

Moravian College

Events Management and Reservation Handbook

This handbook is written to provide important information and to serve as a guide for planning events and reserving rooms. Planning events and making reservations for meeting rooms are two different endeavors but involve similar processes. Both require planning ahead and being thoughtful and thorough in working with various offices on campus.

Meetings require reserving the room, specifying the setup, securing audiovisual equipment and ordering refreshments with Food Service. Meetings are of limited duration, have a reasonable amount of people, and require little setup and cleanup.

Events that are more complex require approval of the space and in-depth planning in advance of the event. Approval of the space requires close scrutiny of the proposed date of the event to make sure there are no other major events being held at the same time.

Events are of variable duration, may involve larger audiences, require special setups, equipment needs and significant time and effort for setup and cleanup. Event management responsibility resides with the requestor, and an event manager must be designated on the reservation form. The event manager or designated institution employee must be present for the event.

External events are defined as those not specifically sponsored by the institution. In general, the College welcomes events which enhance academic programs, uphold the institution's image, and help fulfill the mission. While the College is able to host a number of groups and conferences during the summer months, facilities use by non-campus groups during the academic year is limited.

All requests for external facility use during the academic year are coordinated by the HUB Director's Office. The Dean of Student Life Office manages requests during the summer. External events may not interfere with normal College operations. They must be planned at an operable level in conjunction with primary College utilization.

The College now has a central events management office- the Director of the HUB coordinates the work of this office. There are a variety of people that reserve spaces on campus. They are listed in this document under "Campus Reservation Contacts". Ad Astra is the computer program that is used by all schedulers on campus to reserve rooms. It serves as a central repository for all reservations. Reservations are published daily on the College's website. One may access this information by going to Moravian's homepage and clicking on monthly events. All non-academic use of facilities, whether external or internal, must be registered with the Hauptert Union Reservations Office at x1492.

Any department that hosts an event or program that is not directly associated with the normal academic, administrative or student functions, will be charged the authorized labor rate for all work associated with that program. An account number must be provided for billing when applicable. Charges for external events are billed through the HUB Director's Office.

FACILITIES

There are a number of facilities on campus that can be reserved for meetings and events. These spaces include the Bahnson Center (Moravian Theological Seminary), Borhek Chapel, Breidegam Field House (ARC), Johnston Hall and athletic fields, classrooms, Collier Hall of Science lecture halls, The Doghouse, and the Hauptert Union Building (HUB). There are also facilities on the Hurd Campus (formerly South Campus), which include Foy, Hearst and Peter Hall, the President's Room in Main Hall, Clewell Dining Hall, Payne Gallery and the George Washington Room.

MAIN CAMPUS

Bahnson Center

To reserve the Saal or classroom space in the Bahnson Center, call the Seminary office at x1516.

Borhek Chapel

Reservations for the Chapel are made through the Hub Director's Office at x1492. The Chapel may only be reserved by students, faculty, administration, staff and alumni. It is not open to the public. There is a charge of \$300 for private occasions such as weddings. The Bursar's Office will bill the appropriate party upon receiving a copy of the reservation. The Chapel is not available during periods when the college is closed i.e. winter break (mid December to early January). Seating capacity for Borhek Chapel is 100 people. It is handicap accessible. Decorations may be tied to the pews; nothing is allowed on the walls. No food or beverage, which includes rice, birdseed and confetti, is permitted in the Chapel

Classrooms/Collier Hall of Science Lecture Halls/Classrooms

Classroom assignments for courses are made by the Registrar and the Comenius Center Studies and hold priority over other uses. Requests for daytime classroom use are handled by the Registrar's Office at x1351. The Comenius Center reserves rooms during the week after 4pm and on weekends. Dana and Mellon lecture halls in the Hall of Science are booked by the Hub Director at x1492. Seating is fixed. Dana can accommodate 55 people and Mellon 100. Both halls are well equipped with a/v capabilities.

Breidegam Field House (ARC), Johnston Hall and Athletic Fields

Use of any athletic facility (Johnston Hall, Breidegam Field House (ARC), the grassy area outside of the ARC, the Quad, and the athletic fields) must be approved by the Athletic Director at x1532. A facility reservation form is available and must be completed and submitted to the Athletic Office in Johnston Hall. Requests must be made a month in advance of the event.

If a major setup is required, Facilities Services must be contacted at x1550 in order to determine whether or not an extra day is required for setup and take down. If this is the case, the facility must be booked a day in advance and the day afterwards if warranted.

The Doghouse

The Doghouse is located in the basement of Zinzendorf Hall. It is a small coffee house/entertainment area, which can seat approximately 60 people. It has a dance floor, TV, CD player, audio cassette deck, and sound system. There is a good size kitchen for preparing food or hosting an event with refreshments. The space is used heavily for suppers, late night entertainment, faculty get-togethers and special events. It is the only space on campus that faculty and staff may reserve for private use free of charge. The Director of the HUB may be called at x1492 to reserve this space.

All reservations begin with the Office of Event Management (Ann Claussen, x1492). Before any plans are made to sponsor an event or program on campus, please consult with the HUB Director

Hauptert Union Building (HUB)

The HUB has a variety of rooms, which can accommodate meetings, films, speakers, receptions, dinners and special events! These include the following: Arena Theater, Air Products, Amrhein, Dining Room, Kiosk, Laros, Pavilion, Prosser Auditorium and Lobby, Recreation, Reinhard, the Leadership Center, Snyder, & United Brethren and Church rooms (UBC). Each room has specifications for setups and number of people that can be accommodated. This information is available on the website. Please see the Appendix for detailed information about these rooms.

There are a number of ways to reserve a room in the HUB:

1. Contact the HUB Desk at x1491 and a Building Manager or the Director will assist you.
2. Send an e-mail to the Director of the HUB (meaec01), indicating the event title, date, time, number of people, audio visual &/or food needs, special set-up (if required), sponsoring person's name and phone number.
3. Fill out the reservation request form on the website and send it to the HUB desk.
4. Call the HUB Director at x1492

The individual or office making the reservation is responsible for food arrangements and audiovisual equipment. Call Food Services and x1474 (Barb Maza) and the Media Center at x1500. Any special setups / arrangements must be reviewed with the HUB staff.

A confirmation will be sent to you no later than 2 days after the request. If confirmation is needed immediately, call the HUB desk at x 1491 and the status of the reservation will be checked. Please allow as much lead-time as possible when making the request. There are many competing needs and limited spaces. The earlier a request can be made, the more likely it can be confirmed.

PRISCILLA PAYNE HURD ACADEMIC COMPLEX

The Priscilla Payne Hurd Academic Complex (PPHAC) is first and foremost an academic building under the auspices of the Academic Dean's Office. All academic activity takes precedence over any other programs or events. Classroom space is reserved by Brian Reese, Asst. Registrar at x1475 Monday through Friday from 8am-4pm. Evening and weekend requests are processed by Doris Siegfried at x7193 and Anne Claussen at x1492.

Other spaces in the academic complex that may be booked include the Atrium, the conference rooms and the open areas on the second and third floor. Requests to use these spaces will be reviewed by the HUB Director (x1492) and booked on a case-by-case basis. The customer must fill out a reservation form for the use of the space which details the full extent of its use and outlines what equipment must be ordered as well as any Food Service requests. The reservation form can be found online as well as made available at the HUB Desk.

It is important that the customer realize that the open spaces in the PPHAC lead to classrooms and that depending on the time of day and day of the week, there will be student and faculty traffic through these areas.

It is the responsibility of the person requesting the use of these spaces to call Anne Claussen (x1492) and the Media Center for setups and equipment once the space is booked and confirmed by the HUB Director's Office. The customer will be charged for all overtime costs incurred by Facilities Services.

PRISCILLA PAYNE HURD CAMPUS

Clewell Dining Hall

Clewell Dining Hall has a seating capacity of approximately 80. Use of the hall during the academic year is limited. The dining area is Handicapped Accessible, however, the restrooms located on the 2nd floor are NOT Handicapped Accessible. Food service is provided by The Wood Company. There is no sound system available in the dining hall. This space is booked by the HUB Director once approved by the Dean of Student Life Office.

Foy, Peter, and Hearst Halls

These rooms, which are used primarily by the Music Department, must be approved by the Music Facilities Coordinator x1661. Once the Music Department Office has approved the event, the appropriate people will receive a confirmation of the reservation.

Foy Hall is handicapped accessible and has a seating capacity of 428. Use of the hall during the Academic year is limited. No food or drinks are permitted. The hall is equipped with 75 music stands and 65 chairs, 1 small conductor's dressing room off stage left and Concert Hall lighting with front of house position. There is no sound amplification system available. A 9' Steinway concert grand is available; there is a \$300.00 usage fee payable to the MC Piano Fund.

Peter Hall is handicapped accessible and has a seating capacity of 150. Use of the hall during the Academic year is limited. No food or drinks are permitted. The hall is equipped with a small sound reinforcement system, and dimmable lights. Two B Steinway grands are available; there is a \$300.00 usage fee payable to the MC Piano Fund.

Hearst Hall can seat approximately 75. The hall is handicapped accessible. The hall is equipped with dimmable lights. NO sound system is available. A Yamaha Grand is available; there is a \$200.00 usage fee payable to the MC Piano fund. The hall can accommodate food and can be set up in various ways.

George Washington Room

The George Washington Room has limited use due to its history and artifacts on display in the room. It can accommodate 12 people. The Music Facilities Coordinator (X1661) must be called to discuss booking the room.

Payne Gallery

The Director or Assistant Director of Payne Gallery at x 1680 must be contacted for permission to use the gallery before one can process a reservation. The nature of the exhibit in the Gallery will determine what types of functions can be held there. After receiving approval for the event, the space is reserved by the Music Facilities Coordinator at x 1661. The appropriate people will receive confirmation of the reservation.

Facilities Services Policies

Event set-ups requiring tables, chairs, podium and stage must be discussed in detail with Facility Services as soon as the reservation is confirmed and the Event Management Checklist (see Appendix) is completed. All setups in the HUB, which use regular equipment and furnishings, may be addressed directly with the HUB Director. The event manager will need to know the expected time of set-up/takedown, number of participants, all equipment needs, etc.

Facilities Services reserves the right to review plans and requirements for large events before final approval is given. Any requests for extraordinary services such as additional power, non-college vendor access, use of landscaped areas, etc. must be approved **prior to any contract signing**. Adequate set-up and clean-up time needs to be built into the reservation.

Johnston Hall use for non-athletic functions requires covering/uncovering the floor. Sufficient time must be allowed for both processes. In some cases, such as stage set-up, Breidegam Fieldhouse may also require floor covering.

It is the responsibility of the event manager to “police” the site both before and after the event; to report any damages, conflicts, cancellations, postponements; to arrange beforehand for alternate location in case of inclement weather; to request enough chairs tables, etc. for overflow attendance. It is the responsibility of the event manager to contact Campus Safety to unlock/lock doors and secure site before you leave.

Transportation:

If College transportation is requested, two weeks notice is needed to schedule drivers, bus/van availability. If transportation services are cancelled less than 2 hours prior to event, the event sponsor will be billed for two hours driver time. Requests for transportation should be directed to the Facilities Services Dept, x1550.

Support Services

Campus Safety

The Office of Campus Safety is responsible for maintaining a safe and pleasant environment for the campus community. The staff of police officers can also assist in event management particularly when it involves parking and security issues.

The Chief of Police can be contacted at x1421 in order to assist in making the necessary arrangements for traffic control, safety of an invited guest to campus, transportation and parking needs. The services provided by the Office of Campus Safety eliminate the necessity of depending upon outside agencies for public safety services in most cases. The department works closely with local law enforcement and serves as an important liaison with these offices.

Center for Information Technology (CIT)

The Center for Information Technology (CIT) provides support with computers, the network, data projectors and electronic information systems across Moravian’s campus. If an event requires access to the data network, data projectors, or special assistance with computer hardware or software, CIT will provide training and orientation to the systems and equipment. CIT also provides live on-site support during events as appropriate.

CIT works closely with the Media Center and Reeves Library to provide data support for events. The Library manages a number of loaner laptops and data projectors, and the Media Center provides live support during the events.

The Media Center should be called to arrange for data access or computer systems assistance for your event. They will coordinate the necessary resources from the Library, Media Center, and CIT. CIT may be consulted for special requests or unusual circumstances. The CIT Help Desk can be reached at 610-625-7929.

Media Center Audio Visual Support

The Media Center provides and coordinates audiovisual support in order to help successfully execute educational programs and special events at Moravian College.

Facilities in the Haupert Union Building (HUB) with PA System and AV Equipment Permanently Installed

Prosser Auditorium: Is ideal for lectures, films, and special events. The seating capacity is 277 lecture-style seating. Prosser has a built-in stage that is ideal for performance groups and entertainers. The facility is outfitted with basic stage lighting and a PA system that includes 5 microphone inputs, CD player and cassette deck. It has one 20x15 retractable movie screen for slide, overhead, and film presentations. The facility has overhead, slide and 16mm projectors that can be reserved through the Media Center.

Pavilion: Is available for student organizations and college departments to hold educational programs and special events predominantly in the evening and weekends. It is ideal for receptions, dinners, dances, and entertainment programs. The Pavilion can be set up in a variety of ways. The capacity is 150 standard set-up, 150 reception style, and 200 with all furniture removed. The facility has a raised platform that can be used as a small stage with a basic lighting system. The PA system includes 4 microphone inputs, 1 video input and 2 RCA audio inputs on stage, 2 CD players, and 2 cassette decks. The system also includes TV, VCR and laser disc player connected with a permanently installed video projector. The facility is outfitted with 1 screen for video projection, which is electronically controlled from the Sound Booth. The video projection is possible only after dark.

Dining Hall: The Dining Hall is an ideal location for banquets and special events. It has limited flexibility for setups due to the nature of the furniture. The capacity of the Dining Hall is 234 with standard set up. The facility requires a portable stage and stage lighting system. It is outfitted with a basic PA system that includes 5 microphone inputs.

UBC: The United Brethren's Church Room is ideal for small lecture presentations, meetings, receptions, luncheons, and dinners. The room has a capacity of 80 lecture-style, 125 reception style, and 65 for a meal. The room is outfitted with 1 pull down screen and a basic PA system with 5 microphone inputs and a DVD/projector in the ceiling.

Other Facilities with Built in PA system and Audio/Visual Equipment

Johnston Hall: Johnston Hall gymnasium was built to accommodate sports events. It is equipped with a set of bleachers on the east and west walls. It is heavily used for major lectures, concerts, and special events. A floor covering must be used for special non-athletic programs. Standing capacity for concerts is 1700, seating 2000. Approval by the Athletic Director must be

given to use the hall. The facility has a built in PA system with 6 microphone inputs, CD player and cassette deck. For such events additional lighting, sound and video must be contracted.

Dana Lecture Hall in Collier Hall of Science: Dana is suitable only for lectures and meetings. It has a fixed lecture-style seating for 144 persons. The facility is outfitted with 1 electric screen and permanently installed video projector. One microphone PA system and other equipment including VCR, TV, visual presenter, Macintosh and PC are accessible through touch panel. Dana is also suitable for overhead projector and slide presentations. An overhead projector is available at all times and slide projectors can be reserved through the Media Center.

Dog House: Is a small social space for departmental and student get-togethers. Set-up is limited to café-style furniture with tables and chairs. The facility is equipped with TV/VCR, jukebox, and PA system including CD player and cassette deck. There is a small dance floor, kitchen and bathroom.

Foy Hall: Foy Hall is ideal for music and dance concerts, recitals, special lectures and theatre events. It has a theatre-style seating for 428. The facility is outfitted with a stage lighting system but no suitable PA system. If a sound system and other a/v services are needed, an outside contractor must be hired to provide required services.

Mellon Lecture Hall: Mellon is ideal for holding small lectures, meetings, slide and overhead presentations. Set-up is limited to lecture-style seating for 58. The facility does not have a PA system but none is needed for such a small lecture hall. If a special event held in Mellon requires a PA system, it can be provided by the Media Center. Mellon is outfitted with 1 electric screen, 1 pull down screen and chalkboards. An overhead projector is available at all times and slide projectors can be reserved through the Media Center. There are also 2 built in TV screens that can be operated through a TV/VCR unit provided by the Media Center.

In addition to the permanently installed AV equipment the HUB has 2 overhead projectors and 2 TV/VCR units available at all times. There are additional VCRs, overhead projectors, slide projectors, CD players and tape recorders available upon request at the Media Center. The additional equipment must be requested no later than one week before a scheduled event.

Any student organization or college department event organizer requiring a PA system, lighting, or any other audio/visual support for programs and special events must contact the Media Center at 610-861-1500 no later than 2 weeks before a scheduled event. If a facility on campus does not have a suitable sound or lighting system for an event, an outside contractor must be hired in cooperation with the Media Center to provide required services. Three weeks advanced notice must be given to the Center.

Event staff must be hired for any event requiring use of a PA system. Event staff consists of Media Center work-study student employees and/or outside contracted audio/visual technicians. Event Staff is responsible for load in (if applicable) and setup of equipment prior to the event, monitoring the event and protecting the equipment from damage, taking down the equipment and load out (if applicable).

Moravian College
Campus Contacts for Reservations

Athletic Facilities Breidegam Field House (ARC) Johnston Hall, Athletic Fields	Terry Eddinger x1572
Borhek Chapel	Ann Claussen x1492
Classrooms/Collier Hall of Science	Brian Reese x1475 (daytime) Doris Siegfried x1400 (evening)
Colonial Hall Conference Rooms Hauptert Union Building (HUB) Hurd Academic Complex	Deb Hinkel x1364 Ann Claussen x1492 Brian Reese x1475 (daytime) Doris Siegfried x1400 (evening) Anne Claussen x1492
Hurd Campus (South Campus) President's Room, George Washington Room	Blair Flintom x1661
Music Facilities Foy, Hearst, and Peter Halls	Blair Flintom x1661
Payne Gallery	Dave Leidich x1662/Blair Flintom x1680
Public Events (all external bookings Sept.-May)	Ann Claussen x1492
Seminary (Bahnsen Center)	Claudia Zile x1516
Summer Camps & Conferences	Robert Windolph x1503