Special Events Policies & Procedures

Rev. 3
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Authored By:

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Brian Cottington - *Event/Media*
Scott Steiner - *Parkhurst Catering*

Contents

Scheduling Rooms

Reserving Rooms - Shadyside Campus

First, reserve your room with the proper **Area Contact**. Scheduled rooms can be viewed on my.chatham.edu through the Astra Scheduler.

The following are the **Area Contacts** and their designated rooms and spaces on campus.

Adey Yilma - Ext. 1105
Non-Chatham Community Events
All of Mellon
      Mellon Board Room - Seating 120
      Mellon Living Room - Seating 30
      Mellon Dining Room - Seating 20
      Solarium - Seating 15
      Conover Room - Seating 28 to 30
      Devore Room - Seating 20

Donaldson Conference Room (in the AFC) - Seating 12

Founder's Room (in Laughlin Music Center) - Seating 25

Lisa Zezza - Ext. 1274
PCW Room - Seating 40

Welker Room - Seating 80, Standing 100

Chapel (first floor) - Seating 600

Prajna Parasher - Ext. 1182
Art Gallery (Woodland Hall)

Amanda Bossart - Assistant Registrar Ext. 1291
Contact - classroom@chatham.edu
All classroom spaces
      Braun
      Falk
      Coolidge
      Chapel Basement
      Laughlin Music Center
      Woodland Hall Classroom
      JKM Library-LCC1 & LCC2

Sanger - Seating 81

Eddy Theater - Seating 287

Beckwith - Seating 80

Buhl Atrium - Seating 70

Dani Pais - Ext. 1625

AFC (except Donaldson Conference Room)
      Gym

Seating on floor with only chairs 600
Seating on floor with tables and chairs 400
Bleacher seating 700

JKM LIBRARY - Ext. 1245

Contact - circdesk@chatham.edu
Reservation Info-
http://libguides.chatham.edu/circ/roomreservations

Scheduling Rooms

Reserving Rooms - Eastside Campus

Kevin Pilarski at either 412-527-5490 or
412-365-2486 or kpilarski@chatham.edu
- Main Conference Room

Elaine Ellison - Ext. 2747
Glass Conference Room

Amanda Bossart - Assistant Registrar Ext. 1291
Contact - classroom@chatham.edu

PBL Rooms

Eastside Classrooms

Eden Hall Campus

To schedule rooms and sound or to cancel an event contact **Stacey Enck** at either 412-475-5622 or 412-365-1183 or senck@chatham.edu

Small groups consisting of 50 attendees or less must make arrangements with Stacey **2 weeks** prior to the event.

Large groups of more than 50 attendees; please make arrangements to meet with Stacey **1 month** prior to the event.

a. Library - seating 20
b. Living Room - Seating 75
c. Dining Room - Seating 48
d. Recreational Room Theatre - style seating 75
e. Recreational Room Table - seating 80
f. Large Barn
g. Field Lab
h. Amphitheater

Due to the amount of events requested at The Eden Hall Campus, failure to contact Stacey Enck in the above time frames will result in an event not being approved.

Scheduling Rooms-Cont.

Facilities Request Form

The second step towards scheduling an event is to fill out the **Facilities Management Set-Up Form**, which can be found on my.chatham.edu under the Documents and Forms

Download the file and complete all required information.

Print and return to Facilities Management, Rea Garage, Attention, Lisa and Dawn.   All set-up request forms **FOR ALL CAMPUS LOCATIONS** must be signed by the Department Head.

Time Guidelines / Outdoor Events

Make sure you request enough time prior to the start of the event and enough time after the event is over to sufficiently break down and clean the facility; on occasion there may be another event to follow.

Smaller groups of less than 50 attendees, Must return the completed form **2 weeks** prior to the event.

Larger groups of 50 to 100 attendees, must return the completed form **1 month** prior to the event, to be sure there are adequate tables and chairs to accommodate the group.

All events scheduled to be held outdoors need to have an alternate indoor location and you **MUST** make the decision **24 hours** prior to the event on which location will be used.

Scheduling Rooms - Cont.

Final Notes

Weekly Event Meetings
Weekly Special Events meetings are held on **Thursdays at 9:30 a.m. in the PCW Room, Anderson Dining Hall.**

These meetings are a fantastic opportunity to meet face to face with members from facilities management, IT, and catering to address any last minute changes to an upcoming event.

Attendence is strongly encouraged, especially for those who have upcoming events.

Non-Chatham Community Events
The Chatham University Campus is available for venue rental for outside groups and organizations at various rates.

However, there are a number of conditions that must be in place prior to an event being booked.

1. **ALL OUTSIDE GROUPS** must book their event through Adey Yilma *at ayilma@chatham.edu or 412-365-1105*

2. A **Rental Agreement** must be signed and all rental fees must be paid prior to the event.

3. A **Hold Harmless Agreement** must be signed prior to the event.

A RENTAL AGREEMENT, HOLD HARMLESS AGREEMENT, AND ALL FEES MUST BE SIGNED AND PAID BEFORE PROCEEDING WITH FACILITIES, DIGITAL EQUIPMENT, AND CATERING RESERVATIONS

Please contact Adey Yilma for more information on venue rates and booking

Late Requests / Rentals / Back to Back Setups
Set ups returned to Facilities 2 days prior to the event **cannot be guaranteed** due to the lack of tables, chairs, equipment and possible insufficient manpower.

Facilities will require the Department Head's approval to rent any additional equipment for the event.

If an event is scheduled immediately after another event, the second event will have to use the same set up.

Personal Items & Lost Items
After the event, remove all event materials and personal items from the room, Facilities cannot be responsible for lost items or the transporting of them.

Digital Equipment / IT / AV

Digital Equipment Request

All requests for equipment must be submitted through the **Digital Equipment Request Form** found on my.chatham.edu under the Helpdesk tab.

http://my.chatham.edu/helpdesk/request/equipmentrequest.cfm

Personal emails and requests through the IT ticket system **will not be accepted**.   All digital equipment (ie, microphones, laptops, projectors, speakers, skype setups, Portable Audio Setups) are covered under the **Digital Equipment Request Form**.

Guidelines
- Chatham University Faculty and Staff can only submit Digital Equipment Requests.

- Requests for Projectors, Laptops, Skype Setups must be completed within **1 week** of the event.

- Requests for Portable Sound Systems, Microphones, Speakers, Rental AV gear, and web streaming must be completed within **2 weeks** of the event.

- Larger event setups (ie-Commencement, Outside Concerts, Alumni Weekend) should be discussed with the Event/Media Specialist and IT Help Desk at least **1 month** to assure coverage and equipment availability.

- Portable Projector Screens must be requested through the **Facilities Setup Request Form.**

All digital equipment is lent out and setup on a first come first serve basis. So it is vitally important that requests are submitted prompt and early. If the form is not filled out within the times listed, we cannot guarantee that equipment will be available as our supply is limited.

Digital Equipment / IT / AV - Cont.

Equipment Cancellations & Returns

If a reschedule for a delivery is needed, we encourage you to send an email to support@chatham.edu or call 412-365-1112 by at least 48 hours prior of the event time / location change. Again, as our supply is limited, it is best to contact Help Desk as early as possible!

Any equipment that is lent out over a certain amount of time must be returned to the Help Desk according to the initial request. Any person that has Help Desk equipment over 1 business day will be contacted by Help Desk to immediately return said equipment.

Event Technicians

Event Technician coverage is **not guaranteed** for all events and is allocated as resources become available. **It is highly recommended that all digital materials (DVDs, Powerpoints, slide shows, etc.) be tested with the Event/Media Specialist at least 1 day prior to the event to ensure that any and all errors can be dealt with.**

Each event media setup is tested and confirmed functional at the time of the event. In the event that a piece of equipment fails during the event, please notify IT Helpdesk (x1112) to arrange repair.

Event Videography & Live Streaming

Event Videography is handled by Kristen Shaeffer and The Broadcast Studio. Graduate Student Videographers are requested per the **Event Video Request Form** found on my.chatham.edu under **documents**.

NOTES: Submission of the form does not guarantee that a videographer will be available. University-wide events are given preference over department-specific events.

Live Web Streaming via the Chatham University Ustream channel is available for events. Live Streaming requires that it is noted on the Digital Equipment Request Form at the time of submission **AND** that a separate request via web helpdesk is issued to the web department to embed your live stream on chatham.edu.

It is highly recommended that the parameters of your live streaming setup be discussed and cleared with the Event/Media Specialist at least 2 weeks prior to your event.

Venue Capabilities

Welker Room

2 XLR Inputs for corded or wireless lavelier microphones, computer sound, etc.

**Additional Box Mixer can expand to 4 mics for 1 XLR Port

1 CD player

1 Tape player

Mellon Board Room

1 Podium "tap" microphone

1 Wireless lavelier microphone

1 Wireless handheld microphone

1 HP PC Laptop

1 Smart Interactive Whiteboard/Projector

DVD Player

Eddy Theater

5 XLR Inputs on stage

2 Monitor Lines that can be converted to mic inputs

4 hanging stage mics *not for primary sound.

Podium with PC **cannot be moved**

DVD Player

Lighting preset box with 5 presets

Control Booth-
      -Pro Audio Mixer   -PC
      -Lightboard

Venue Capabilities

AFC

3 Open XLR ports (Front, Back, Left Bleacher)

1 wireless handheld mic

1 Mobile Mixer
- -3 XLR Corded Mic Ports
- -CD player
- -RCA (Ipod) Connection

Chapel

Analog System***

8 Open inputs for corded microphones, wireless lavelier microphone, musical instruments, ect.
1 CD player
1 Tape player
Yamaha Box Mixer

Digital System***

Touch Panel AV Control Podium
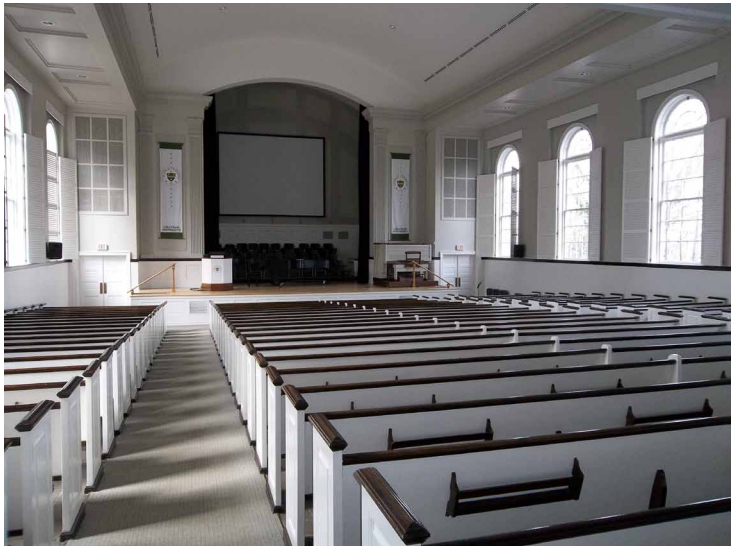***Must be connected for system use***
Sanyo Projector/Screen
Laptop Connection
2 Wireless mics
Podium mic
2 floor boxes with 2 XLR ports each
DVD Player

Dimmable Stage Lights Only

Rea Coffee House / Cafe Rachel
Mellon Living Room

Portable Sound System Required

Consists of-
- Mixer   - 2 Speakers with Stands   - Microphones & Ipod Cable

Catering

All catering information on menus, costs, setup types, and booking procedures can be found on the **Chatham University Catering Guide** on my.chatham.edu under **Documents & Forms**

Contacts

Facilities

Lisa Zezza
Secretary-Facilities/Public Safety
lzezza@chatham.edu
412-365-1274

Dawn Roenik
Manager of Facilities Services
droenik@chatham.edu
412-365-1275

Kevin Pilarski
Property Manger-Chatham Eastside
kpilarski@chatham.edu
412-365-2486

Stacey Enck
Facilities Manager-Eden Hall Farm
senck@chatham.edu
412-365-1183

IT / Event-Media / Video

IT Helpdesk
412-365-1112

Brian Cottington
Event / Media Specialist
bcottington@chatham.edu
412-365-1823

Kristen Shaeffer
Manager-Broadcast Studio
kshaeffer@chatham.edu
412-365-2933

Area Contacts
Refer to Page 3 for Area Details

Adey Yilma
Program Coordinator
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412-365-1105

Amanda Bossart
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classroom@chatham.edu
412-365-1291

Dani Pais
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412-365-1625

Prajna Parasher
Faculty-Art & Design
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412-365-1182

JKM Library
circdesk@chatham.edu
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Catering

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