Student Instructions for Reserving Campus Spaces

Each student club and organization will receive e-mail correspondence from the Office of Student Activities & Orientation (OSAO) at the beginning of the semester outlining instructions for submitting rosters and room requests. Room requests will not be considered if rosters have not been submitted. Consideration of student reservation requests typically begin August 15th for the Fall semester and November 1st for the Spring semester. Please email room requests to Lora Snyder in the OSAO @ lsnyde16@ycp.edu. When contacting Lora regarding a meeting space, please include the following information in the email:

EVENT NAME – Title the meeting as it should appear on the College Master Calendar.

EVENT DATE – Indicate the actual dates of meetings. “Every Tuesday” is not specific and will result in rejection. Do not include dates over College breaks.

VENUE (Building/Room) – Indicating a room does not guarantee that it will be assigned for meeting.

SPACE REQUIREMENTS – Does meeting need tables, chairs, smart classroom, etc?

EVENT TIME – The meeting start time and stop time.

RESERVATION TIME – Include additional time for set-up and tear-down if required.

ESTIMATED ATTENDANCE –

REQUESTOR –

PHONE –

EMAIL –

DEPARTMENT or ORGANIZATION –

If it is determined that one of the spaces reserved by the OSAO will be adequate, Lora will reserve a space and confirm the reservation. Rooms reserved by the OSAO include the following:

IOSUE STUDENT UNION – William Walker Room, Commonwealth Room, MacDougal Lounge, SU Room 139, Spart’s Den
NORTHSIDE COMMONS – Room 124 & 125
If OSAO is unable to reserve a space for the meeting, she will forward the request to Sherry Heflin @sheflin@ycp.edu in the Office of Campus & Special Events. Rooms reserved by the Office include the following:

IOSUE STUDENT UNION – 1770s Room, Buechel Lounge, Johnson Dining Hall

WEST CAMPUS COMMUNITY CENTER – Alumni Hall & William Penn Room

BROUGHER CHAPEL

CLASSROOMS (after 9:15 pm) – Humanities Center (HUM)

PERFORMANCE VENUES – Collegiate Performing Arts Center (CPAC) Theater
DeMeester Recital Hall (Wolf Hall)

If the Office of Campus & Special Events is unable to reserve a space for the meeting, you will be directed to the appropriate individual to inquire about room reservations. It will be the responsibility of the requestor to follow up with the appropriate individual to confirm the room reservations.

**Table Reservations**

Tables may be reserved in the Student Union Lobby by contacting Lora Snyder @ lsnyde16@ycp.edu. Tables may be reserved in the West Campus Community Center by contacting Brittany Duncan @ bduncan4@ycp.edu.

**Room Set-up**

Once the reservation is confirmed, the OSAO or the Office of Campus & Special Events will provide Facility Services with the room set-up requests. If there are changes, it will be the responsibility of the requestor to contact Facility Services @ facilityservices@ycp.edu or @ 717-815-1351 at least one week prior to the meeting.

If the room is reserved as-is, the requestor is responsible for moving furniture back to the original set-up at the conclusion of the meeting. Not doing so may result in a fine and/or loss of room reservation privileges.

**Clean-Up**

The requestor is responsible for leaving their reserved space neat and tidy. Please make sure all trash is placed in the provided receptacles. If the meeting will produce a large amount of trash, the requestor is responsible for bagging the trash before leaving the room. If the
requestor anticipates needing extra trash bags, please contact Facility Services @ facilityservices@ycp.edu or @ 717-815-1351.

Food Services

Food for meetings must be catered by Chartwells Dining Services. To arrange for catering, the meeting must first be approved by the OSAO or the Office of Campus & Special Events. Once the meeting is confirmed, visit Chartwells online at www.dineoncampus.com/ycp for a list of menu options. Contact Nina Greiman @ ngreiman@ycp.edu or @ 717-815-1268. All catering orders must be submitted at least one week prior to the meeting. No outside or donated food may be brought onto Campus for meetings without approval by the Director of Dining Services.

Technology

If the requestor plans to use technology for the meeting and assistance is required, contact the IT Help Desk @ ithelp@ycp.edu or @ 717-815-1559 at least one week prior to the meeting to arrange a tutorial. In light-smart classrooms, a laptop must be provided by requestor.

Important Regulations

The use of candles is strictly prohibited in all YCP building.

Smoking is strictly prohibited in all YCP buildings.

Alcohol is strictly prohibited in all YCP buildings.

A violation of any of the above regulations will result in immediate loss of room reservation privileges, fine and review by Judicial Board.
Instructions for Planning Student Events

What constitutes an event as opposed to a meeting? An event is any type of function held by a student group which is something other than an ordinary group or club meeting.

These may include, but are not limited to:

- Student Senate Sponsored Events
- CAB Sponsored Events
- Greek Events
- Any Club or Organization Fundraiser or Philanthropic Function

Attendees may or may not include:

- Students other than club members
- Guests from off campus

There may or may not be:

- A charge to attend the event
- Food or other items sold or given away at the function

If you are unsure, check with the Office of Student Activities and Orientation!

If it is determined that the function is an event, the first step is to visit the OSAO and complete a STUDENT EVENT REGISTRATION FORM.

After a member of the OSAO staff has signed the form granting permission to move forward in the planning process, the requestor will be instructed to speak with individuals from various other campus offices for event approval. Depending on the type of event you are planning, you may have to speak with one or all of the following departments:

- Dining Services – If there will be food at the event, the requestor must speak with the Director of Dining Services. This includes any food or beverage that will be sold or given away. All food must be purchased through Chartwells Dining Services. On rare occasions, there may be food donated for an event. **All food – even donated items – must be approved by the Director of Dining Services.**
- Campus Safety – If the event will be advertised off-campus and open to individuals from off-campus, the requestor must get approval from the Director of Campus Safety. Additionally, if OSAO staff or the Director of Campus & Special Events believes that the
event may warrant any special safety precautions, the requestor will be instructed to get approval from the Director of Campus Safety.

- Campus Bookstore – If the requestor will be selling any retail items (food or merchandise), whether purchased or donated, the requestor must get approval from the Director of the Bookstore. In some cases, OSAO staff or the Director of Campus & Special Events may ask that the requestor get approval from the Director of the Bookstore for food or retail items that you plan to give away. This will be reviewed on a case-by-case basis.

- Office of Campus & Special Events – If the event is booked in a venue other than those scheduled by the OSAO, the requestor will be instructed to meet with the Director of Campus & Special events to book an appropriate venue. A signature from that office, as well as completion of an EVENT RESERVATION FORM, will be required. (See INSTRUCTIONS FOR COMPLETING AN EVENT RESERVATION FORM for detailed information regarding that form.)

- Grumbacher Sport & Fitness Center (GSFC) – If the requestor is interested in holding the event in the GSFC, the requestor will be instructed to meet with AJ Cimaszewski, Assistant Director, GSFC Facility Operations, to book any space in this venue. A signature from that office, as well as completion of an EVENT RESERVATION FORM, will be required. (See INSTRUCTIONS FOR COMPLETING AN EVENT RESERVATION FORM for detailed information regarding that form.)

After obtaining all necessary signatures on the STUDENT EVENT REGISTRATION FORM, the form must signed by the Organization president and returned to the OSAO for final approval.

Student Instructions for Completing an EVENT RESERVATION FORM

If you reserve a venue through the Office of Campus & Special Events, the requestor will be expected to complete an EVENT RESERVATION FORM. See form below, with specific instructions where needed in BLUE. If the requestor needs assistance in completing this form, please contact the Office of Campus and Special Events, either by e-mail @ sheflin@ycp.edu or @ 717-815-1257.
EVENT RESERVATION FORM

EVENT NAME  This will be published on the College Master Calendar and can be viewed by on and off campus users. Please title your event appropriately.
   Please title your event as you wish it to appear on the R25 calendar

EVENT DATE

VENUE  (Building / Room)

EVENT TIME  (To / From)  Please be specific about event start & end time.

RESERVATION TIME  (To / From)  If you need time to set-up before or tear-down following your event, indicate that time here. The Office of Campus & Special events may add additional time if needed for Facilities Services to complete set-up.

ESTIMATED ATTENDANCE  Anticipated number of attendees

REQUESTOR  This is the person requesting the space who will then become the contact person if there are additional questions about the event.

PHONE  Requestor’s phone

E-MAIL  Requestor’s YCP e-mail address

DEPARTMENT or ORGANIZATION  Your Organization

Please complete the following sections for Facility Services, Campus Safety, Food Services, and Technical Support as completely as possible. If sections are completed as “T.B.D.” or “will provide information at a later date”, it is the responsibility of the requestor to follow up with the appropriate department to ensure that all arrangements for their event are completed. If modifications are required related to set-up, food service, Campus Safety, or IT help after the CONFIRMED Reservation Form has been distributed to all applicable parties, the requestor must contact the appropriate department related to the specific changes to make those requests.
FACILITY SERVICES REQUESTS

VENUE SET-UP REQUIREMENTS
(Be sure to include tables for food service and/or registration if required. Also include requests for extra trash cans, coat racks, etc.)

If you have been assigned a space where you have the option of requesting a specific set-up, it is crucial to include the set-up information here. Do you need tables/chairs for guests? How do you want the room set up? Are you serving food? Do you need tables for food, materials or registration? Will you need trash cans or coat racks?

CUSTODIAL REQUIREMENTS
(It is mandatory that all student groups leave rooms as they were found and that they make every effort to clean up following their event.)

The Office of Campus & Special Events will indicate if additional staff is required based on the event type.

MAINTENANCE REQUIREMENTS

Do you require anything for your event outside the normal scope of what is available in your venue? Do you have inflatables which would require additional electrical outlets, for example? Please make that type of request here.

HVAC REQUIREMENTS

The Office of Campus & Special Events will indicate if there are HVAC requirements.

GROUNDS REQUIREMENTS

Is your event outdoors? If you will be using any campus lawn space, any special requests must be made here.

CAMPUS SAFETY REQUESTS

LOCK / RELOCK

The Office of Campus & Special Events will determine if your event falls outside normal operating hours and if the Campus Safety Office will be required to make special provisions for access.

TRAFFIC & PARKING
(If assistance for traffic control or parking is needed for large-scale events, the requestor is required to contact Campus Safety at least one month prior to the event to make arrangements.)

If your event will generate a large influx of visitor’s to campus, or if your event is being held at a location that may restrict parking or traffic flow, indicate that here. You will be instructed to make appropriate arrangements with the Campus Safety Office.
ADDITIONAL REQUESTS

Please note anything of a logistical nature that has not already been addressed here.

FOOD SERVICES

Will a meal or refreshments be part of this event?  Yes or No – xxxxx
It is very important that you answer this question. All food must be purchased through Chartwells Dining Services. On rare occasion, you may have food donated for an event. All food – even donated items – must be approved by the Director of Dining Services. (If so, requestor must contact Nina Greiman at ngreiman@ycp.edu to arrange.)

Note – If you wish to have tables covered or skirted at your event, please discuss this with Nina when placing your food order. You will be charged for linen as part of your food service charges.

TECHNICAL SUPPORT

TECHNOLOGY  (Includes smart-room technology, computer projection, dvd/vcr projection and guest accounts in venues other than the CPAC Theatre and DeMeester Theater.)
Will technology be required for this event?  Yes or No – xxxxx
Please indicate if you will be using technology for your event. (If the equipment you require is in addition to what is standard in the venue you have reserved, requestor must contact IT at ITHelp@ycp.edu to arrange to have the equipment provided.)

IMPORTANT NOTE – If your event requires IT to provide equipment after normal working hours, there will be a minimum charge for personnel to set-up and/or tear-down the equipment. That charge will be dependent on the time of the event. Please confirm charges with IT when making arrangements for support.

If you will be using technology, will you require an IT tech support person to cover your event beyond set-up and tear-down of equipment?  Yes or No
Tech support for events is reviewed on a case-by-case basis. Contact IT to discuss your requirements if you are unsure about equipment or support. (If so, requestor must contact IT at ITHelp@ycp.edu to arrange to have a tech support person at the event.)

IMPORTANT NOTE - There will be a charge for an IT tech support person to cover your event regardless of the time of the event. Be sure to clarify this with IT when making arrangements for support.

PERFORMANCE VENUE SUPPORT  (CPAC and DeMeester Recital Hall Only)
Will technical support be required for this event?  Yes or No
(There will be a charge for this support.)
Tech support is ALWAYS required for events in CPAC and DeMeester Recital Hall. Technicians will be scheduled based on the nature of your event. There is ALWAYS a charge for tech support.

Describe your technical requirements for this event? i.e. PowerPoint presentations, lights, sound, lectern with microphone, lavaliere or hand-held microphones, etc.
Please provide a basic outline of your technical requirements for events in CPAC and DeMeester Recital Hall. You will be provided with the name and e-mail address of the person assigned to cover your event and you must contact that person prior to your event to discuss the details of your technical needs.
**BILLING INFORMATION – STUDENT ORGANIZATIONS**

This section must be completed by student organizations. It is crucial that you provide specific billing for your event if applicable. If you will be pre-paying for any food ordered, note that here. You are not able to pre-pay for technical support, so we must have accurate billing information for those charges.

Will there be any costs / charges related to this event? Yes or No
(Charges include food, technical support, campus safety coverage, etc......)

If yes, Do you have a budget with Student Senate? Yes or No

If no, Who is responsible for paying charges?
- Name
- Campus Mail Box Number
- Phone
- E-mail address

**ADDITIONAL INFORMATION**

Is this a high-profile event? No
The Office of Campus & Special Events will make this determination.

**RESERVATION DISTRIBUTION**

Requestor
Your name here

Angie Staples
Campus Safety
Food Services
Amy Ferro
Drew Carter
Jean Buck

**DISTRIBUTION DATE**

Draft or Confirmed

**PAY SPECIAL ATTENTION TO THIS SECTION!**

If the Office of Campus & Special Events has any questions about your event, this form will be e-mailed to you in DRAFT form, requesting additional information.

After all information is complete, the form will be marked CONFIRMED and distributed to all pertinent parties. The reservation should only be considered LOCK-IN and FINAL after you receive a CONFIRMED copy via e-mail.

This reservation is not locked-in until it is completed and distributed as a CONFIRMED reservation.