

College of St. Catherine

Internal Meeting and Event Policies

Effective September 1, 2005

Welcome, Meeting and Event Services (MES) is excited to assist you in your upcoming event. The following document contains important information that will help you in planning and carrying out your event smoothly. Please read through the following pages thoroughly and be aware of our procedures and policies. No matter how big or small, we want your event to be a success; familiarizing yourself with these policies and procedures will help to ensure this. If you have questions about any of the information contained in this document, please contact the MES Office at x6861.

Meeting and Event Content

All events held on St. Kate's property must uphold the mission of the College. Reservation requests for events which conflict with the mission of the College may be refused at the discretion of the College. The mission of the College of St. Catherine is as follows:

Vision Statement

To be the world's pre-eminent Catholic college educating women to lead and influence.

Mission Statement

The College of St. Catherine educates women to lead and influence. Founded by the Sisters of St. Joseph of Carondelet in 1905, the College integrates liberal arts and professional education within the Catholic traditions of intellectual inquiry and social teaching. Committed to excellence and opportunity, the College engages students from diverse backgrounds in a learning environment uniquely suited to women. Education at the College of St. Catherine prepares graduates to demonstrate ethical leadership grounded in social responsibility.

In addition, St. Kate's reserves the right to impose, at any time, limits on the scope, conduct or audience size of any event in order to carry out the provisions of this Policy. St. Kate's also reserves the right to require, as a condition of use, the payment of a fee for the use of facilities and the services of additional personnel or security personnel, at an agreed upon cost to the requesting group.

Space Reservation

Review the enclosed space reservation, including date, time and location. Reservations are held on a tentative basis until the signed MES Internal Meeting and Event Policies is returned to MES; once received, your reservation will be held on a definite basis.

Reservations times must include time for client setup and teardown. Reservations are not allowed to be made for setup for hours/days prior to or after event.

Space reserved for use by contracted group may not be transferred, assigned, or loaned to another group without prior written approval by the MES office.

Allocation of Space

MES reserves the right to assign, and if necessary, re-assign space at any time to ensure the most appropriate utilization and occupancy of St. Kate's facilities.

Event Setup

All setup requirements must be requested at least three weeks prior to the event. Setup requests received later than three weeks prior to event will be subject to staffing and space availability.

Furniture may not be moved out of any room and only MES staff may move furniture within a room.

Cancellations

Notification of cancellation must be made to MES no later than six weeks prior to the reservation date(s). Reservations that are cancelled within 2 weeks of the event date(s) will incur costs for any staff scheduled for setup/teardown, event assistance, as well as the costs of any commitments that have been made for facilitation of the event.

Responsibility for Costs

Groups holding events in St. Kate's space are responsible for all costs associated with the event. Charges may include St. Kate's staffing, off-campus security, damages, equipment rental, furniture rental, linen, food and beverage and other charges from St. Kate's departments and outside contractors. It is each group's responsibility to provide payment for all services in accordance with the policies of each provider, either St. Kate's or outside contractors.

For services provided or arranged through MES a transfer of funds from internal department to MES is required. MES will provide detail of event costs incurred along with a transfer of funds form, please indicate account to transfer funds from, sign and forward form to Accounting for payment. Please forward a copy of the completed transfer of funds form to MES.

Campus Closings

Should the campus close due to inclement weather or acts of God or war, all events on campus will be cancelled. Events may be rescheduled at a time agreed upon by both the College of St. Catherine and group. The college is not responsible for deposits/payments made to external vendors scheduled for original event date.

Should college classes cancel but the college campus does not close, events will proceed as scheduled.

Outside Vendors/Contractors

All vendors/contractors hired by client for event services must be pre-approved by MES. In certain circumstances, only College pre-approved vendors will be allowed to perform services in St. Kate's facilities; this includes but is not limited to services for catering and security. All vendors/contractors must adhere to St. Kate's policies and procedures as stated herein.

Safety and Security Staffing

St. Kate's and MES reserve the right to require ushers, fire department officials, public safety/police officers, or other security personnel for events held in St. Kate's facilities as it deems appropriate. The need shall be determined based upon the following criteria: time, place, anticipated attendance, audience and type of event.

Arrangements for required personnel will be made by MES and/or St. Kate's Safety and Security. All applicable charges and fees will be billed to the reserving group. Police/Security Officers may not be hired directly by the reserving group.

Catering

Sodexo provides food and beverage service for events at St. Kate's. Catering requests are to be submitted three weeks prior to event. Requests can be submitted by filling out an online catering form or contacting Sodexo directly at x6900.

Outside catering is allowed for internal events with the exception of events in Coeur de Catherine Room 372.

Linens

Sodexo Catering will supply the linens and/or skirts for tables used either for service or consumption of food that they have been contracted to provide. For all other linen and/or table skirting needs, arrangements must be made with the MES department no later than three weeks prior to your event. Linens will be rented and the client will be responsible for all applicable charges.

Audiovisual Equipment

Audio-visual equipment (A/V) is available for use in St. Kate's facilities. Please communicate your A/V requests to the Event Coordinator no later than three weeks prior to your scheduled event date. A/V reservations are subject to availability.

Certain types of A/V equipment require an A/V or MES Event Technician for operation or access to secured areas. Similarly, events requiring extensive lighting changes (dimming, on/off, colored light shows) will require the presence of an Event Technician. All costs associated with providing an Event Technician are the responsibility of the reserving group.

Use of external A/V equipment in conjunction with St. Kate's A/V equipment is prohibited. MES is not responsible for equipment provided by external organizations or individuals for use during any events at St. Kate's.

Audiovisual Equipment (continued)

Some laptops are not compatible with St. Kate's A/V equipment. Notice of laptop presentations must be submitted to MES three weeks prior to event. It may be necessary to schedule time to test laptop compatibility and/or reserve a St. Kate's laptop.

Amplified Sound

Amplified sound is not permitted in CdC Atriums or public areas.

Amplification systems less than or equal to 20 watts are allowed on the Quad at any time until 10PM. Amplification systems greater than 100 watts are permitted on the Quad Friday from 5PM-10PM, Saturday and Sunday from 8:30AM-10PM. Proper notification to neighbors must be made notifying them of the event no later than three weeks prior to the event date.

Decor and Signage

Decorations are limited to the interior of the space reserved for the event. All decor must be freestanding. Materials may *not* be attached to walls, doors, ceilings, floors, windows or woodwork with tape, adhesives, tacks, nails, or any other means.

Votive candles and candles protected by hurricane glass are allowed only in the center of dining and buffet tables. Use of any other candles is prohibited.

Signage is allowed using easels and sign stands only and is subject to approval by the MES department. Requests for easels and sign stands may be made through MES and are subject to availability. Signage is to be provided by group.

Decor and signage (indoor and outdoor) must be completely removed immediately following the conclusion of the event and within reservation time. St. Kate's and/or MES staff will discard decorations/signage remaining after the end of the reservation time. The client will incur any applicable labor charges resulting from necessary cleanup of decorations/signage or other materials left on campus by the client, participants or vendors.

Parking

Parking on campus is subject to availability and can be very limited when class is in session. Guest parking can be reserved for small groups (under 60 vehicles); permits may be required for your guests. Requests must be submitted in writing to MES no later than three weeks prior to event and is subject to availability. Large groups may use on-street parking. Please contact MES for information regarding permits and current local on-street parking guidelines.

Maintenance and Repair of Space

Groups are responsible for any negligent or intentional damage to St. Kate’s facilities. Responsibility for any cleanup, maintenance and/or repair of reserved space beyond normal wear and tear will be the financial responsibility of the reserving group.

Other

St. Kate’s is not responsible for the loss, theft, or damage of any property not owned by St. Kate’s.

All indoor facilities at St. Kate’s are smoke-free. Smoking is prohibited on Coeur de Catherine balconies. Any smoking outdoors must take place at least 20 feet from entrances.

Reserving group is responsible for the actions of all participants.

Animals are not permitted in St. Kate’s facilities except trained work animals (such as seeing eye dogs).

Any event details not addressed in the College of St. Catherine Meeting and Event Policies must be submitted in writing to the College for consideration.

*The College of St. Catherine reserves the right to revise its policies and procedures at any time.

Please provide signature below, indicating receipt of and agreement to adhere to event policies as outlined. Forward original to MES, #4034, once received your reservation will be held on a definite basis.

Reserving Organization/Department

Date

Contact Name (print)

Contact Signature