PROVIDENCE COLLEGE

INTERNAL
SPACE & FACILITIES EVENT
USAGE MANUAL

Spring 2020

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CONFERENCING AND FACILITIES USAGE

I.   **Conferencing and Facilities Usage Policy Statement and Denial of Requests**

A. **Policy Statement**

As an educational institution, Providence College has the capability of holding partial or full-day conferences and events on campus for the purpose of enhancing the intellectual life of the College, provided that the proposed activities meet the following criteria:

1. The conference or event must be consistent with the mission of the College and will be governed by College's Speaker Policy as applicable
   a. Note: Please refer to Outside Speaker Policy
2. The purpose of the gathering must include an educational component;
3. The conference or event does not involve an on-campus overnight stay
4. exceptions to the no overnight policy to be made only by the President or his designee
5. The number of attendees at the conference or event is limited-Typically less than 300 participants

B. **Constituent Groups**

1. **Faculty/Staff:**

   All members of the Providence College faculty and staff (the College's internal community) may request facilities usage, provided that the program, event, or conference meets the criteria as stated above. Faculty and staff may not use College facilities or resources for personal business without advance permission of the College's Office of College Events and in consultation with the appropriate vice president.

2. **Directors of Camps/Programs:**

   Members of the faculty or staff may request use of facilities for the purpose of holding athletic, academic, or spiritual camps on campus. Directors of these programs or camps must follow the policies and procedures that are outlined in the Camp and Program Directors' Policies and Procedures Manual.

3. **Students**:

   All student generated requests for facilities usage are reviewed by the Office of Student Activities.

4. **External Constituents**:

   Members of the external community having no affiliation with the College may request use of space for a fee; however, use of space and facilities may be granted only if the requesting organization has satisfactorily met all criteria pertaining to use by an external organization and has received the expressed

written permission of the Office of College Events.

Providence College in its sole discretion reserves the right:
1) To charge established fees when appropriate *(See appendix D);*

2) To review, postpone and/or cancel presentations during which a speaker intends to advocate the rejection of a clear teaching of the Catholic Church.

C. Denial or Postponement of Requests

Reasons for denying or postponing use of facilities for an event/conference include, but are not limited to, the following:

1) Event/conference does not comport with the Speaker Policy and/or College mission
   a. Speakers are not submitted within the time requirements
   b. A respondent is not made available regarding a specific topic, etc.
2) Numerous campus events occurring simultaneously may adversely affect efficiency of the College's services:
   a. Insufficient parking
   b. Overtaxing of the Office of Safety and Security
   c. Overtaxing of Physical Plant
   d. Overtaxing of Sodexo Campus (Food) Services
   e. Overtaxing of Academic Media Services
   f. Overtaxing of College Events Personnel Services
   g. Proximity of requested event site is not compatible with other previously scheduled activities (Black-out period)
3) Requested site is scheduled for maintenance/renovation
4) Requested event/conference may negatively affect campus aesthetics (e.g., signage, equipment, overt construction required to stage event)
5) Uninsured group (for external organizations)
6) Proper protocol is not followed

II. Outside Speaker Policy

A. General Principles

Providence College encourages free and vigorous academic discussion and even argument in ways in keeping with the values of a Catholic and Dominican College. As an academic institution, the College has an obligation to promote the free discussion of serious issues that may be controversial in nature. The College wholeheartedly supports academic and artistic presentations that engage and challenge us through authentic intellectual, aesthetic and theological dialogue and debate, including those that may be provocative in nature. Presentations that are gratuitously offensive or overtly and insistently contemptuous of the values and sensibilities of the Providence College community are not. Given the Dominican

legacy of the Disputed Question, the College encourages sponsors of patently controversial presentations to consider formats that will provide opportunities for dialogue. The primary purpose of this policy is to assist members of the community in planning and organizing events that are educational and enlivened by the free-exchange of ideas appropriate to an academic community. To this end, the following guidelines should be observed when various constituencies of the College invite outside speakers:

Note: The term "speaker" refers primarily to a person invited to give a talk expressing his or her own position on an issue of academic interest. It can also include other forms of presentations that put forward a particular point of view, e.g., plays, films, panels, performance artists, and so on.

B. **Outside Speakers Hosted by Faculty of the College:**

Speakers invited by the faculty of the College and sponsored by faculty through their departments, programs, or as part of a class, and presenting in an academic space (that is, classrooms and lecture halls), enjoy the benefits of academic freedom as long as the intended audience is the College community.

1. Reservations for events including outside speakers must be submitted to Registrar's Office, via 25Live Pro, two weeks prior to the event to ensure space and appropriate logistical support. The name, topic, and sponsoring entity (or entities) are submitted at that time.

2. When a non-academic space is requested for a speaker sponsored by faculty, or when the public is explicitly invited, the event will be considered 'public.' Given the nature of these events, organizers are encouraged to consider the most appropriate format for each speaker and topic. When the presentation deals with particularly controversial material, the Dominican legacy of the Disputed Question can be a helpful resource to ensure that opposing sides are heard and considered. The Office of Mission and Ministry as well as the Office of Institutional Diversity are also good resources toward the planning and execution of a successful event. If it is clear that a speaker intends to advocate the rejection of a clear teaching of the Catholic Church, the College enjoys the right to ask that the format of the presentation include a respondent supportive of the Catholic position. This determination is made by the Vice President for Mission and Ministry [VPMM], in consultation with the Speaker Advisory Group [SAG.] Chaired by the Vice President of Mission and Ministry, this group is comprised of two faculty selected by the Faculty Senate, a faculty member selected by the VPMM, a student selected by Student Congress, and the Dean of Students from Student Affairs (or his or her delegate). The vice president will work with this committee as well as the faculty organizers for how best to handle those rare cases in which the clear intention of a particular talk is in tension with the Catholic and Dominican Identity of Providence College.

3. The final decision concerning the conditions required for a proposed event to go forward will be made by the VPMM. For those instances when a respondent is needed, the Office of Academic Affairs to provide appropriate funding. The fact that the College reserves this right does not mean it will always exercise it. Other ways of ensuring that both sides are heard are possible and, in some instances, more in keeping with the College's academic goals. In each case, the rights of the faculty will be respected and will include opportunities for dialogue with SAG and the VPMM. The goal will be for the event to go forward in a manner appropriate to Providence College's commitment to the harmony of faith and reason.

4. Faculty hosts who anticipate a potential conflict are encouraged to consult with the VPMM at the beginning stages of planning to permit sufficient time for a thoughtful discussion of the speaker's position or proposed topics. This approach sets a standard for respectful dialogue among campus partners with the common goal of delivering an intellectually stimulating educational event that is sensitive to the mission of the College. If the VPMM, in consultation with SAG, makes a request for the presence of the Catholic perspective and the faculty host chooses not to comply, the College reserves the right to postpone the event until an agreed upon format can be found.

5. Events involving outside speakers that are considered public must be submitted to Registrar's Office, via 25Live, at least one month prior to the event to ensure space, appropriate logistical support, and sufficient oversight, as described above. The name, topic, sponsoring entity (or entities), and any intention to invite the public is submitted at that time.

C. Outside Speakers hosted by Staff and Administrators of the College:

College staff and administrators who wish to invite speakers to campus or sponsor on-campus events will inform and receive written approval from his or her divisional vice president of the intended speaker, topic, date, time and audience prior to reserving the event in the central reservations system.

1. If the event is open to the public, it is the responsibility of the administrator host to inform his or her vice president of whether the speaker or event intends to advocate for a position contrary to a clear teaching of the Catholic Church. If this is the intention, the divisional vice president will consult with the VPMM and SAG to determine if a respondent who is supportive of the Catholic Church's position is needed. If the VPMM, in consultation with SAG, makes a request for the presence of the Catholic perspective and the staff host chooses not to provide one, the College reserves the right to postpone the event until an agreed upon format can be found.

2. Reservations for events including an outside speaker hosted by staff and administrators must be submitted via 25Live Pro at least one month prior to the event to ensure space, appropriate logistical support, and sufficient oversight, as described above. The name, topic, sponsoring entity (or entities), and any intention to invite the public is submitted at that time.

3. Speakers with staff-hosts are approved and processed through the Office of College Events once the original request is submitted through 25Live Pro. This office reviews the entire event to ensure compliance with the College's due diligence procedures (e.g., proof of insurance, logistics), determine fee structure, and ascertain appropriate level of support services that are needed in accordance with the College's facilities and event usage policies.

D. Speakers and Events hosted by Student Clubs and Organizations of the College:

Student clubs and organizations must submit program proposals in accordance with the guidelines included in the Successful Event Planning Guidebook produced by the Office of Student Activities.

1. This office reviews the entire event to ensure compliance with the College's due diligence procedures (e.g., proof of insurance, logistics), determine fee structure, and ascertain appropriate level of support services that are needed in accordance with the College's facilities and event usage policies. It is the responsibility of the Director of Student Activities to work with of the Vice President of Student Affairs (VPSA), especially when a speaker or event may be considered contrary to the College's Catholic identity and mission, to seek guidance and work collaboratively with students to seek thoughtful solutions.

2. In those cases in which student organizations, the Director of Student Activities and the VPSA are unable to achieve consensus about a mutually agreeable approach, the VPMM will bring the event proposal to the Speaker Advisory Group (SAG). It is the responsibility of the VPMM, in consultation with SAG, to suggest a path by which the event can go forward in a manner appropriate to the College's Catholic and Dominican identity. This process will be handled in a way that gives students the ability to make their case before SAG. If the final decision of the VPMM is not accepted, the event will be postponed until an agreed upon format can be found, if possible. The Division of Student Affairs will provide reasonable funds for required changes to the program.

E. Policies Regarding Invited Dignitaries:

In advance of an event for which a declared candidate for public office will be invited to campus, please contact the College's Office of General Counsel for guidance and assistance.

III. Key Roles and Definitions

A. Central Reservations:

Central Reservations is responsible for general scheduling of all non-instructional (non-classroom) space for the College through the Web-based 25Live Scheduling System. Central Reservations has the authority to approve use of space requested by a member of the College's internal community—students, faculty, or staff—to hold a meeting or routine event in non-instructional space. Requests may be made by accessing https://25live.collegenet.com/providence/ at least two weeks in advance of the event date. **If the event is to include an outside speaker, the request should be made no later than one month in advance.**

B. Office of the Registrar:

The Registrar is responsible for the scheduling of all instructional space at Providence College. The Registrar's Office will approve or deny a request for space for routine events that involve the internal community (student or faculty/staff in academic space); it will forward information to the Office of College Events for approval of those events that involve the *external* community. Requests may be made by accessing the 25Live website at https://25live.collegenet.com/providence/.

C. Office of College Events:

Special events or conferences that do not require Cabinet approval are assessed by the Office of College Events. The role of the Office of College Events is to review space requests that originate in Central Reservations for faculty and/or staff groups that involve an external constituency or outside speaker. Through a process of Due Diligence, the Office of College Events works to ensure that general and legal requirements have been met. Due Diligence involves a review of the criteria a group must meet in order to gain approval through the Office of College Events when external constituencies are involved- contract and insurance compliance, review of logistical needs, etc. If an outside speaker or panel is involved, please refer to the Outside Speaker Policy for process guidelines.

D. Cabinet:

All inquiries for College facilities and support which depart from established Providence College housing rates, as well as requests for College funding, must be reviewed by the Cabinet when the event requires "Official College Events Status." This status is defined as any event that may have a significant impact on overall campus resources (e.g., summer overnight conference requests, large academic conferences which consist of more than 300 people for one or multiple

E. **Office of General Counsel**
The Office of General Counsel works with the Office of College Events to ensure compliance with Due Diligence mandates and other legal matters as necessary.

F. **Building Space Coordinator:**
A building space coordinator is a faculty or staff member that has oversight responsibility for a particular reservable space on campus. This person responds to requests from Central Reservations regarding usage of that particular space.

G. **Conference or Event:**
An organized gathering of a group of individuals meeting for the purpose of consultation or the exchange of information and discussion among participants who have a defined topic (e.g., colloquium discussion, seminar, or lecture). The conference or event must include an educational component.

IV. **Event Types, Approval Processes, and Procedures**

A. **Faculty or Department-sponsored event—no externalconstituencies involved:**

1. *Definition:*
A routine event sponsored by a College department or by a faculty or staff member that is for the internal community only (e.g., Faculty Meeting, Mission and Ministry lecture, Human Resources Health Fair).

2. *Approval:*
Central Reservations may approve the event through 25LIVE space request process.

3. *Procedure:*
There are two types of space that may be reserved on campus—Instructional Space consists of classrooms, seminar rooms; Non-Instructional Space consists of event venues such as '64 Hall, the Soft Lounge (LL01), Ryan Concert Hall, etc., (*see Appendix B*). Separate procedures are followed for requesting use of each type of space. Note: Please refer to Outside Speaker Policy for all policies impacting speakers at events.

a. **Instructional Space Requests**
The Office of the Registrar has full responsibility for scheduling use of this type of space. Requests may be made by accessing the 25Live website at https://25live.collegenet.com/providence/ at least 2 weeks in advance of the event date. Reservation requests for instructional space during final exams are prohibited. Reservation requests for instructional

space during the reading period will be reviewed by the Office of the Registrar on an individual basis. Decisions on said requests will not be confirmed until two (2) weeks prior to the end of the academic term.

b. Non-Instructional Space Requests

Central Reservations is the principal point of entry for all requests for non-academic function space. The Web-based registration form is the only method of initiating a request for function space. The procedures are as follows:

1. Access and complete the Web-based registration form at: https://25live.collegenet.com/providence/ (*See Appendix A*)
2. Submit the form electronically to Central Reservations.
   - Required fields on the form must be completed in order for the request to move to Central Reservations.
3. Once received by Central Reservations, the available space is placed on a temporary hold.
4. Requests remain tentative until Central Reservations sends confirmation.
5. If space sought is not generally reservable, Central Reservations will contact the building space coordinator *(see Appendix C)* to request use of space.

   - The building space coordinator will review the request and notify the Central Reservationist of the status of the reservation via e-mail within five business days of his/her receipt of the request. The Central Reservationist will in turn notify the requestor of the status of the reservation request.

B. Faculty or Department-sponsored event or program—external constituents involved:

1. *Definition:*

   A routine, College-related program or event on campus that is open to external constituents. Examples include events such as Feinstein Institute partnership events, lectures, workshops, panel discussions, speakers, Math/Computer Science High School Programming Contest, and/or any event that will attract an audience comprised of external constituents.

2. *Approval:*

   When external constituents are to be invited on campus, the College sponsor should seek and receive written permission from the divisional vice president agreeing to the proposal. The requestor submits the request to Central Reservations, who forwards the request to the Office of College Events. The Office of College Events then performs a compliance check to protect the College from liability. In addition, the

College may require that external groups or organizations meet certain conditions—including, but not limited to— the provision of proof of insurance, as well as any required indemnification, *before* they are granted use of College facilities.

Note: Please refer to Outside Speaker Policy for all policies impacting speakers at events.

3. **Procedure:**

There are two types of space that may be reserved on campus— Instructional Space consists of classrooms, seminar rooms; Non-Instructional Space consists of event venues such as '64 Hall, Ryan Concert Hall, etc. Separate procedures are followed for requesting use of each type of space.

Note: Please refer to Outside Speaker Policy for all policies impacting speakers at events.

a. **Instructional Space Requests**

The Office of the Registrar has full responsibility for scheduling use of this type of space. The Office of the Registrar consults with the Office of College Events before approving space. Requests may be made by accessing the 25Live website at https://25live.collegenet.com/providence/ at least two weeks in advance of the event.

Reservation requests for instructional space during final exams are prohibited. Reservation requests for instructional space during the reading period will be reviewed by the Office of the Registrar on an individual basis. Decisions on said requests will not be confirmed until two (2) weeks prior to the end of the academic term.

The requestor will be asked to provide the Office of College Events with the following information:

1. name of requestor and contact information
2. name and topic of the speaker
3. preferred date of event
4. time of event and location of event
5. purpose of the event/meeting
6. age range of external constituents
7. anticipated number of attendees
8. ancillary services (e.g., Academic Media Services, Physical Plant, Security)
9. purpose, scope and compliance check

Upon approval from the Office of College Events, Enrollment Services will reserve space as requested.

b. Non-Instructional Space Requests

Central Reservations is the principal point of entry for all requests for non-instructional function space. Central Reservations works in conjunction with the Office of College Events to process requests. The Web-based registration form is the only method of initiating a request for function space. The procedures are as follows:

1. Access and complete the Web-based registration form at: https://25live.collegenet.com/providence/

2. Submit the form electronically to Central Reservations.

- Required fields on the form must be completed in order for the request to move to Central Reservations.

3. Once received by Central Reservations, the request is forwarded to College Events for a compliance check and placed on a temporary hold.

4. Central Reservations sends confirmation to requestor.

5. If space sought is not generally reservable, Central Reservations will contact the building space coordinator *(see Appendix C)* to request use of space.

- The building space coordinator will review the request and notify the Central Reservationist of the status of the reservation via e-mail within five (5) – seven (7) business days of his/her receipt of the request. The Central Reservationist will in turn notify the requestor of the status of the reservation request.

C. Programs/Events/Activities sponsored by individual members of the faculty or staff—no external constituencies and no formal PC business involved:

1. Definition:

An event sponsored by a member of the College's faculty or staff at which only members of the internal community may be present (e.g., Book Club, Prayer Group).

2. Approval:

Central Reservations, in collaboration with the Office of College Events may approve event through 25LIVE space request process (*see sample, Appendix A).* Waivers may be required. Note: Please refer to Outside Speaker Policy for all policies impacting speakers at events.

3. Procedure:

There are two types of space that may be reserved on campus—Instructional Space consists of classrooms, seminar rooms; Non - Instructional Space consists of program or event venues such as '64 Hall, the Soft Lounge (LL01), Ryan Concert Hall, etc., *(see Appendix B).* Separate procedures are followed for requesting use of each type of space.

a. **Instructional Space Requests**

The Office of the Registrar has full responsibility for scheduling use of this type of space. Requests may be made by accessing the 25Live website at https://25live.collegenet.com/providence/ at least two weeks in advance of the event date. Reservation requests for instructional space during final exams are prohibited. Reservation requests for instructional space during the reading period will be reviewed by the Office of the Registrar on an individual basis. Decisions on said requests will not be confirmed until two (2) weeks prior to the end of the academic term.

a. **Non-Instructional Space Requests**

Central Reservations is the principal point of entry for all requests for non-instructional function space. The Web-based registration form is the only method of initiating a request for function space. The procedures are as follows:

1. Access and complete the Web-based registration form at: https://25live.collegenet.com/providence/
2. Submit the form electronically to Central Reservations.
   - Required fields on the form must be completed in order for the request to move to Central Reservations.
3. Once received by Central Reservations, the available space is placed on a temporary hold.
4. Requests remain tentative until Central Reservations sends confirmation.
5. If space sought is not generally reservable, Central Reservations will contact the building space coordinator *(see Appendix C)* to request use of space.
   - The building space coordinator will review the request and notify the Central Reservationist of the status of the reservation via e-mail within five (5) – seven (7) business days of his/her receipt of the request. The Central Reservationist will, in turn, notify the requestor of the status of the reservation request.

D. **Programs/Events/Activities sponsored by individual members of the faculty or staff—external constituents present, but no formal PC business involved:**

1. *Definition:*

An event or program on campus sponsored by a member of the College's faculty or staff at which members of the external community may be present. Such events may occur with the permission of the Office of College Events (e.g., Irish Cultural Studies Seminar, NE Counselors Association, RI Coalition of

Commencement Planners, Dance for Children Program).

2. *Approval:*

   When external constituents are to be invited on campus, the College sponsor should seek and receive written permission from the divisional vice president agreeing to the proposal. Because external constituencies will participate, Central Reservations or the Office of the Registrar forwards the request to the Office of College Events. The Office of College Events performs a compliance check to protect the College from liability. In addition, the College may require that external groups or organizations meet certain conditions—including, but not limited to—the provision of proof of insurance, as well as any required indemnification, *before* they are granted use of College facilities. Note: Please refer to Outside Speaker Policy for all policies impacting speakers at events.

3. *Procedure:*

   There are two types of space that may be reserved on campus—Instructional Space consists of classrooms, seminar rooms; Non- Instructional Space consists of event and program venues such as '64 Hall, the Soft Lounge (LL01), Ryan Concert Hall, etc. Separate procedures are followed for requesting use of each type of space.

   a. **Instructional Space Requests**

      The Office of the Registrar has full responsibility for scheduling use of this type of space. The Office of the Registrar consults with the Office of College Events before approving space. Requests may be made by accessing the 25Live website https://25live.collegenet.com/providence/at least two weeks in advance of the event date. Reservation requests for instructional space during final exams are prohibited. Reservation requests for instructional space during the reading period will be reviewed by the Office of the Registrar on an individual basis. Decisions on said requests will not be confirmed until two (2) weeks prior to the end of the academic term.

      The requestor will be asked to provide the Office of College Events with the following information:

      1. name of requestor and contact information
      2. preferred date of event
      3. time of event and location of event
      4. purpose and scope of the event/meeting
      5. keynotes, special lecturers and dignitaries expected
      6. age range of external constituents
      7. number of people expected
      8. ancillary services (e.g.,

<div align="center">Academic Media Services,
Physical Plant, Security)</div>

Upon approval from the Office of College Events, the Office of the Registrar will allocate space as requested.

b. Non-Instructional Space Requests

Central Reservations is the principal point of entry for all requests for non-instructional function space. ***The Web-based registration form is the only method of initiating a request for function space.***
The procedures are as follows:

1. Access and complete the Web-based registration form at: https://25live.collegenet.com/providence/ *(See sample, AppendixA).*
2. Submit the form electronically to Central Reservations.
- Required fields on the form must be completed in order for the request to move to Central Reservations.

3. Once received by Central Reservations, the available space is placed on a temporary hold. Central Reservations will then forward the request to the Office of College Events for appropriate compliance check.

4. Requests remain tentative until Central Reservations and the Office of College Events sends confirmation.

5. If space sought is not generally reservable, Central Reservations will contact the building space coordinator *(see Appendix C)* to request use of space.
- The building space coordinator will review the request and notify the Central Reservationist of the status of the reservation via e-mail within five to seven business days of his/her receipt of the request. The Central Reservationist will in turn notify the requestor of the status of the reservation request.

E. Student club or organization sponsored event—no outside constituenciesinvolved

1. Definition:
These types of routine events complement and support the mission of student clubs and organizations; these events are designed for the College's internal community only (e.g., Board of Programmers, club meetings, etc.).

2. Approval:
Central Reservations may approve event through 25LIVE space request process (*see Appendix A*). Additional approval may be required by the Office of Student Activities and Cultural

Programming.

3. *Procedure:*

There are two types of space that may be reserved on campus—Instructional Space consists of classrooms, seminar rooms; Non-Instructional Space consists of event venues such as '64 Hall, Ryan Concert Hall, etc. Separate procedures are followed for requesting use of each type of space.

a. Instructional Space Requests

The Office of the Registrar has full responsibility for scheduling use of this type of space. The Office of the Registrar consults with the Office of Student Activities and Cultural Programming before approving space. Requests may be made by accessing the 25Live website at https://25live.colleg enet.com/providence/at least two weeks in advance of the event date. Reservation requests for instructional space during final exams are prohibited. Reservation requests for instructional space during the reading period will be reviewed by the Office of the Registrar on an individual basis. Decisions on said requests will not be confirmed until two (2) weeks prior to the end of the academic term.

b. Non-Instructional Space Requests

Central Reservations is the principal point of entry for all requests for non-instructional function space. The Web-based registration form is the only method of initiating a request for function space. The procedures are as follows:

1. Access and complete the Web-based registration form at: https://25live.collegenet.com/providence/. *(See Appendix A)*
2. Submit the form electronically to Central Reservations.
    - Required fields on the form must be completed in order for the request to move to Central Reservations.
3. Once received by Central Reservations, the available space is placed on a temporary hold.
4. Requests remain tentative until Central Reservations sends confirmation.
5. If space sought is not generally reservable, Central Reservations will contact the building space coordinator *(see Appendix C)* to request use of space.
    - The building space coordinator will review the request and notify the Central Reservationist of the status of the reservation via e-mail within five (5) – seven (7) business days of his/her receipt of the request. The Central Reservationist will in turn notify the requestor

of the status of the reservation request.

F. Student club or organization-sponsored event—external constituencies involved

    1. Definition:

        These are events that complement and support the mission of student clubs and organizations that may include participants who are considered external to the College community (e.g., Best Buddies, Friars Club Reunion guests, 5K Walkathon).

    2. Approval:

        Because external constituencies will be present on campus, Central Reservations forwards the request to the Office of Student Activities and Cultural Programming for approval. Note: Please refer to Outside Speaker Policy for all policies impacting speakers at events.

    3. Procedure:

        There are two types of space that may be reserved on campus—Instructional Space consists of classrooms, seminar rooms; Non- Instructional Space consists of event venues such as '64 Hall, Ryan Concert Hall, etc. Separate procedures are followed for requesting use of each type of space.

        a. Instructional Space Requests

        The Office of the Registrar has full responsibility for scheduling use of this type of space. The Office of the Registrar consults with the Office of Student Activities and cultural programming before approving space. Requests may be made through https://25live.collegenet.com/providence/at least two weeks in advance of the event date. Reservation requests for instructional space during final exams are prohibited. Reservation requests for instructional space during the reading period will be reviewed by the Office of the Registrar on an individual basis. Decisions on said requests will not be confirmed until 2 weeks prior to the end of the academic term.

        b. Non-Instructional Space Requests

        Central Reservations is the principal point of entry for all requests for non-instructional function space. The Web-based registration form is the only method of initiating a request for function space. The procedures are as follows:

        1. Access and complete the Web-based registration form at: https://25live.collegenet.com/providence/ (*See Appendix A*)

        2. Submit the form electronically to Central Reservations.

- Required fields on the form must be completed in order for the request to move to Central Reservations.
3. Once received by Central Reservations, the available space is placed on a temporary hold.
4. Requests remain tentative until Central Reservations receives confirmation from the Office of Student Activities and Cultural Programming that external constituencies have been approved.
5. If space sought is not generally reservable, Central Reservations will contact the building space coordinator (*see Appendix C)* to request use of space.
   - The building space coordinator will review the request and notify the Central Reservationist of the status of the reservation via e-mail within five to seven business days of his/her receipt of the request. The Central Reservationist will in turn notify the requestor of the status of the reservation request.

G. Official College Events

1. *Definition:*
   In addition to a number of core events such as St. Dominic Weekend, Family Weekends, Academic Convocation, Commencement, Reunion Weekend, etc., academic and non- academic departments, as well as groups that have a community relationship with the College, may seek Cabinet approval to hold a special event or conference that will enhance the intellectual life of the College. Events that have been sanctioned by the Cabinet as Official College Events may require resources such as:
   1. Additional monetary support beyond departmental allowances;
   2. Support from the Office of College Events, Marketing and Communications, Media and Community Relations;
   3. Additional support services (e.g., Security, Physical Plant, Food Services, Academic Media Services)
   4. Groups that have a community relations partnership with the College or special interest in the College require Cabinet approval.

2. *Approval:*
   The Cabinet holds full authority for issuing official College Event status and for approving such events. An acknowledgement of adherence to the College's speaker policy must also be offered.

3. *Procedure*:
   a. Create a formal written request to hold the event and send to the Director of College Events with a copy to requestor's respective vice president. The request should include:

1. Nature and date of event
2. Educational value to Providence College
3. Identification and scope of resources anticipated to facilitate event

Note: A request for "College Events Status" should be made as soon as an event/conference is being considered, but no later than 60 days prior to the desired date of the event. The requestor should be sure to inform and gain permission where applicable from his/her respective Vice President on the event request.

b. The Office of College Events will ask the Executive Office to place the request on the agenda of the next available Cabinet meeting.

c. The Cabinet will then:
1. Review the request
2. Assess impact on campus resources
3. Make an informed decision within a two-week time period, whenever possible
4. The Executive Office will communicate the decision to the Office of College Events for follow-up on appropriate Due Diligence requirements (legal and insurance fulfillment)

d. The Office of College Events will notify the requestor of the final decision.
1. If deemed an official College Event, appropriate services will be allocated by the vice president(s) responsible for directing the specific departmental support.
2. The Office of College Events will supervise and facilitate the event.

H. External sponsor with internal contact

1. *Definition:*
An external group that has been granted event permission by the Office of College Events that has an internal contact within the Providence College community.

2. *Approval:*
When external constituents are to be invited on campus, the College sponsor should seek and receive written permission from the divisional vice president agreeing to the proposal. Because external constituencies will participate on campus, the internal contact submits the request to Central Reservations or the Office of the Registrar, who then forwards the request to the Office of College Events. The Office of College Events performs a compliance check to protect the College from liability. In addition, the College may require that external groups or organizations meet certain conditions--including, but not limited to--the provision of proof of insurance, as well as any required indemnification, *before* they are granted use of College facilities. Note: Please refer to Outside Speaker Policy for all policies impacting speakers at events.

3. Procedure:

There are two types of space that may be reserved on campus—Instructional Space consists of classrooms, seminar rooms; Non- instructional Space consists of event venues such as '64 Hall, the Soft Lounge (LL01), Ryan Concert Hall, etc. Separate procedures are followed for requesting use of each type of space.

a. Instructional Space Requests

The Office of the Registrar has full responsibility for scheduling use of this type of space. The Office of the Registrar consults with the Office of College Events before approving space. Requests may be made by accessing the 25Live website at https://25live.colleg enet.com/providence/at least two weeks in advance of the event date. Reservation requests for instructional space during final exams are prohibited. Reservation requests for instructional space during the reading period will be reviewed by the Office of the Registrar on an individual basis. Decisions on said requests will not be confirmed until two (2) weeks prior to the end of the academic term.

The requestor will be asked to provide the Office of College Events and with the following information:

1. name of requestor and contact information
2. preferred date of event
3. time of event and location of event
4. purpose and scope of the event/meeting
5. keynotes, special guests or dignitaries to be invited
6. age range of external constituents
7. number of people expected
8. ancillary services (e.g., Academic Media Services, Physical Plant, Security)
9. acknowledge compliance with the speaker policy by the internal contact/sponsor

Upon approval from the Office of College Events, the Office of the Registrar will reserve space as requested.

b. Non-Instructional Space Requests

Central Reservations is the principal point of entry for all requests for non-instructional function space. Central Reservations works in conjunction with the Office of College Events. The Web-based registration form is the only method of initiating a request for function space. The procedures are as follows:
1. Access and complete the Web-based registration form at https://25live.collegenet.com/providence/
   (*See Appendix A*).
2. Submit the form electronically to Central Reservations.
   - Required fields on the form must be completed in order

for the request to move to Central Reservations.
3. Once received by Central Reservations, the available space is placed on a temporary hold.
4. Central Reservations forwards the request to the Office of College Events for compliance check.
5. Requests remain tentative until Central Reservations sends confirmation and compliance check is completed by the Office of College Events.
6. If space sought is not generally reservable, Central Reservations will contact the building space coordinator (*see Appendix B)* to request use of space.

- The building space coordinator will review the request and notify the Central Reservationist of the status of the reservation via e-mail within five business days of his/her receipt of the request. The Central Reservationist will in turn notify the requestor of the status of the reservation request.

I. External sponsor with no internal contact

1. *Definition:*
An external individual or a group having no affiliation with the College may be granted permission to use College facilities, under the direction of the Office of College Events (e.g., Mount Hope Settlement House, RI Association of School Principals, Teaching American History Project).

2. *Approval:*
The Office of College Events, in consultation with the appropriate vice president, has responsibility for approving all external requests.
The following criteria must be met for speaker guidelines:
1. The conference or event must be consistent with the mission of the College and will be governed by College's Speaker Policy as applicable.
2. The purpose of the gathering must include an educational component.
3. Keynotes, special guests or dignitaries to be invited must be within the speaker guidelines; all speakers with no internal contact facilitated by College Events require the approval of SAG.
4. The conference or event cannot involve an overnight stay; (Note: exceptions to the on-campus –no overnight policy are made only by the President or his designee).
5. The number of attendees at the conference or event is limited (typically less than 300 participants).
6. There is no conflict with on-campus activity, e.g.,

support services.
7. The conference is in compliance with all necessary insurance and legal indemnifications.

3. *Procedure:*

College Events has responsibility for all procedural aspects of facilitating external requests.

a. Instructional Space Requests
The Office of the Registrar has full responsibility for scheduling use of this type of space. The Office of College Events works in conjunction with the Office of the Registrar to facilitate external requests. Requests may be made by accessing the 25Live website at https://25live.collegenet.com/providence/at least 4 weeks in advance of the event date. Reservation requests for instructional space during final exams are prohibited. Reservation requests for instructional space during the reading period will be reviewed by the Office of the Registrar on an individual basis. Decisions on said requests will not be confirmed until two (2) weeks prior to the end of the academic term.

b. Non-Instructional Space Requests
Central Reservations is the principal point of entry for all requests for non-instructional function space. The Office of College Events works in conjunction with Central Reservations to facilitate external requests. Requests for space must be submitted at least 4 weeks in advance of the event.

J. Fundraising Events/Activities

1. *Definition:*
A fundraising activity or event is a function where all proceeds above expenses are donated to an individual, a charitable organization, or a recognized student group.

2. *The following policies and procedures apply to fundraising:*
   a. College employees shall not solicit gifts for or in the name of Providence College or any part of Providence College without prior approval from the College's Executive Vice President. Many charitable organizations would like to solicit contributions from members of the College community. The ability to allow charitable organizations to solicit on campus is extremely limited as a result of the demands on College facilities for educational purposes.

   b. The College acknowledges the appropriateness of solicitations, such as the support of the annual solicitation by the United Way and Rhode Island blood drives on campus. At the same time, the College reserves the exclusive right to determine whether to approve a fundraising activity or event on a case-by-case basis.

3. *Process for Approval for faculty, staff or Alumni:*
   Fundraising and solicitation by a faculty, staff member or Alumnus must be coordinated with the overall fundraising efforts and priorities of the College, must not negatively impact the College, and must not interfere with the College's development activities.

   a. Prior to final approval of a fundraising event, the Office of Institutional Advancement shall review and endorse the proposal, which should include a list of prospective individual donors or targeted groups of donors (e.g., faculty, staff, alumni) to be invited and/or solicited, and the budget for the event. The requestor may collaborate with the Office of College Events to obtain permission from the Office of Institutional Advancement.

   b. A fundraising activity or event must be officially sanctioned and approved by the vice president to whom the event sponsor reports.

   c. Approval of a recurring event must be renewed for each subsequent occurrence of the event.

   d. The faculty/staff member or department sponsoring the fundraising activity or event must comply with relevant provisions of the College's due diligence requirements and procedures, including matters related to risk management, as outlined in the Conferencing Guidelines.

4. *Process for Approval for Student Fundraising*

   a. All fundraising and collection efforts organized by students must be affiliated with a student club or organization, campus department, or academic class.

   b. All fundraisers run by students must be approved by the Office of Student Activities and Cultural Programming. Students must complete and return a fundraising form to the Office of Student Activities and Cultural Programming at least two weeks prior to any fundraising activity. The Office of Student Activities and Cultural Programming reserves the right to limit the number of fundraising activities held in a given week. Proceeds from ticket sales to an event may never be used as charitable donations. Students may, however, offer that attendees optionally donate an additional sum of money to a charity when purchasing event tickets. The choice of charity needs to be approved at least two weeks prior to any fundraising activity. In addition, no money allocated to a campus club or organization may be donated to a charitable foundation or cause.

   c. Students must never keep fundraising revenue in their residence hall room, apartment, car, or club office space. Any funds acquired should be deposited into a student organization's agency account during business hours, or placed

in the Office of Student Activities safes for safekeeping overnight. Agency accounts are accessible through the Office of the Associate Vice President for Student Affairs.

d. Students desiring to hold a raffle on campus must have prior approval and permission from the Vice President's office. A representative from the sponsoring organization must also meet with a member of the Office of Student Activities staff to obtain more information upon approval.

e. Clubs or organizations may host fundraising bake sales if 1) all items are baked and packaged under the supervision of an advisor or food service professional, or 2) all items are donated from a local bakery or restaurant. Additionally, they may serve homemade refreshments if the food is prepared under the supervision of an advisor or food service professional.

K. Camps: Athletic and Non-athletic
(*See "Athletic and Non-Athletic Camp Manuals"*)

L. Prioritization of Campus Space
Since there are many times in the year when there are competing demands for use of campus space, space use has been prioritized according to anticipated use by the various constituencies.

1. Internal Community
The internal PC community and its community partners are always given priority when requesting use of facilities and/or space. These requests are prioritized in the following manner:

a. Major College-sponsored events (e.g., Academic Convocation, Commencement, Family Weekends, Board of Trustees meetings, Office of the President functions, Office of Institutional Advancement functions, fine arts performances such as concerts and plays, athletic camps, and other summer camp commitments)
b. Events sponsored by an official PC organization* or department, (e.g., Honor Society induction, Student Congress banquet).
c. Independent events sponsored by faculty/staff that may or may not include an external component.

*Note: Student club/organization requests involving the internal PC community will be forwarded to the Office of Student Activities and Cultural Programming and/or the vice president of student affairs for approval.

2. **External Community**

These requests will be forwarded from Central Reservations to the Office of College Events for approval and facilitation. External organizations are then considered for space usage in the following order of priority:

  a. Community partner relationship with the College through an academic program or department
  b. External educational groups or organizations-at-large that are affiliated with the College through an individual who is a member of the PC community
  c. Organizations having no affiliation with the College

Note on Space: While most space on campus is reservable (*See Appendix B, including Barnini Room in Harkins Hall*), several departments/offices maintain exclusive scheduling rights for use of a designated space. These spaces are non-reservable through the Central Reservations system. They may be reserved only through the department/office that maintains jurisdiction over the space. They include:
  • President's and Vice Presidents' conference rooms (including Barnini Conference Room, Harkins Hall)
  • Academic conference rooms
  • Office of Admission conference room
  • Office of the Dean of Undergraduate Studies conference room
  • St. Dominic Chapel/Campus Ministry Center
  • Center for Catholic and Dominican Studies

V.   **Policy for On-Campus Events Open to the Public**

A. **Student Club/Organizations Policy*:**

Student clubs/organizations may open functions to the external community by invitation only. Invitation only may include, but is not limited to, events or gatherings involving key speakers, panelists, and special lecturers. These events are not to be opened to the public without the written consent of the vice president for student affairs.

B. **Faculty/Staff Policy*:**

Those who request to hold an event on campus at which members of the external community may be present are allowed to open functions to the external community by invitation only. Invitation only events may include, but are not limited to, key speakers, panelists, and special lecturers. These events are not to be opened to the public without the requestor having previously informed the respective vice president. College Events will review all event details once the registration form has been submitted to Central Reservations. If the faculty/staff member is requesting space for an off-campus group, Central Reservations will send the request to the Office of College Events for an appropriate compliance check.
* Note: Please refer to Outside Speaker Policy for all policies impacting

speakers at events.

VI. College Events: Due Diligence Procedures (Compliance) and Levels of Service

Whenever the College's facilities are used to gather participants external to the PC community, a compliance check must be performed in order to protect the College from liability. As mentioned earlier, the College's legal counsel may require that external groups or organizations meet certain conditions—including, but not limited to—the provision of proof of insurance, as well as any required indemnification, *before* they are granted use of College facilities.

To facilitate the above compliance check and review insurance coverage, the College has charged the Office of College Events with reviewing— through a process of Due Diligence—all *faculty/staff* facilities usage requests that include external constituencies (participants external to the College community).In doing so, the Office of College Events is responsible for ensuring that general insurance and legal requirements have been met.

The Office of College Events is capable of providing various levels of assistance to the requestor seeking space for external constituency usage. The Office may provide assistance to the requestor on any one of three levels of services: Due Diligence only; Limited Conference Services; or Full Conference Services.

A. Due Diligence --To begin the approval process, the Office of College Events and Conference Services will:
1. Receive the reservation request from Central Reservations
2. Review details of the request for outside participants
3. Determine nature of request (consistent with the mission of the College
    i. And educational in nature)
4. Compare the request and group type to policy for considering external constituencies and speakers (e.g., guest speaker, student component, outside group, invite vs. open to the public)
5. Review the details of any keynote, special lecturer, or dignitary. All speakers need to be identified at the onset of the request, if there are changes to invited speakers after the event is approved the event must be edited in 25Live to reflect changes. Reserver to submit update
6. Complete a written Due Diligence Form that assesses event/group appropriateness, departmental sponsorship, insurance coverage
7. Forward the Due Diligence Form—along with recommendation to Approve or Reject—to the College's General Counsel
8. Create and obtain signed contractual agreement and proof of insurance coverage (if type of group necessitates a contract and insurance)
9. Determine level of services needed and determine whether support services are available

10. Review the details of any keynote, special lecturer or dignitary with College events and the respective vice president

Should your event meet certain criteria, Conference Services at Providence College can supply three levels of assistance when planning an event/conference.

B. If **Due Diligence** is *all* that is required to approve the event, The Office of College Events will perform the following:
1. Due Diligence as above; (Due Diligence Form completed, all legal contracts created, insurance certificates completed)
2. Review meeting logistics with requestor
3. Assess Fire Marshal compliance and review policy with requestor; determine need to hire Marshal, employ crowd managers by consulting with Office of Safety and Security
4. Review the details of any keynote, special lecturer or dignitary with College Events and respective vice president

The requestor is responsible for:
1. Ordering Sodexo Catering Services and Academic Media Services
2. Requesting services of Security and Physical Plant departments through 25LIVE initial reservation form
3. Adhering to Conferencing guidelines regarding posting of signage;
4. Being present on-site for event
5. Reviewing the details of any keynote, special lecturer, or dignitary with College Events and respective vice president to ensure the event is in compliance with the Outside Speaker Policy.

C. If a higher level of assistance is required to facilitate an event, College Events will provide **"Limited Conference Services,"** which includes:
1. Performing Due Diligence as above
2. Reviewing meeting details with requestor (i.e. Academic Media Services, Security/parking, Sodexo Food Services, Physical Plant)
3. Conference Services provides event guide for faculty and staff
4. Reviewing Fire Marshal compliance and facilitating ordering of Marshal, if needed
5. Reviewing details the week of event to ensure that needs have been communicated with on-campus services (parking, catering, setup, etc.)
6. Distributing any additional information
7. Review the details of any keynote, special lecturer, or dignitary with College Events and respective vice president to ensure the event is in compliance with the Outside Speaker Policy

The requestor is responsible for:
1. Requesting Security and Physical Plant department services through initial 25LIVE reservation form
2. Preparing on-campus correspondence to Sodexo and Academic Media Services

3. Being present on-site and facilitating event

D. If College Events determines that significant assistance is required to plan and facilitate an event or approved conference, College Events may provide **"Full Conference Services,"** which includes:

1. Performing Due Diligence as above, all steps
2. Reviewing the details of any keynote, special lecturer, or dignitary with respective vice president to ensure the event is in compliance with the Outside Speaker Policy
3. Planning event/meeting details and coordinating all on-campus support including, but not limited to, the following:
    a. Security, Parking, Fire Marshal
    b. Physical Plant
    c. Cleaning Services
    d. Academic Media Services
    e. Sodexo Catering Services
    f. Billing
    g. On-site facilitation during event

VII. Fee Structure for Use of Facilities and Services

Fees are assigned in two areas: facilities fees and support service fees. They are further defined by constituent group—internal community or external community. *Please see Appendix D for current rates for use of support services.*

A. Fee Waivers for Internal Community:
The facilities usage fee is waived for members of the Providence College community. As a member of the College's internal community, the following groups would not be charged a facilities or conference fee:

1. All Providence College student clubs and organizations (e.g., Student Congress, Student Environmental Action Coalition, Friars Club, Alembic).

2. All Providence College faculty or staff members seeking space for the purposes of conducting normal, internal Providence College business meetings (e.g. Faculty Senate Committee meetings, SCE faculty institutes, Chaplain's Office, Career Services meetings, presentations).

3. All Providence College faculty/staff who are actively involved with an external organization seeking only space for the purpose of conducting a meeting, workshop, or presentation. However, these groups may be required to show proof of self-insurance.

Note: The faculty/staff member should be prepared to pay for support

services required to facilitate any of the above types of internal meetings or gatherings.

These services would include, but are not limited, to:

1. Rental equipment that must be acquired from an off-campus vendor to set the event
2. Replacement charges for rental equipment that is either not returned to vendor or is not in acceptable condition to return to vendor
3. Sodexo Campus (Food) Services (direct) costs
4. Extra security staffing, if deemed necessary by the Office of Safety and Security
5. Fire Marshal cost and emergency medical technician
6. Additional cleaning of space used, if deemed necessary by Physical Plant
7. Printing and copying costs
8. Overtime support services (e.g., Physical Plant, Academic Media Services, Security)
9. Direct PC personnel costs incurred for services rendered
10. The faculty/staff member should be prepared to compensate Providence College with a facility fee *if* a registration fee is charged to participants attending an event/conference at Providence College.

B. **Fees for External Groups**

Use of Providence College facilities may be granted provided these organizations agree to compensate the College for facilities' usage fees, support services, and/or direct PC personnel costs incurred to render services to the external organization. *Please see Appendix D for current rates for use of campus facilities and support services.*

Addendum A: Requirements for the Use of the Ruane Center for the Humanities

*Description of Ruane Center***:**

The Ruane Center for the Humanities is a 63,000 – square – foot multi – level facility, which is named in recognition of PC Board of Trustees Chair Michael Ruane and his wife, Elizabeth, whose leadership gift helped make the facility possible. Opened in fall 2013, this building serves as home to the College's Development of Western Civilization (DWC) and Liberal Arts Honors programs, the Departments of English and History, and the School of Arts and Sciences.

The following criteria must be met for any group or student group who requests the use the Ruane Center for the Humanities; specifically to both academic and common use space (the Fiondella Great Room and Patio).

Instructional Space Requests in the Ruane Center:

The Office of the Registrar has full responsibility for scheduling use of this type of space. The Office of the Registrar consults with the Office of College Events before approving space. Requests may be made by accessing the 25Live website at https://25live.collegenet.com/providence/ at least one week in advance of the event date. Reservation requests for instructional space during final exams are prohibited. Reservation requests for instructional space during the reading period will be reviewed by the Office of the Registrar on an individual basis. Decisions on requests will not be confirmed until two (2) weeks prior to the end of the academic term.

Requests for the Lecture Halls in the Ruane Center (Ruane LL05 and 105):

During evenings (post 3:30 p.m. during week) and weekends these requests should be made directly through the 25Live reservation form. The form can be accessed at https://25live.collegenet.com/providence/.

The following criteria developed as a means to protect the Fiondella Great Room:

Student Groups Using the Fiondella Great Room:

1) A request for space must be submitted through 25Live for approval; requests will not be considered prior to event set up time of 2:00 p.m. each day

2) The representative must await approval from the Dean of Arts and Sciences

3) The student group must be accompanied by a staff/faculty/administrative representative/adviser who agrees to attend the entire event

The representative/adviser will also make sure that the following guidelines are followed.

1) The Fiondella Great Room must be left as it was found - tables or any other articles used for the event must be removed and the room must be returned to its original set.

2) A cleaning request should be processed through physical plant.

3) The staff/faculty/administrative representative/adviser is responsible for making sure all the lights are turned off in the hall and that the doors are closed and locked after the event.

Other Groups Using the Fiondella Great Room/Patio:

1) Any group or individual who wishes to reserve the Fiondella Great Room must first appoint a representative to be present for the entire event.

2) A request for space must be submitted through 25Live for approval; requests will not be considered prior to event set up time of 2:00 p.m. each day.

3) The representative must await approval from the Dean of Arts and Sciences.

4) The group or individual must be accompanied by a staff/faculty/administrative representative/adviser who agrees to attend the entire event.

The representative will also make sure that the following guidelines are followed.

1) The Fiondella Great Room must be left as it was found, so tables or any other articles used for the event must be removed and the room must be returned to its original set.

2) A cleaning request should be processed through physical plant.

3) The staff/faculty/administrative representative/adviser is responsible for making sure all the lights are turned off in the Fiondella Great Room and that the doors are closed and locked after the event.

Fiondella Great Room Capacities:

Lecture style – 160 people

Standard Set Up (Lounge) – 60 people with couches, rockers and table seating-seating as is

Reception style including patio – 300 people

Dinner – 120 people

Damage: Please be aware that should damage or non-compliance with the above guidelines be identified as directly related to the event, the event sponsor or group should expect to compensate the College for any repairs necessary.

Restrictions regarding furniture removal: Due to a lack of storage space and the value of the existing furniture in the Fiondella Great Room, requests for the removal of the existing furniture will be considered on a case by case basis and for signature and core college events.

Addendum B: Information for Presenters Planning to Request Use of the David and Lynn Angell Blackfriars Theatre or the John Bowab Studio Theatre

Description of the Theatres:

The David and Lynn Angell Blackfriars Theatre is a 279 fixed seat, proscenium / modified thrust theatre located in the Smith Center for the Arts. The proscenium opening is 20'x 40' and the stage depth is 40' from thrust apron to rear wall. The theatre is equipped with state of the art theatrical lighting and audio playback capabilities.

The John Bowab Studio Theatre is a flexible 43 'x 52' black box theatre located in Smith Center for the Arts. The Bowab Studio seats a maximum of 105 persons on portable risers and is equipped with theatrical lighting and audio playback capabilities. Please note that the Bowab is often configured in such a way that maximum seating capacity on risers cannot be made available unless the presenter agrees to assume the responsibility for change-over costs.

Scheduling Priorities:
The Angell Blackfriars and the Bowab Studio Theatres are academic spaces which operate under the administration of the Department of Theatre Dance and Film (TDF). The primary function of the theatres is to support the academic mission of the department.

The scheduling priority for the Angell Blackfriars is rehearsal and performance of a main stage series of plays and dance concerts produced by TDF.
The scheduling priority for the Bowab Studio Theatre is to provide classroom and rehearsal space for studio courses offered by the department, and to house student directed plays produced by TDF.

Theatre Availability to College Presenters:

The Department of Theatre, Dance and Film is committed to making the Angell Blackfriars and Bowab Studio available to college presenters whenever these spaces are not otherwise occupied by TDF productions. The first point of contact when requesting use of the Angell Blackfriars or the Bowab Studio Theatres should be Central Reservations.

A copy of the contract describing technical specifications required by outside performance organizations sponsored by PC presenters must be provided to TDF for review before a space reservation for Angell Blackfriars Theatre or John Bowab Studio Theatre can be approved.

When entering into contracts with outside performance organizations, college presenters should not identify the Angell Blackfriars or Bowab Studio as the event site until final approval for use of the space has been confirmed by Central Reservations.

Access to the Theatres:
When a presenter receives a reservation confirmation for use of the Angell Blackfriars or the Bowab Studio, a TDF trained student technician or professional staff person will be assigned to the event. Theatre staff, not the Office of Safety and Security, will provide access to the theatres whenever they are in use by a presenting organization.

Technical Staff:

The Department of Theatre, Dance & Film will provide up to eight hours of technical support for an event at no cost to the presenter. For large events which require in excess of eight hours of technical support, the expense of staffing will be passed on to the

presenting organization. A determination on the scope of the technical support needed will be made available to the presenter at the time the space reservation is reviewed by TDF.

Front of House Staff:

Use of the Smith Center box office requires the presence of TDF box office staff. The expense of engaging box office staff will be the responsibility of the presenter. Presenters may sell tickets, without the assistance of TDF box office staff, from a temporary station set up in the Smith Center for the Arts lobby. Ushers, when required, are the responsibility of the presenter.

Support Facilities:

If presenters require the use of theatre dressing rooms, green room, concession stand or any other Smith Center for the Arts support facilities, these rooms should be specified on the reservation request at the time it is submitted to Central Reservations.

Addendum B Continued: Requirements for the Use of the Ryan Concert Hall Smith Center for the Arts Proposal

Description of Concert Hall:

The concert hall - with fixed seating for 272 - was designed to provide optimum acoustics for choral and instrumental recitals and concerts. The stage features a permanent choral loft that allows up to 40 singers to perform on stage with a full orchestra. The concert hall also has been equipped with a projection screen for film presentations.

Rationale:

> The Ryan Concert Hall is a beautiful space that needs to be safeguarded against damage of any kind. The following criteria were developed as a means to protect the hall, the piano, the harpsichord, lighting, seating, and other equipment in and around the hall. These criteria need to be in place for four specific reasons: 1) if lights are not turned off after an event, bulbs will need to be replaced more frequently at great cost to the College. This is especially crucial because some lighting cannot be replaced until the end of the school year. Last year during spring semester so many lights had burned out, we had to turn on the performance lighting for everyday activities; 2) if the hall is left unlocked after an event and open all night, there is potential for vandalism and/or theft; 3) if the hall is left unlocked and students were to use it at night for rehearsing, their safely may be placed in jeopardy; and 4) if the hall is left unlocked at night, there would be access to the rehearsal hall where expensive equipment is stored, which could be stolen or damaged.

Student Groups Using the Ryan Concert Hall:

1. The student group must be accompanied by a staff/faculty/administrative representative/adviser who agrees to attend the entire event. The staff/faculty/administrative representative/adviser will need to contact the music department chair before the event will be approved. The staff/faculty/administrative representative/adviser is responsible for making sure all the lights are turned off in the hall and that the doors are closed and locked after the event. The representative/adviser will also make sure that the following criteria outlined in #2 - #4 are followed.
2. No food or drinks are allowed in the concert hall during an event. Performers may use bottled water on stage, but may not place bottles on the harpsichord, piano, or any other musical instrument. Lids must remain on all bottles of water during the performance.
3. The hall must be left as it was found, so tables or any other articles used for the event must be removed from the stage and seating area after the performance.
4. If the piano is to be moved from its location in the middle of the stage for the event, the music department must be notified. The piano will be moved by a music department representative to the location requested by the group using the concert hall. The harpsichord may not be moved by anyone involved in the event, but must remain in its designated location.

Other Groups Using the Ryan Concert Hall:

1. Any group or individual who wishes to reserve the Ryan Concert Hall must first appoint a representative who agrees to attend the entire event. The representative must contact the music department chair before the event will be approved. The representative is responsible for making sure all the lights are turned off in the hall and that the doors are closed and locked after the event. The representative will also make sure that the following criteria outlined in #2 - #4 are followed. The representative is also responsible for arranging their own media or physical plant needs.
2. No food or drinks are allowed in the concert hall during an event. Performers may use bottled water on stage, but may not place bottles on the harpsichord, piano, or any other musical instrument. Lids must remain on all bottles of water during the performance.
3. The hall must be left as it was found, so tables or any other articles used for the event must be removed from the stage after the performance.
4. If the piano is to be moved from its location in the middle of the stage for the event, the music department must be notified. The piano will be moved by a music department representative to the location requested by the group using the concert hall. The harpsichord may not be moved by anyone involved in the event, but must remain in its designated location.

Addendum C: Requirements for Space Use Policy: *Arthur F. & Patricia Ryan Center for Business Studies*

Description

The Ryan Center for Business Studies is a 64,000-square-foot, multi-level facility, named in honor of former PC trustee Arthur F. Ryan '63 and his wife, Patricia, whose leadership gift helped make the facility possible. Opened in the spring of 2017, this building serves as home to the Providence College School of Business and showcases a glass atrium entrance, a Finance Lab, a large lecture hall, a mix of small and large classrooms, computer/data labs, collaboration rooms, and a café, among other features.

The following criteria must be met for any individual or group from the PC community who requests to use the Ryan Center for Business Studies; specifically to use both academic and common-use spaces (e.g. Palmisano Atrium).

Instructional Space Requests

The Office of the Registrar has full responsibility for scheduling use of this type of space. The Office of the Registrar consults with the Office of College Events and/or the School of Business before approving space. Requests may be made by accessing the 25Live system at least one week in advance of the event date. Reservation requests for instructional space during final exams are normally prohibited. Reservation requests for instructional space during the reading period will be reviewed by the Office of the Registrar on an individual basis. Decisions on said requests will not be confirmed until (2) weeks prior to the end of the academic term.

Use of the KPMG Auditorium (Ryan 102 Lecture Hall):

Use of the KPMG Auditorium, the Center's 125-seat lecture hall (Ryan 102), will be considered for events occurring during the weekend or after 3:30 p.m. during the week. Any requests for this space should be made directly through the 25Live reservation system, and will be reviewed by the Office of the Registrar with final approval by the School of Business.

Collaboration/Break-Out Room Requests

The Ryan Center has (5) 6 to 8-person collaboration/break-out rooms available publicly for reservation through the 25Live system. All requests for use of these spaces are to be submitted through the 25Live reservation system for review and approval by the Office of College Events and/or the School of Business. Requestors should note the following:

• Collaboration spaces can only be reserved for (2) hours at a time. A reoccurring (e.g. semester-long) reservation will normally not be permitted.

• A minimum of (2) people are normally required to be present at the time of the reservation to secure use of the space.

The 8-person collaboration room located in Ryan 137, adjacent to the Student Leadership Lab (Ryan 138), is reserved for use primarily by corporate partners, career education coaches, and the PCSB's Student Advisory Board. Any requests for use of this space should be directed to pcsb-dean@providence.edu.

Conference Room Requests
The Ryan Center has (3) 10 to 14-person conference rooms (Ryan 136F, Ryan 234, Ryan 334). Reservations for these spaces will be managed internally by School of Business staff. Any requests for use of these spaces should be directed to pcsb-dean@providence.edu.

Palmisano Atrium Requests
The Ryan Center's Palmisano Atrium is designed to be a gathering and studying space for students. As such, use of the space for events will be limited while classes are in session. Evening and weekend events will be considered on a case-by-case basis while classes are in session, and exceptions are normally made for employer or corporate lobby table requests. To accommodate the latter, the atrium area has three designated options available for reservation in 25Live:
- Atrium A: Left side, adjacent to the Finance Lab (Ryan 107)
- Atrium B: Center, the carpeted area, with a podium and a projection screen
- Atrium C: Right side, adjacent to the Phelan Courtyard/Eaton Street Café

Atrium A and Atrium C are the preferred location for lobby table set-ups. Events which will take up the entire atrium space should reserve all three spaces, or simply select the general "Atrium" option in 25Live.

All requests for any of the atrium spaces should be made directly through the 25Live reservation system, and will be reviewed by the Office of College Events in consultation with and final approval by the School of Business.

Capacities:
The capacity for a general reservation of the Palmisano Atrium varies as follows depending on the set-up/format required for an event:
- Standard as-is set-up (lounge/commons; mixture of hard and soft seating) – 94
- Lecture style (facing east; toward Dore side/projection screen) – 335
- Lecture style (facing north; toward Finance Lab) – 210
- Dinner (a maximum of 15 rounds; 8 ppl. per round) – 120

Set-up Limitations:
Requests that require the removal of furniture in the Palmisano Atrium will only be considered on a case-by-case basis and for signature or core College events.

Other Expectations:

Any group or department that wishes to use the Palmisano Atrium should be aware of the following expectations:

> 1. All space requests for the atrium are to be submitted through the 25Live reservation system for review and approval by the Office of College Events and the School of Business. The School of Business issues final approval on the use of the atrium.
>
> 2. Given the collaborative and student-centered intent of the space, approval for use of the atrium will normally be restricted to the Friday afternoon through Sunday evening timeframe.
>
> 3. If a request for the use of the atrium is approved:
>   a. A staff or faculty representative/advisor from the requesting group must be present for the entire event.
>   b. The space should be left as it was set up for the event; any materials or items not provided by a campus office (e.g. Physical Plant, Academic Media Services, Sodexo) should be removed from the space accordingly following the event.
>   c. A cleaning request should be processed for immediately post-event by the event organizer(s) through Physical Plant. Please note this may involve an added cost.

Ryan Lawn Requests

The use of the Ryan Lawn will be considered on a case-by-case basis for School- or College-sponsored events. Any requests for this space should be made directly through the 25Live reservation system, and will be reviewed by the Office of College Events in consultation with and final approval by the School of Business.

Ryan Hidden Space Requests

The Ryan Center has some additional spaces available for reservation for special events that are not viewable to all in the 25Live system. These include the following: Phelan Courtyard (south patio); Lounge (Ryan 114); and, the Mesa (Ryan 207), located on top of the Finance Lab. Use of these spaces will be considered on a case-by-case basis for School- or College-sponsored events. Any requests for these spaces should be made directly through the 25Live reservation system by users with 25Live permissions, and will be reviewed by the Office of College Events in consultation with and final approval by the School of Business.

Intersession Space Requests

There is greater flexibility to approve request for space in the Ryan Center during the winter and summer intersessions, while undergraduate day classes are not in session. Priority for space during these timeframes will first be given to the MBA Program, which runs classes during these timeframes, and then to School-specific meetings, events, or special programming (e.g. conferences/forums). All requests for use of Ryan Center

spaces during the winter and summer intersessions are to be submitted through the 25Live reservation system for review and approval by the Office of College Events and/or the Office of the Registrar, with final approval by the School of Business. The same expectations and considerations as listed above and below will still apply for use of spaces in the Ryan Center.

Other Important Considerations

Furniture Removal:
Requests that require the removal of furniture in certain spaces, such as the Palmisano Atrium and the Lounge, will only be considered on a case-by-case basis and for signature and/or core College events.

Maintenance & Damages:
All event sponsors and/or groups that use space in the Ryan Center for an event are expected to ensure the space is picked up post-event. Any overtime costs associated with post-event cleaning or maintenance will be the financial responsibility of the event sponsor or group. Event coordinators should also be aware that any damages incurred that are directly related to an event will be the financial responsibility of the event sponsor or group.

<center>

Appendix A: **25Live Event Request Form**

</center>

The following form should be filled out using the 25Live request form. If the 25Live form shows the space as available, this does not guarantee space assignment. We will strive to confirm reservations within 5-7 business days.

Faculty and Staff, if your event is open to the general public, you must receive approval from the Office of College Events.

Please note that the campus has limited resources (tables, chairs, stages, etc.). Your organization may be required to rent equipment and will be responsible for any cost incurred.

If you need the services of Sodexo Catering (x2314) or Academic Media Services (x1271) please contact them directly. Also check off these service providers that are listed on the form if needed. Reminder: Sodexo Catering is the College's exclusive provider.

Student Clubs and Organizations planning events must contact their Office of Student Activities Resource Advisor within five business days of submitting a 25LIVE Reservation Request. Failure to do so may result in your reservation being cancelled. Room reservation requests will not be confirmed until your event has been officially approved.

To prevent unnecessary delays, please complete the entire form before submitting. Please fill in as many details as possible. Required fields will have an asterisk preceding the field name. Please note that some fields are required in order to process your request. Fields that are left blank will prevent your form from being processed.

Should you have trouble with the following form, please utilize the resources in the following link for further instructions and frequently asked questions: https://friarsprovidence.sharepoint.com/students/central-reservations/Pages/default.aspx.

25Live Request Form:

Event Name

This field is required.

Event Title

Event Type

Search for an Event Type ▾ *

Primary Organization for this Event

Search for an Organization ▾ *

Expected Head Count

*

Event Description (HTML-Enabled) *

Select the dates and times of the *actual event*.
Setup, takedown, pre- or post-event times can be specified below.

Event Start: Mon Nov/21/2016   11:00 am

Event End: Mon Nov/21/2016   12:00 pm

☑ The event begins and ends on the **same day**.

Does this event require
Setup or Pre-Event time?   ○ Yes   ◉ **No**

Does this event require
Post-Event or Takedown time?   ○ Yes   ◉ **No**

🔍 **Search by Location Name...**

Search

No Matching Results

☐ Show only my authorized locations that have no time conflicts

☐ Enforce head count

🔄 Refresh

Faculty/Staff custom attributes:

Select EVENT CUSTOM ATTRIBUTES for this event.

＊ A. Are all attendees from PC community?
　　○ Yes　　○ No

＊ B. List other outside PC attendees:

＊ C. Attending dignitaries/special guests:

＊ C2. Outside/Non-PC speaker at your event
　　○ Yes　　○ No

＊ D. Name/title of speaker/artist:

＊ D2. Exact title of speaker/artist talk:

＊ E. Is this a donor funded event?
　　○ Yes　　○ No

＊ F. If yes, list donor/organization:

＊ F2. If non-Acad dept: event VP approved?
　　○ Yes　　○ No

＊ F3. Date of VP approval?

＊ G. Will non-PC minors attend this event?
　　○ Yes　　○ No

＊ H. List co-sponsors, if applicable:

＊ I. Select yes if more than 20 cars
　　○ Yes　　○ No

＊ J. Will you need Physical Plant services
　　○ Yes　　○ No

＊ K. For Academic Media call 401-865-1270
　　○ Yes　　○ No

＊ L. Will there be food served?
　　○ Yes　　○ No

＊ M. Will there be alcohol served?
　　○ Yes　　○ No

＊ N. Second Choice of Date and Space:

＊ O. Spotlight event on main calendar?
　　○ Yes　　○ No

＊ P. Is this a centennial event?
　　○ Yes　　○ No

Student custom attributes:

Requestor

User, Test   ☆ × ▼

dwilks@providence.edu

Enter your Physical Plant setup requirements: (include number and type of tables, chairs, staging, etc.) Include the name and phone number of the contact person for this event. Enter "none" if you do not need Physical Plant setup. ✳

Faculty/Staff affirmation:

Affirmation

You have reached the last page of this form.

Read the agreement, check "I agree" and press SAVE.

- I understand that I am submitting a request only and need to wait for confirmation.

- Allow 5-7 business days for processing.

- You will receive an electronic confirmation once your event has been approved.

- For those of you who can "confirm" your own space, please make sure you have selected the event state of "draft" if you have requested a space other than your own.

- If you require Physical Plant setup, your details must be listed in order for your event to be confirmed.

- I understand an event will be considered 'public' when a non-academic space is requested for a speaker sponsored by faculty, or when the public is explicitly invited.

- All official notices about this event/activity /program must tell the attendees how they can request disability-related accommodations. Include language such as the following: "If you are a person with a disability and require an assistive device, service, or other accommodation to participate in this [event, activity, program], please contact the Central Reservations Coordinator (401-865-2070; M-F 8:30a.m. – 4:30p.m.) well in advance of this [event, activity, program]."

☐ I agree ✳

Student affirmation:

You have reached the last page of this form.

Read the agreement, check "I agree" and press SAVE.

- I understand that I am submitting a request only and need to wait for confirmation.

- Allow 5-7 business days for processing.

- You will receive an electronic confirmation once your event has been approved.

- For those of you who can "confirm" your own space, please make sure you have selected the event state of "draft" if you have requested a space other than your own.

- If you require Physical Plant setup, your details must be listed in order for your event to be confirmed.

- Email notices about events must tell those invited how they can request disability-related accommodations. Include language such as the following: "If you are a person with a disability and require an assistive device, service, or other accommodation to participate in this event, please contact the Central Reservations Coordinator (401-865-2070; M-F 8:30 am – 4:30 pm) well in advance of this event."

☐ I agree ✳

Accinno
Classrooms:
100
200
201
202
203
204
205
206
207
208
209

Albertus
Classrooms:
102
108
109
136
311
404

Alumni Hall
Alumni Private Dining Room
Mullaney Gymnasium

Aquinas Hall
Aquinas Lounge
Aquinas Quad

Athletic Fields/Courts
Intramural Recreational Softball

Feinstein
Feinstein Courtyard
Classrooms:
100
105
112
114
115

116
117
118
200
201
203
204
207
208
209
210
212
213
214
215
216
217
218
307
308
312
313
314
405

Fennell
Lounge

Guzman
250

Harkins
Classrooms:
LL13
LL14
LL15
LL16
102
104
107
300
301
305

308
312
313
330
331
332
333
335

Howley
321

Hunt-Cavanagh
Gallery

Koffler
118

Library
LL04B
LL25

Moore Hall
Lobby Area
Moore I, II, III
Moore Hall Dance Studio

Peterson Recreation Center
Concannon Conference Room
Group Fitness Studio
Field House (all 5 courts)
Field House, Court 2
Field House, Court 3
Field House, Court 4
Racquetball Court 1
Racquetball Court 2
Racquetball Court 3

Raymond Hall
Raymond Dining Hall
*This is only reservable during summer months
Raymond Lobby Table 1
Raymond Lobby Table 2
Raymond Lobby Table 3
*Lobby tables are for Faculty/Staff only

Slavin Center
Balfour Unity Center LL03
McPhail's
Slavin Soft Lounge LL01
Slavin 112 (Fishbowl)
Slavin 116 Executive Dining Room
Slavin 118 (Kitchen)
Slavin LL19
Slavin '64 Hall
Upper Lobby Areas
Slavin Lawn
Slavin Lawn Section A (Closest to residence halls)
Slavin Lawn Section B (Closest to track)
Slavin Ground
Slavin Ground A
Slavin Ground B
Slavin Ground C
Slavin Ground D
Slavin Atrium
Slavin Overlook Lounge
Slavin Mural Lounge LL02

Smith Arts Center
Angell Black Friars Theatre
Bowab Studio Theatre ("Blackbox Theatre")
Concert Hall
Lobby
Lower Campus Lawn (Quad)
Classrooms:
202
219
227
228
229

Siena Library
200
Siena Library

Suites
Pavilion

Ruane Center for the Humanities
Fiondella Great Room
Classrooms:
LL05
105
141
142
143
205
206
241
242
243
245
LL41
LL42
LL43
LL46

Arthur & Patricia Ryan Center for Business Studies
102
103
105
106
145
202
203
204
205
206
Atrium

Appendix C: On-Campus Space and Corresponding Building Space Coordinator

* Spaces not reservable through 25Live.

Building	Space	Space Coordinator/Contact
Alumni Hall	Alumni Private Dining	Central Reservations
	Concannon Conference Room	Ed Laprey
	Mullaney Gym	Dave Longo
Aquinas	Lounge	Central Reservations
	Quad	Andrew Sullivan
Athletic Fields/Court	Intramural Softball Field	Ed Laprey
	Hendricken Field*	Ed Laprey
	Lennon Field Artificial Turf*	Ed Laprey Dave Longo
	Varsity Softball* (Raymond Field)	Dave Longo
	Outdoor Track*	Ed Laprey Dave Longo
	Tennis Court*	Dave Longo
	Chapey Field*	Andrew Sullivan/Dave Longo
	Anderson Concourse*	Andrew Sullivan/Dave Longo
	Calabria Pavilion*	Dave Longo
Center for Catholic and Dominican Studies		All requests for use of the Center for Catholic and Dominican Studies must be made directly to the director of the Center.
Feinstein	Feinstein Courtyard	Andrew Sullivan

	Meeting Room 304*	Dr. Lori Grupp
Moore	I, II, III	Tierra Marshall
	Lobby	Tierra Marshall
Arthur & Patricia Ryan Center for Business Studies	Atrium/Lounge	Carolyn Duane

	Lawn/Patio Area	Carolyn Duane/ Andrew Sullivan
Peterson	Field House	Ed Laprey
	Group Fitness Studio/Dance Studio	Ed Laprey
	Racquetball Courts	Ed Laprey
	Taylor Natatorium*	John O'Neill
	Concannon Cycle Studio*	Ed Laprey
	Concannon Conference Room	Ed Laprey
Raymond Hall	Raymond Dining Hall Lobby Tables 1, 2, and 3	Central Reservations
Ruane Center for the Humanities	LL05 and 105	Reservations (after 4:30pm M-F/All day Sat. & Sun.) Christine Atkinson
	Fiondella Great Room	Christine Atkinson
St. Dominic Chapel	Chapel/Lawn*	Jane McGuirk
	Lower Level*	Jane McGuirk
Slavin Center	Room LL19	Sharon Hay
	Room 112 (Fishbowl)	Sharon Hay
	Room 116 (Executive Dining Room)	Sharon Hay
	Room 118 (Kitchen)	Sharon Hay
	LL01 (Soft Lounge)	Sharon Hay

	LL02 (Mural Lounge)	Sharon Hay
	LL03 (Unity Center)	Sharon Hay
	'64 Hall	Sharon Hay
	Atrium	Sharon Hay
	Ground Level	Sharon Hay
	Slavin Lawn (all sections)	Andrew Sullivan Sharon Hay
	McPhail's	Sharon Hay Timothy Dannenfelser
	Overlook Lounge	Sharon Hay
	Upper Lobby	Sharon Hay
Smith Center	Angell Blackfriars	James Calitri
	Bowab (Blackbox)	James Calitri
	Concert Hall	Cheryl Barry
	Dance Studio (133)*	Dr. Wendy Oliver
	Lobby	James Calitri Cheryl Barry
	Lower Campus Lawn	Cheryl Barry James Calitri Andrew Sullivan
	Smith Center Parking Lot	Cheryl Barry James Calitri Andrew Sullivan
	Reilly Art Gallery*	Janice DiLustro Jamilee Polson Lacy
Suites Hall	Pavilion	Central Reservations
All Parking Lots/Open Space	**All Parking Lots/Open Space**	Andrew Sullivan / Mark Rapoza

*** See note about rates below

Location	Full Day		Half Day
Peterson Center	$1,500		$800
Courts 1-5	$200	per hour for total fieldhouse	
	$100	per hour for single court	
Track	$100	per hour for track	
Pool (Taylor Natatorium)*	$500		$300
Locker room			
Alumni Gymnasium (Mullaney Court)	$200	per hour/maximum of $2,000 per day	
Lennon Field	$200	per hour/maximum of $2,000 per day	
Anderson Field	$200	per hour/maximum of $2,000 per day	
Glay Field	$200	per hour/maximum of $2,000 per day	
Tennis Courts*	$200		$100
	$25	per hour for individual court	
Schneider Arena*	$195	per hour	
Locker room			
Friends of Friars Room*	$200		$100
Meeting/Function Spaces			
Slavin Function Rooms	$200		$100
Slavin '64 Hall	$500		
McPhail's	$500		
Classrooms	$200		
E-Classroom	$300		

Moore Hall I, II or III	$200		
Smith Center**			
Lobby	$100		
Bowab Theatre**	$500		
Black Friars Theater**	$500		
Ryan Concert Hall**	$500		
Riley Gallery**	$500		

* Athletics facilities are not available without the permission of the Athletics Department.

** Music/Theatre facilities are not available without the permission of the Theatre, Dance, and Film /Music Departments.

***Any external group can be denied based on aforementioned prioritization which in case rate are not applicable.

Academic Media Services Rental Cost Listing for External Events **All rates are per day/event/location** • **Most event rentals are delivered/set-up by Media Services** • **Equipment borrowed/picked-up by the user/group, must be returned on time to avoid late charges.** • **Lost or broken items will be billed at replacement or repair cost.** • **The late charge for borrowed equipment is 100% of the full day rate.**	
Equipment	
VHS or DVD Multi-Standard/Region Zone player	$75.00
DVD Player	$50.00
DVD Player (Blue-Ray)	$150.00
55' LED Flat Panel Display	$250.00
Video / Data Projector	$200.00
WinTel Laptop (VGA/HDMI Connector DCable/Ethernet Cable)	$150.00
WinTel Laptop Set-Up for Event	$50/hr./laptop
Macintosh Laptop (VGA/HDMI Connector Cable/Ethernet Cable)	$150.00
Macintosh Laptop Set-Up for Event	$75.00/hr./laptop
35mm Slide projector	$25.00
Slide Trays (80 or 140 slide capacity)	$5.00
Portable Projection Screens (Size Dependent on Location of Use)	$50.00 and up
Hand Held *Digital* Audio Recorder (Built-in Microphone – connects to computer USB for Downloading)	$50.00

Table Top *Digital* Audio Recorder (Built-In Microphone- Compact Flash Memory Card Included in Rental)	$50.00
If Compact Flash memory card NOT returned	$100.00
Wireless Computer Control (Mouse Control – Advance PowerPoint slides)	$ 5.00
Document Camera (For Projection of Opaque and Transparent Images – Requires Video/ Data Projector Rental, See Above)	$100.00
SD (Secure Digital / 32 Gig capacity Camcorder)	$50.00
Tripods	$15.00
P.A. Systems (Varies by Audience and Room Size – One Microphone Lavaliere or Handheld)	$70.00 - $250.00
Additional Wired Microphone	$25.00
Additional Wireless Microphone	$35.00
Portable P.A. System (Batteries Included)	$15.00
Services	
Student technician / operator per hour, minimum 3 hour	$20.00 per hour
Video tape recording / camcorder operator	$35.00 per hour
Professional staff / operator minimum 3 hours	$60.00 per hour
Equipment Set-up / strike / take down / return labor	$25.00 per hour
Media Transfer/Video Editing/Duplication/ Graphics and Printing (Nature of This Service is Dependent on Copyright Laws – Without Exception)	
CD / DVD disk duplication	Set-up $25.00 / $2.00 each disk
Non Linear Editing, Macintosh computer using iMovie or Final Cut Pro Teaching how-to / Instructional Training	No charge for Academic use
Professional Staff editing the program	$50.00 per hour
Rush Jobs	$50.00/job
Other duplication / copy services (analog or digital) quoted on request	
Graphic and Printing Services	
Color printing, standard matte paper, large format printer	$4.00/linear foot
Color printing, standard gloss paper, large format printer	$5.50/linear foot
Color printing, eco-bond paper, large format printer	$3.00/linear foot
Lamination (5.0 mil thickness, both sides laminated)	$2.25/linear foot
Dry Mounting graphic on foam core backing board (30" x 40")	$15.25/board
Dry Mounting graphic on 14 ply cardboard backing (20" x 30")	$8.50/board
Dry Mounting graphic on Railroad board cardboard	$1.75/board
Dry Mounting graphic on Tri-fold poster board	$6.00/board

Printing Guidelines
- No more than 10 posters per request
- Minimum of 48 hour lead time from when posters are needed, not from day of event. More time may be needed depending on the size of the project.
- Lamination: only for items to be reused, to comply with fire regulations, or for long term display eg: monthly calendars
- All posters must abide by the College's copyright policy, available at:
  http://www.providence.edu/library/research/Pages/Copyright.aspx
- No personal projects. All requests must be "College / curriculum / event related."
- Please do not circumvent these regulations to satisfy your personal needs.
- Academic Media reserves the right to refuse any printing request if the amount, size and time are unreasonable or beyond Media Services' ability to fulfill.

Conference Services Fees for External Events:
- A three-level fee schedule has been calculated based on required levels of services. A low-maintenance group, one which requires approximately 10 hours of College Events supervision (@$35.00 per hour), would be charged one day's fee of $350.00.
- A medium-maintenance group, which requires 25-30 labor hours, would be charged for 3 days, or $875.00.
- A high-maintenance group, which demands 50-60 hours of planning and execution time would be charged for 6 days, or $1750.00.

Cleaning Services Fee:
- $25.00 per hour, regardless of cleaners, lead cleaners, or supervisors.

Physical Plant Fee:
- Work required outside of normal work hours is posted at $50.00 per hour per laborer with a 4-hour minimum charge.

Security Fee:
- 4-hour minimum at $40.00 per hour outside normal working hours.