Tuesday at 1pm
3. Charge-back amount will be the 1.5 times the hourly rate per person for Facilities Management staff.
4. **Inspections:** Events in locations that require a permit (I.e., SBA, Tent, Quad...etc.):
  - a. There can be no changes within 18 business days of the event. The Town of Easton requires us to provide them with 3 weeks (15 business days) notice when applying for an event permit. Sometimes the permit is received quickly, but occasionally it is not received timely. The 3-week period is the timeline that the Town of Easton has set. Once we have the permit, we cannot make any changes without reapplying with an updated layout and paying another fee.
  - b. Facilities needs 18 business days, as stated above, because once an event is submitted, Facilities needs three days to update the layout and send it back for final approval.
5. Event setup time in Sally Blair Ames Field House
  - a. For all major events to be held on Saturdays, the entire field house will be available for setup on the prior Thursday at 8:30AM. We are required to have an inspection by the Town of Easton at 10:00AM on Friday.
  - b. For Commencement, the entire Sports Complex Field House is needed the Saturday prior to the Baccalaureate Mass, which will be held on the following Saturday at 4pm.
6. Events canceled within 48 hours of the scheduled event will be charged a breakdown fee.

Charge-back Exceptions: President's Dinner, Admission Events changes caused by the Admissions Department, Convocation, Christmas Party, Spring Cook-Out, Commencement.

7. Closing of Dunkin in Shields Science Center requires a 4-week lead time.