STAFF
INSTRUCTIONS FOR RESERVING CAMPUS VENUES
FOR MEETINGS & EVENTS

Please contact the Office of Campus & Special Events by e-mail when requesting a venue for a
meeting or event. Initial requests should be sent via e-mail to sheflin@ycp.edu AND
dkile1@ycp.edu.

Please include the following information about your meeting or event in your request.

EVENT NAME – Title the meeting as it should appear on the College Master Calendar (25 Live).

EVENT DATE – Indicate the actual date(s) of meetings. “Every Tuesday” is not specific enough. Please include exact dates. If a date has not been determined, please indicate dates that you
would like us to check for availability.

VENUE (Building/Room) – You may indicate your preferred venue, however, indicating a preferred venue does not guarantee that it will be assigned for your meeting or event.

SPACE REQUIREMENTS – Do you need tables, chairs, smart technology, etc? Is it a dinner,
served or buffet? The more information you can provide the better able we are to find an
appropriate venue.

EVENT TIME – The event start time and stop time.

RESERVATION TIME – Include additional time for set-up and tear-down! This is very important.

ESTIMATED ATTENDANCE – Best estimate.

REQUESTOR – Individual Requesting Room

PHONE – Requestor’s Phone

EMAIL – Requestor’s E-mail

DEPARTMENT or ORGANIZATION – Name of Division Department
If you have any questions at this point, please call the Office of Campus & Special Events at (717) 815-3251 and we will be happy to assist you.

Once we have determined a date and venue for your function, we will DRAFT an Event Reservation Form and send it to you via e-mail to review for accuracy and for you to complete several sections related to logistical details. The information we will need to determine at this point will include:

**FACILITY SERVICES REQUESTS**

VENUE SET-UP REQUIREMENTS

CUSTODIAL REQUIREMENTS

MAINTENANCE REQUIREMENTS

HVAC REQUIREMENTS

GROUNDS REQUIREMENTS

**CAMPUS SAFETY REQUESTS**

LOCK / RELOCK

TRAFFIC & PARKING

ADDITIONAL REQUESTS (Such as swipe access deactivation in Willman Business Center)

**FOOD SERVICES**

Will a meal or refreshments be part of this event?
**Will you be requesting alcohol for this event?** York College does permit alcohol to be served at special non-student centered events. Please contact the Office of Campus & Special Events if you are considering serving alcohol at your event. You will need to complete a special request for consideration.

**TECHNOLOGY**

Technology varies depending on the venue. Some rooms have self-serve technology. Some venues have self-serve technology and require that a key is checked out from the IT Help Desk prior to the event. Other venues do not have technology and equipment must be provided by the IT Department. Some venues require that professional staff is hired to provide tech support. The Office of Campus & Special events will help you work through the technology needs for your event.

**BILLING INFORMATION – STAFF EVENTS**

An account number will be needed if there will be any costs related to your event, such as food or professional technical support.

**MISCELLANEOUS NOTES**

Any other details that are pertinent to your function?

**IS THIS A HIGH-PROFILE EVENT?**

Will the president or board members be involved in this event?

While you are completing the *DRAFT* Event Reservation Form, please feel free to contact the Office of Campus & Special Events and we will be happy to assist you in working through these details.

After you have completed the *DRAFT* Event Reservation Form, please e-mail it back to either Sherry Heflin or Desire Kile, depending who you have been working with up to this point. We will then add any other required details and distribute your form to all necessary parties. You will be included in this final distribution and at this point, you will see that your Event
Reservation Form is no longer titled as a DRAFT, and at the very bottom of the form it will state **CONFIRMED** with the date it is distributed.

Please keep the Confirmed & Distributed version of this form for your files so you can refer back to it with any questions you have about your event.

If **changes** occur prior to your event, after the confirmation has been distributed, you are responsible for being in contact with the individuals or departments effected by the change.

Examples of these changes include:

**DATE – TIME – VENUE - NAME OF EVENT** – Contact the Office of Campus & Special Events.

**ATTENDANCE** – Contact Louise Soskin, Catering Manager, at lsoskin@ycp.edu, if food is being served at your function. Be sure to contact Facility Services if your set-up requirements will change based on the change in attendance. (See below.)

**VENUE SET-UP - CUSTODIAL COVERAGE - MAINTENANCE – HVAC – GROUNDS** - Contact Angie Staples in Facility Services by e-mail to astaple1@ycp.edu or by phone to (717) 815-6441.

**CAMPUS SAFETY** – Contact Mike Blades at jblades@ycp.edu or (717) 815-1403 to be put in contact with the appropriate individual for changes related to opening or closing buildings, changing swipe access times for WBC, changing pre-arranged parking requests, etc.

**FOOD SERVICES** – Contact Louise Soskin, Catering Manager, at lsoskin@ycp.edu, for any food-related changes.

**TECHNOLOGY** – Contact the Office of Campus & Special Events for anything scheduled in WPAC or DeMeester Recital Hall in which professional tech support is scheduled. For all other technology related changes, contact the IT Help Desk.

**The goal of the Office of Campus & Special Events is to provide guidance and support as you plan your function to ensure a successful event!**

Please be in touch if we can help in any way!!

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