Non-discrimination Policy

The Massachusetts Institute of Technology is committed to the principle of equal opportunity in education and employment. The Institute does not discriminate against individuals on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, veteran status, ancestry, or national or ethnic origin in the administration of its educational policies, admissions policies, employment policies, scholarship and loan programs, and other Institute administered programs and activities, but may favor US citizens or residents in admissions and financial aid.*

The Vice President for Human Resources is designated as the Institute’s Equal Opportunity Officer and Title IX Coordinator. Inquiries concerning the Institute’s policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to Laura Avakian, Vice President for Human Resources, Room E19-239N, 617-253-6512 or to Philip Lima, Coordinator of Staff Diversity Initiatives, Room E19-215, 617-253-1594. Inquiries about the laws and about compliance may also be directed to the Assistant Secretary for Civil Rights, US Department of Education.

(*The ROTC programs at MIT are operated under Department of Defense (DOD) policies and regulations, and do not comply fully with MIT’s policy of non-discrimination with regard to sexual orientation. MIT continues to advocate for a change in DOD policies and regulations concerning sexual orientation, and will replace scholarships of students who lose ROTC financial aid because of these DOD policies and regulations.)
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The 2004/2006 Guidebook to Planning Events @ MIT is designed to help members of the MIT community in the planning, preparation, and running of events and programs at MIT. The Campus Activities Complex (CAC) and the Student Activities Office (SAO) have together produced this book to help you through the process of planning your event.

We have geared this book to be user-friendly - guiding the user through the event planning process from start to finish. You will find checklists and helpful hints for you and your organization, as well as the policies and procedures that we work with to produce events.

Many of the policies have been updated and come from departments and offices both within and outside of MIT, not just from the CAC or SAO. Thus, it is important to keep in mind that because event-related policies are always being reviewed, the information in the guidebook is subject to change. The guidebook is printed every two years, though updates are made throughout the year on our websites:

web.mit.edu/campus-activities/
web.mit.edu/slp/

If you have any questions regarding MIT event planning policies, please stop by our offices or give us a call - our contact information is below. Additionally, we have program advisors and event managers who are happy to help you plan your event from the idea stage to completion.

Happy event planning!

Campus Activities Complex • W20-500 • 253-3913
Student Activities Office • W20-549 • 253-6777

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The Student Activities Office provides a number of services that help students plan events effectively and efficiently. Whether you have an event in mind, or want to think about your group’s goals for the year, the Student Activities Office can help you make sure you have all of your event planning bases covered. In addition, the staff provides individual and group workshops for new presidents and treasurers and is available to work with groups on goal setting and transitioning. The office also provides financial services, including account maintenance and assistance with internal financial transactions, to make your budgeting and payment processes easier. If you need funding to make your event happen, the staff can also point you in the right direction with student government and supplemental funding sources around campus. And finally the staff owns a number of resources including books on leadership development, icebreaker ideas, games for trainers, activities on diversity, and an alcohol strategies sourcebook. They also provide information on possible vendors for large events, catalogs on promotional items, information on group sales, etc.

The Campus Activities Complex (CAC) is responsible for operating, maintaining and scheduling six multipurpose buildings and numerous other event spaces on campus. The buildings managed by CAC include the Stratton Student Center, Kresge Auditorium, MIT Chapel, Walker Memorial, Religious Activities Center, the Kresge Barbecue Pits, Lobby 10, Lobby 13, Ting Foyer, Wong Auditorium, Dertouzos Amphitheater, Forbes Family Café, and other Stata Student Street public areas. The staff also coordinates business services and retail tenants and many of the programs and activities that happen in the student center including the Gameroom. Most of your operational needs for event programming can be coordinated through the CAC, and it is important that you meet with a member of their staff when planning a large event! A CAC operations manager will be on-site for on-campus events.

The Association of Student Activities (ASA) is the student-run governing body responsible for recognizing and registering student initiated undergraduate or graduate groups on campus. There are currently over 330 active student organizations on campus.
campus including cultural organizations, performing groups, club sports, honor societies, and religious groups. If you have an interest that is not already represented by an organization, you can start your own group. Please visit the ASA website for more information at web.mit.edu/asa/www/.

**BENEFITS OF REGISTERING A STUDENT ORGANIZATION WITH THE ASA**

- Use of MIT identification in association with the name of your organization.
- ASA support with recruitment through the Activities Midway, and First Year Summer Mailing. ASA designation of office space, bulletin board space, mailboxes and storage space when available.
- The ability to schedule the use of MIT facilities and classrooms for programs, events and meetings.
- Consultation and advice from Student Activities staff, CAC staff and Police at MIT including program resource information and services.
- Institute rates (including tax exemption) and financial services through Student Activities Finance Office including fiscal advice and training about budgets, accounting/bookkeeping procedures.
- Inclusion in Institute calendars and listings, and disseminating of your organization’s publicity and information on campus.
- Eligibility for funding through the student governments on campus including the Large Event Fund and ARCADE.
- Access to supplemental funding through the Student Activities Request for Funding process.

**LOSS OF RECOGNITION**

1. It is the responsibility of the student organization officers to update their information on the ASA database at least once every six months, or the ASA will assume the group is defunct.
2. It is the responsibility of a student organization to know and follow all Institute policies as well as all federal, Commonwealth and local laws. If any law or Institute policy is unclear, it is your responsibility to seek an explanation from the Student Activities Office.
3. Failure to comply with laws of the federal, Commonwealth, or local government could result in an organization facing criminal charges, civil charges, as well as Institute disciplinary proceedings.
4. Any misrepresentation of MIT, your organization and/or its intentions, or failure to comply with Institute policy could result in loss of recognition of your organization.
5. An organization will receive violation notices for any breach of policy.
### GENERAL POLICIES FOR STUDENT ORGANIZATIONS

Preface: Registered student organization status is a privilege, and carries with it the ability to utilize the name of the Institute as a designation of affiliation. Each recognized student organization has a responsibility to MIT to adhere to each of the following policies.

1. **Student organizations must have current constitutions on file with the Association of Student Activities (ASA), W20-401. Constitutions must conform to city, state, and federal laws as well as MIT policies.**

2. **Recognition of a new organization and approved registration of a group’s events in no way implies that the Institute approves or disapproves of the organization’s constitution, purposes, literature or programs. The responsibility of any views held or expressed by the organization and/or its membership is solely that of the individuals involved.**

3. **Any student organization affiliated with a national or regional organization must declare that affiliation and submit copies of the larger organization’s constitution to the ASA for review. In case of conflict of policy between national organizations and MIT, MIT policy will prevail.**

4. **Presidents and Treasurers of student organizations must be full-time registered MIT students in good academic, financial, and disciplinary standing.**

5. **Student elections must be held annually per the group’s constitution. Each organization must update their officer lists on the ASA database and/or athena after such elections.**

6. **Financial signatories and reservation signatories must be MIT affiliates.**

### PROGRAM POLICIES FOR STUDENT ORGANIZATIONS

The Student Activities Office provides guidance, direction, and advice to assist students who are planning student organization programs. Procedures for planning specific types of programs may be found in the sections of this booklet that follow. Keep in mind the following:

1. **Student organizations must comply with the proper procedures and deadlines for a program. Failure to do so could result in the program being cancelled.**

2. **MIT and student organizations do not insure or warrant the safety of activities sponsored by student organizations. All participants in activities that involve risks of physical injury or property damage are expected to assume full responsibility for such risks and for their individual physical fitness to participate in such activities.**
3. Events at which there will be non-MIT affiliated persons welcomed, must inform the guests that they will be expected to follow all MIT rules and policies. Individuals and/or the group will be responsible for the behavior of their guests. Depending on the nature of the program, the organization may be required to make special arrangements. (see “Event Regulations, Admissions Policy” section)

4. **CONTRACTS** (for speakers, entertainers, services, or off campus venues).
   - All non-Institute speakers, performers, or entertainers who are being paid must be contracted for their services. All agreements between a student organization and an outside individual or company must be made in writing via a contract issued by MIT (standard contracts can be picked up in the Student Activities Office).
   - Students are not legal signatories of the Institute, and may not sign contracts or agreements, or enter into any verbal agreements, on behalf of their organization (and thereby the Institute).
   - For any event held at a non-Institute facility when the student organization is the sole or principal user of the facility, the facility must carry general liability insurance with a minimum of $1 million coverage, worker’s compensation in accordance with statutory limits, and excess umbrella coverage with a minimum of $5 million coverage.
   - For more information on other risk management issues see the SLP website web.mit.edu/slp/safety/.

MIT contracts always take precedence over any other contracts or riders.
An event is any activity that requires you to make arrangements before the program can actually take place. It may be anything from an introductory meeting or study break to a concert, film, conference, or dramatic performance. But keep in mind that no matter how small or easy an event may seem, some forethought is required.

**PRE-PLANNING**
The earliest stage of event planning is pre-planning or event development. In this stage you will need to create a vision for what the event will look like. In pre-planning you should:

- be clear about why you are sponsoring the event (i.e. what is the event’s purpose?)
- decide who will be involved and assign specific responsibilities to each volunteer
- consider and contact potential co-sponsors for your event and decide each co-sponsor’s responsibilities
- know who your intended audience is and determine a realistic expectation of event attendance
- determine the amount of available funds and the amount you are willing to spend
- begin developing an effective advertising campaign
- determine if you are serving food and/or alcohol
- develop a realistic timeline for beginning and completing the various components of the planning process
- identify potential locations where the event could be held, including rain locations
- apply for and be sure to receive a written confirmation that the event spaces you want are available for you to use
- begin to imagine where things will be located in a specific space
- determine possible dates and times for your event, while considering religious and Institute holidays and the scheduling of other campus events by checking the MIT Campus Calendar at web.mit.edu/calendar.html
- research and select potential entertainers, speakers, facilitators, etc.
- determine your catering needs
- contact the EHS Office or your EHS Coordinator early to determine if your event will involve unusual safety hazards that may affect your planning. Refer to pages 58-60 for the usual safety issues.
- for more information on risk management, see SLP website web.mit.edu/slp/safety/.
These are just some of the many considerations you should make prior to planning an event. Once you have spent time thinking about the who, what, when, where, why and hows of your event, you are ready to begin making the necessary arrangements.

**ADVISING AND TRAINING**

MIT has several support mechanisms for event planners. The Student Activities Office staff, part of the Office of Student Life Programs (SLP) [W20-549, 253-6777] is available to advise student groups both generally and also specifically in the area of event planning. Student groups can also get event logistics support through the Campus Activities Complex (CAC) [W20-500, 253-3913]. For departmental events, both CAC and the Information Center [7-121, 253-4745] are available to help work through event issues and logistics.

In addition, the Student Activities Office offers workshops that give an overview of the entire event planning process at MIT. To get information about any upcoming workshops, please contact the Student Activities Office at 253-6777 or via email at sao-staff@mit.edu.

**ARRANGEMENTS**

Planning for your event is very important. Do not assume anything. For example, when you think about reserving a room on campus, do not assume that the room will have furniture in it or that a podium and microphone will be there for you. Keep in mind that in the business of event planning, the only thing that will happen for you is what your organization arranges to have happen.

Once you know what you want to do, you can then begin tackling the logistics of making it happen. On the following pages, information is provided to guide you through the event planning process.

---

**Contact Information**

- **Student Activities Office (SAO)**
  - W20-549, 253-6777
  - sao-staff@mit.edu

- **Campus Activities Complex (CAC)**
  - W20-500, 253-3913
  - campus-activities@mit.edu

- **Information Center**
  - 7-121, 253-4745

- **Student Life Programs (SLP)**
  - 253-6777
  - slp@mit.edu
MIT-recognized student organizations and Institute departments may reserve facilities such as classrooms, multipurpose rooms, auditoriums, barbecue pits, and athletic facilities. Many different offices are responsible for scheduling facilities on campus, but most rooms may be reserved through one of three departments: Schedules Office, Athletics, and the Campus Activities Complex. All events are reviewed for appropriate use of space.

CAMPUS SCHEDULING GUIDELINES FOR RECOGNIZED STUDENT ORGANIZATIONS

1. Your organization must have recognition from the Association of Student Activities (ASA) (W20-401, 253-2696). FSILGs and Residence Halls need to petition Student Life Programs (SLP) (W20-549, 253-6777) for special permission to schedule non-residential facilities.

2. Your organization may authorize up to five organization members to reserve facilities on behalf of the organization. These members must have an MIT ID. Authorization forms are completed through the ASA on-line database. Please see web.mit.edu/asa/www/home.html for additional information.

3. If you are sponsoring an outside organization or hosting a conference, you must complete an Event Registration form. All MIT events have priority over non-MIT events, and in certain facilities, charges may be incurred.

4. Individuals are prohibited from reserving MIT facilities, except for specially approved functions in the MIT Chapel, Religious Activities Center (W11), Faculty Club, and living groups.

5. ASA recognized student organizations are restricted from holding events once Orientation begins until the Activities Midway. For clarification, please contact the ASA executive board by email at asa-exec@mit.edu or stop by the Student Activities Office. Requests for exceptions to this rule must be submitted in writing and approved by the ASA.

6. Student organizations may only request a total of three (3) dates per term in any of the major facilities on a Thursday, Friday, or Saturday night. Requests for consecutive weekends will not be granted. Major facilities include Kresge, Lobdell, Sala de Puerto Rico, and Morss Hall. Multiple locations for the same date may not be requested. This does not apply to theater productions.
RESERVING ATHLETIC FACILITIES
Athletic facilities may be reserved by student organizations and Institute departments for recreational and athletic events. The facilities may also be reserved for special, non-athletic events; logistics for such events are arranged through the Campus Activities Complex (CAC) (W20-500, 253-3913). Reservation requests are only accepted when they do not interfere with Athletic Department programs. For more information, contact the Athletic Reservations Office (W32-135, 253-4916) or see the “Other Facilities” chapter of this Guidebook.

RESERVING CLASSROOMS
Classroom space is assigned by the Schedules Office (5-111, 253-4788, schedules@mit.edu). The Schedules Office has over 160 rooms in its inventory and room capacity ranges from 15 to 566. Classroom furniture styles vary from moveable armchairs, to tables and chairs, to fixed seats. No food is allowed in the classrooms. Detailed descriptions of classrooms are available on the web at registrar.mit.edu/schedule/sche.html.

Note: Classroom logistics, such as additional tables, are arranged through Building Services (10-063, 253-7923). This service needs to be arranged at least 5 business days in advance.

Special Considerations for Reserving Classrooms

1. Any type of performance which requires the use of platforms, scenery, stages, and lighting are not allowed in classrooms.
2. Food and alcohol are not permitted in classroom facilities.
3. All arrangements for support services should be made in advance, by contacting the appropriate offices (i.e., Audio-Visual, Building Services, etc.). The Schedules Office does not coordinate logistics.

RESERVING CAC FACILITIES
Most multipurpose and theatrical spaces on campus are scheduled through the Campus Activities Complex (CAC) (W20-500, 253-3913). These facilities include the Stratton Student Center (W20), Kresge Auditorium (W16), Walker Memorial (50), the Religious Activities Center (W11), Lobby 13, the MIT Chapel (W15), Lobby 10, Ting Foyer and Wong Auditorium in the Tang Center (E51), the Kresge Barbecue Pits, Stata Center (32), Dertouzos Amphitheater, Forbes Family Café and other Stata Student Street public areas. All events scheduled in CAC
facilities are reviewed for appropriate use of space. Forms are available on the web. The following pages provide detailed information on the scheduling process. For a complete list of CAC facilities, see the “CAC Facilities” chapter. Beginning the week following Thanksgiving Break (November) each year, applications will be accepted for the following academic year (July 1 through June 30). Certain groups are given priority to schedule traditional events prior to this date (i.e. Commencement, Spring Weekend, etc.) Thus:

- At 9AM on Monday, November 29, 2004, CAC will begin accepting reservation requests for events occurring between July 1, 2005 and June 30, 2006.
- At 9AM on Monday, November 28, 2005, CAC will begin accepting reservation requests for events occurring between July 1, 2006 and June 30, 2007.

Note: Promotional spaces (Student Center Posters, Infinite Corridor Panels, Lobby 10 Booths, Stata Student Street Tables and Student Center Tables) operate under different opening dates and reservation periods. Please see the description of each kind of promotional space in the chapter on “Advertising and Promoting Events” for this information.

Once the reservation books are officially open, organizations may reserve facilities at any time during that academic year. Since facilities are in high demand, it is recommended that you plan well in advance and submit all applications when the books initially open. All requests are considered in the order in which they are received.

CAC FACILITY RESERVATION STEPS FOR STUDENT ORGANIZATIONS

1. Make sure that your organization has either recognition from the Association of Student Activities (ASA) (W20-401, 253-2696) or special permission from the Student Activities Office (SAO) (W20-549, 253-6777). Refer to web.mit.edu/asa/www/home.html for additional information.

2. A completed Authorized Signature List for your organization must be up to date on the ASA database. The person reserving space on behalf of your group must be one of the five members on the web-based list.

3. Check with CAC for availability of facilities.

4. Obtain and complete a Student Space Application Form. Please note that this form is an application. Filling it out and returning it to CAC does not ensure you have the space. You do not have the space until you receive an email confirmation from CAC.
5. Return completed Application Form(s) to CAC:
   • at least two (2) working days in advance of your requested date for small events that do not require additional services or do not meet the criteria for Event Registration.
   • at least ten (10) working days in advance of your requested date for major events (parties, performances, lectures, concerts, etc.). This is necessary as additional time is needed to register your event, arrange technical details, and approve any contracts. See the “Event Registration” chapter for more details.

6. Publicize and begin ticket sales ONLY AFTER:
   • you receive an email confirmation from CAC
   AND
   • you have completed the Event Registration process, if required

AND
   • all technical details for the event are finalized with the CAC staff.

7. If an organization cancels an event or chooses not to use a facility after it is reserved, the event organizer must complete a cancellation form. Failure to cancel a space will result in fines (please see the “Cancellation Policy” section on the opposite page).

CAC FACILITY RESERVATION STEPS FOR DEPARTMENTS
1. Only authorized employees or members may reserve rooms on behalf of their department or departmentally recognized group.

2. Check with CAC (W20-500, 253-3913) for availability of facilities.

3. Obtain and complete a Department Space Application Form from CAC. When completing the application, include an account number for event support fees that will be assessed to your event. You will receive an estimate of event support fees with your confirmation. (Check to be sure that you are authorized to sign for that account number). To request a copy of CAC’s event support fee structure, please call the CAC office. Please note that this form is an application. Filling it out and returning it to CAC does not ensure you have the space. You do not have the space until you receive an email confirmation from CAC.

Guidelines for Requesting Event Space
Student organizations may only request a total of three (3) dates per term in any of the major event spaces that fall on a Thursday, Friday, or Saturday night. Requests for consecutive weekends will not be granted. Party facilities include Lobdell, Sala de Puerto Rico, and Morss Hall. Multiple locations for the same date may not be requested. This does not apply to theatre productions. For additional information, see the “Cancellation Policy” section on the opposite page.
4. Return completed Application Form(s) to CAC:
   • at least two (2) working days in advance of your requested date for small events that do not require additional services or do not meet the criteria for Event Registration.
   • at least ten (10) working days in advance of your requested date for major events (parties, performances, lectures, concerts, etc.). This is necessary as additional time is needed to register your event, arrange technical details, and approve any contracts. See the “Event Registration” chapter for more details.

5. Publicize and begin ticket sales ONLY AFTER:
   • you receive an email confirmation from CAC
   • you have completed the Event Registration process, if required
   • all technical details for the event are finalized with the CAC staff.

6. If a department cancels an event or chooses not to use a facility after it is reserved, the event organizer must complete a cancellation form. Failure to cancel a space will result in fines (please see the “Cancellation Policy” section below).

RESERVING DINING FACILITIES
MIT Campus Dining has a number of facilities throughout campus that can be reserved for various uses. If you are interested in reserving Lobdell, the Lobdell balconies or the Forbes Family Café in the Stata Center, you may do so by contacting CAC Facility Reservations.

MIT Campus Dining has four dining rooms in the residence halls. In order to reserve them, please contact the Baker House Manager, the McCormick House Manager, the Next House Manager or the Simmons House Manager. Additionally, Next House Dining has a small conference room that may be reserved through the Next House Manager.

MIT Campus Dining also oversees the Faculty Club in E52. Rooms may be reserved for a variety of occasions. Booking is coordinated by the Faculty Club Sales Department.

CANCELLATION POLICY
All offices that offer the use of facilities require a group or department to cancel their reservation if the space will not be used. Space is at a premium on MIT’s campus; cancelling a reservation enables other groups to effectively utilize that space.

If a group fails to cancel a reservation for a major facility at least three (3) weeks in advance, the group will incur a cancellation fee of $50. Major facilities include, but are not limited to: Sala de Puerto Rico, Lobdell, Morss Hall, Main Kresge Auditorium, duPont Gym, Rockwell Cage, Johnson Ice Rink and Upper Track, and Wong Auditorium.

For reservations in all other facilities, if a group fails to show up the day of the event, the group will be charged a fee equal to all costs associated with setting-up and taking-down the setup of the facility and/or be fined the cancellation fee of $50.
Below are descriptions of facilities that may be reserved through the Campus Activities Complex (CAC) (W20-500). Please refer to the “Reserving CAC Facilities” section of the previous chapter for details regarding the reservation process. For a complete listing of capacities, see the “CAC Maximum Room Capacities” section of this chapter. Diagrams of CAC space are available in W20-500.

**STRArrTON STUDENT CENTER (W20)**
Below are descriptions of Student Center facilities presented by floors. Please refer to the floor diagrams on opposite pages for additional specifics regarding room features.

**FIRST FLOOR**
*Stratton Student Center Lobby*
Tables in the lobby are available Monday through Friday between the hours of 9AM and 5PM to student organizations, departments, and vendors selling products and services. Occasionally, groups of tables may be reserved for events of general interest to the MIT community, however, prior permission of the CAC must be obtained.

**SECOND FLOOR**
*Lobdell Dining Hall (W20-208)*
This facility is available Monday through Friday after 4PM and Saturday and Sunday all day. It is generally used for parties, dances, movies, and banquets. Please note that the balconies of Lobdell must be reserved separately (see their description under the Third Floor section). This room is equipped with a movie screen and adjustable lighting system.

**SALA DE PUERTO RICO (W20-202)**
This is a multipurpose room with a wooden floor which is ideal for events such as parties, dances, large banquets and receptions, career fairs, lectures, and limited theatrical productions. This room is equipped with a movie screen and portable lighting system.

**WEST LOUNGE (W20-201)**
West Lounge has double doors which lead into the Sala de Puerto Rico; therefore, it is often used to support large functions in the Sala (e.g. as a coat room or dressing room). It is also available to be used separately for luncheons, receptions, rehearsals, and meetings. No dancing is permitted because it is carpeted. West Lounge is equipped with a movie screen.
Network Drop
Contact Telecommunications
to activate (3-3651)

Cable TV Drop
Microphone Jack

Telephone Jack
Movie Screen
THIRD FLOOR
Twenty Chimneys (W20-306) and Mezzanine Lounge (W20-307)
These rooms are virtually identical and located across the hall from one another. Each is ideal for banquets, meetings, and lectures and may be used together and/or in conjunction with the Stratton Balcony for an effective workshop series or small conference site. Because these rooms are carpeted, no dancing is permitted. Twenty Chimneys is also adjacent to the South Lobdell Balcony which can sometimes be used in conjunction with a large event. Each room is equipped with a movie screen.

STRATTON BALCONY
This is the open lounge area located between Twenty Chimneys and the Mezzanine Lounge. It can be reserved in conjunction with an event in either Twenty Chimneys or the Mezzanine Lounge. It is ideal for registration, buffet setups, coffee service, and receptions. No alcohol is permitted.

North (W20-305N) and South Lobdell (W20-305S) Balconies
Each of the balconies of Lobdell Dining Hall has a collapsible wall which is used to separate it from the Dining Hall. Each can be scheduled for events when Lobdell Court is not in operation. The tables on the balconies cannot be removed but may be moved against the wall or used in conjunction with an event. Each balcony is ideal for banquets.

Private Dining Rooms #1 (W20-301) and #2 (W20-302) (PDRs)
Each room is appropriate for small meetings and small dining functions. Only PDR 2 has a movie screen. In addition, there is a collapsible wall between these two rooms which can be opened to accommodate larger events. Used together as one room, PDRs 1 & 2 are ideal for meetings, lectures, receptions, etc. They can also be used as a support room for large events in Twenty Chimneys, the Mezzanine Lounge, and Lobdell. Because the rooms are carpeted, no dancing is permitted.

Private Dining Room #3 (W20-303)
This room has a permanent boardroom style setup consisting of one large conference table with 18 comfortable chairs around it. There is also a buffet table against the wall.

Private Dining Room #4 (W20-308A)
This room is available from 6:30AM to 6PM. It is ideal for small meetings, lectures, receptions, etc. It can be used as a support room for large events using other rooms on the 3rd and 2nd floors. Because the room is carpeted, no dancing is permitted. From 6PM to 6AM, it is open for students for group study and will be in a conference-style setup from Sunday through Thursday.
Network Drop
Contact Telecommunications to activate (3-3651)

Cable TV Drop
Microphone Jack

Telephone Jack
Movie Screen

CAC Facilities

Puerto Rico (SEE SECOND FLOOR)

Main Atrium

Freight Elevator → Stairs →

Women
Men

Mezzanine Lounge

Stratton Balcony

Elevator

Stairs

Twenty Chimneys

Lodbell North Balcony

Lodbell Dining Hall
(SEE SECOND FLOOR)
FOURTH FLOOR

Room 400 (W20-400)
This windowless room in the middle of the fourth floor has a permanent u-shape set up with additional stadium seating in the rear. There is both a movie screen and a chalkboard in the room. Alcohol is not permitted in Room 400. During the academic year this room is reserved through the Undergraduate Association (W20-401, 253-2696) for events Monday-Friday after 5PM and on weekends. Contact CAC for use of Room 400 before 5PM Monday through Friday and at all times during the summer months.

Room 407 (W20-407) and Room 491 (W20-491)
These rooms are nearly identical. They both have a tiled floor, a chalk board and movie screen along the front wall, and coat hooks along the back wall. They are ideal for meetings, lectures, music, dance and drama rehearsals. Alcohol is not permitted in these rooms.

KRESGE OVAL, KRESGE LAWN, AND STRATTON STUDENT CENTER STEPS
These spaces are available on a limited basis from CAC for specially approved events. The plaza in front of the Stratton Student Center (known as the Student Center Steps) and lawn areas (Kresge Oval and Kresge Lawn) may be reserved separately or together for large outdoor events. There are several electrical outlets at both areas available for sound systems, etc. Please refer to the “Outdoor Music Policy” section of this Guidebook for guidelines on use of these areas.

KRESGE BARBECUE PITS
The four Barbecue Pits (numbered 1 through 4) are located between Kresge Auditorium (W16) and Amherst Street near the Kresge Parking Lot. Each pit services approximately 50 people and has a picnic table. CAC will provide two tables per pit for food preparation at the Barbecue Pits; however, they are unable to provide tables and chairs for seating. If you require seating, contact CAC for rental arrangements and prices. A Police at MIT detail is required if alcohol is served. Please note that the Barbecue Pits are only open from April 1st to November 1st. Please refer to the “Outdoor Music Policy” section of this Guidebook for additional guidelines.

A Police at MIT detail may be required if alcohol is served.
KRESGE AUDITORIUM (W16)
Kresge is fully-accessible.

Note: While many of the spaces in Kresge may be used to support events in other Kresge spaces, each facility MUST be reserved SEPARATELY.

Main Kresge (W16-109)
This large auditorium seats a maximum of 1226 people, although only 1144 seats are available when the stage is extended over the pit seating section. It is used for concerts, lectures, conferences, plays, and other major events. Food is not permitted in the auditorium. Special theatrical lighting and other technical requests should be arranged by contacting CAC. The use of musical instruments and music stands is subject to charge and permission must be obtained at least three (3) weeks in advance from the Music and Theater Arts Department (14N-207, 253-3210).

Little Theatre (W16-035)
This small theater seats a maximum of 200 with the pits seats in place and 180 with the pits seats out and the stage extension in. As the Institute’s only legitimate theater, it is generally used for theatrical performances and conferences. No food is permitted in the theater. There is a movie screen.

Kresge Lobby (W16-100LA)
This is the lobby outside of Main Kresge. It can be used as a reception or registration space for events in Main Kresge. It is also sometimes possible to reserve the lobby separately when there are no conflicting events in Main Kresge auditorium or the Little Theatre.

Rehearsal Rooms A (W16-033) and B (W16-030)
These windowless rooms are designed for musical and theatrical rehearsals, as well as small meetings. They have hardwood sprung floors and variable lighting. Each room has a chalkboard and a movie screen. They can be used in conjunction with events in Main Kresge and the Little Theatre as well as press rooms, coat rooms, break-out rooms, dressing rooms, etc.

Men’s (W16-010) and Women’s (W16-021) Dressing Rooms
They may be used as dressing rooms for performers and guest speakers in conjunction with events in Main Kresge and Little Theatre.
RELIGIOUS ACTIVITIES CENTER (W11)
The Religious Activities Center (located at the corner of Amherst Street and Massachusetts Avenue) houses the MIT Chaplains, student religious organizations, and other religious functions. The Religious Activities Center has four small multipurpose rooms available on a limited basis. Reservations for general religious activities will be accepted after the needs of the Chaplains are met.

Board Room (W11-128)
This room has a permanent boardroom setup which can seat 12 people.

Main Dining Room (W11-190)
This room is available on a limited basis after the needs of religious activities have been met. This room has a permanent banquet-style setup and can accommodate groups up to 48 people.

Small Dining Room (W11-180)
This room has a permanent boardroom setup which can seat 18 people.

Community Room (W11-155)
This room has a permanent banquet setup for 22 people.

MIT CHAPEL (W15)
The MIT Chapel is open seven days a week from 7AM to 11PM. When nothing is scheduled during those times, it is open to members of the MIT Community for private meditation. Only religious groups approved by the Dean’s Office may use the Chapel for religious services. However, it is also available to members of the MIT community for personal events such as weddings (religious services only), baptisms, bar/bat mitzvahs, and memorial services. Experienced organists from the MIT community may use the Chapel Organ with approval from CAC. The Chapel normally seats 115 people but extra folding chairs can be brought in to accommodate up to 190 people. Since the Chapel is sacred ground to many religions, any request to use the Chapel for a non-religious activity is reviewed on a case by case basis by the Director of CAC with special care to preserve the sanctity of the Chapel.

LOBBY 10
Lobby 10 is a War Memorial whose use is graciously allowed by the Institute for sales and promotion. In line with the sanctity of the War Memorial, no posters or banners may be hung from the ceiling or placed on the walls and no yelling or shouting of any kind will be permitted. In compliance with Fire and Life Safety Codes, a clear pathway (3 feet wide) to the exit doors must be maintained at all times. Decorations must be flame-retardant and cannot obscure exit signs or exit doors. Lobby 10 booth spaces are available throughout the school year for sales and promotion. For more information on Lobby 10 booths, please refer to the “Advertising and Promoting Events” chapter.

LOBBY 13
The lobby of the Bush Building (13) is available for certain types of events. Since it is an entrance lobby, it needs to be maintained as an open passageway for the public. Access to the doors, elevators, and stairways cannot be blocked or restricted in any way. Decorations must be flame-retardant and cannot obscure exit signs or exit doors. It is appropriate for
receptions, career fairs, poster sessions, etc. If food will be served at your event, the EHS Office recommends that you post the following notice on all the entrances to the lobby and at the elevators on the upper floors. You can also email the text below to the Center for Materials Science and Engineering.

For safety, please do not transport hazardous materials or waste through Lobby 13 during the ____ event on ____ (date/time).

You must arrange with CAC to obtain approval from the Safety Office to ensure that hazardous material traffic will be rerouted away from Lobby 13 during your event. When using the lobby for an event, please be considerate of the nearby classroom and keep noise levels to a minimum. Furniture setups and support services for Lobby 13 are provided by CAC. If your event requires more than a few tables and chairs, you will need to make arrangements with a CAC manager to rent furniture. Standing room reception capacity is 770. If setting up in center of lobby, you will need a 4' aisle around the perimeter of the room. The maximum seating is 359 with tables and chairs. Rope off center if tables are setup in center of lobby. Breakers for the lobby lights are in the lobby classroom. Note: during the winter months and in the evenings, the lobby can get very cold.

**WALKER MEMORIAL (50)**

**Morss Hall (50-140)**
Morss Hall is available for large events, breakfasts, lunches, dances, and banquets, but cannot be used for an event that requires a metal detector (see the “Event Regulations” chapter for more details). The tables and chairs in the room may not be removed, however they can be moved to the sides of the room with prior approval from CAC.

**Walker Gym (50-340)**
Located on the third floor, the gym is used for exams during the week and sometimes on weekends as well. However, it is available most weekends during the academic terms for dance rehearsals. The facility may not be scheduled for programs or events such as parties, banquets, dances, etc. MIT student dance organizations may reserve the gym for a maximum of 2 hours at a time.

**TANG CENTER (E51)**
The Tang Center is located at 70 Memorial Drive. Classrooms in the Tang Center are reserved by the Sloan School Scheduling Office (E52-101, 253-1510) for Sloan School groups. For non-Sloan groups, please contact the Schedules Office (5-111, 253-4788). The Wong Auditorium and the Ting Foyer can be reserved by contacting CAC (W20-500, 253-3913).
**Wong Auditorium (E51-115)**
The Wong Auditorium can serve as the ideal location for lectures and symposiums. This auditorium has a capacity of 291 with 3 removable seats at the front of the auditorium. Within the Auditorium there is an audio amplification system with surround sound capability, video and audio taping capability, VCR, slide projector, and a large screen. Audio taping is provided by Video Productions 253-7603. For all other audio-visual needs, please contact the AV Department 253-2808.

**Ting Foyer**
Ting Foyer is the area directly outside Wong Auditorium. Ting Foyer can only be reserved as a limited reception and registration area in conjunction with a program in Wong Auditorium.

**Ray and Maria Stata Center**
This new icon of architecture on MIT’s campus was designed by Frank Gehry and brings together the three triads of MIT education – teaching, research and community. It is an exciting environment with the academic and research labs of CSAIL, LIDS and L & P combined with the new Faculty Lunch Program and the new R & D campus pub located in the towers of the center. The focal point of the new facility is the Student Street with it’s featured promotion and display boards, student and community activity booths, and benches and café seating meant to foster informal interactions and conversation. Its services include the Forbes Family Café, recreation space, Library kiosk, Campus Information, ATM’s and displays of art. The Center provides unique outdoor gathering spaces including the Dertouzos Amphitheater, the Grier Garden, and other terrace areas.

As extensive as space is in the new center, event facilities are primarily limited to the five classrooms located on the Student Street. These facilities are comprised of the Kirsch Auditorium (325 seats / 32-123), two flat classrooms (60 seats each / 32-124 and 32-144), and two tiered classrooms (90 seats each / 32-133 and 32-155). These are under the scheduling control of the Registrar’s Office and require their review and approval before any program planning can begin.

As classrooms, these spaces are assigned for teaching Monday through Friday 8AM-6PM through the academic semesters. During the evening, on weekends and during summer and IAP periods, they may be approved for use by student activities as well as departments, labs and center for conference, seminars and social programming. Once a request has been reviewed and approved by the Registrar Schedules Office, it is then forwarded to the Campus Activities Center and its Stata Center Manager for further development and support.

The Dertouzos Amphitheater, Forbes Café, and other Stata Student Street public areas are booked through the Campus Activities Complex.
**CAC Maximum Room Capacities**

**Stratton Student Center – 2nd Floor**

<table>
<thead>
<tr>
<th>Area</th>
<th>Lobdell Dining Hall</th>
<th>Lobdell and both Balconies</th>
<th>North Lobdell Balcony</th>
<th>South Lobdell Balcony</th>
<th>Sala de Puerto Rico</th>
<th>West Lounge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area (sq.ft.)</td>
<td>5781</td>
<td>Refer to each room</td>
<td>1129</td>
<td>1129</td>
<td>5948</td>
<td>1014</td>
</tr>
<tr>
<td>Dimensions</td>
<td>47’ x 123’</td>
<td>Refer to each room</td>
<td>45’9” x 24’6”</td>
<td>45’9” x 24’6”</td>
<td>48’ x 124’</td>
<td>27’6” x 26’9”</td>
</tr>
<tr>
<td>Party</td>
<td>240</td>
<td>400</td>
<td>80</td>
<td>80</td>
<td>700</td>
<td>80</td>
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<td>Lecture</td>
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<td>80</td>
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<td>50</td>
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<td>50</td>
<td>400*</td>
<td>48</td>
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<tr>
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<td>100</td>
<td>100</td>
<td>700</td>
<td>80</td>
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<td>Classroom</td>
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<td>325*</td>
<td>54</td>
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<td>n/a</td>
<td>n/a</td>
<td>34</td>
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<tr>
<td>U-shape</td>
<td>59</td>
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<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>28</td>
</tr>
</tbody>
</table>

* Indicates Permanent Setup

**Stratton Student Center – 3rd Floor**

<table>
<thead>
<tr>
<th>Area</th>
<th>Mezzanine Lounge</th>
<th>Twenty Chimneys</th>
<th>Stratton Balcony</th>
<th>Private Dining Room 1</th>
<th>Private Dining Room 2</th>
<th>Private Dining Room 3</th>
<th>Private Dining Room 4</th>
<th>Private Dining Room 1 &amp; 2</th>
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<tbody>
<tr>
<td>Area (sq.ft.)</td>
<td>1888</td>
<td>1888</td>
<td>390</td>
<td>394</td>
<td>385</td>
<td>353</td>
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<tr>
<td>Dimensions</td>
<td>45’ x 42’</td>
<td>45’ x 42’</td>
<td>15’4” x 25’5”</td>
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<td>n/a</td>
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<tr>
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<td>48</td>
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<td>Reception</td>
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<td>200</td>
<td>100</td>
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<td>n/a</td>
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<td>50</td>
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<td>Other</td>
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<td>16-18*</td>
<td>16-18*</td>
<td>16-18*</td>
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<tr>
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<td>30</td>
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<td>18*</td>
<td>16</td>
<td>30</td>
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<tr>
<td>Hollow Square</td>
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<td>60</td>
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<td>36</td>
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</table>

* Indicates Permanent Setup
### Stratton Student Center – 4th Floor

<table>
<thead>
<tr>
<th>AREA (sq.ft.)</th>
<th>Room 400</th>
<th>Room 407</th>
<th>Room 491</th>
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</thead>
<tbody>
<tr>
<td>Dimensions</td>
<td>789</td>
<td>1301</td>
<td>1292</td>
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<tr>
<td>Other</td>
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<tr>
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<td>Hollow Square</td>
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<tr>
<td>U-shape</td>
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</table>

* Indicates Permanent Setup

### Kresge Auditorium

<table>
<thead>
<tr>
<th>Main Kresge</th>
<th>Little Theatre</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Stage Only</td>
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<tr>
<td>AREA (sq.ft.)</td>
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<tr>
<td>Dimensions</td>
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<tr>
<td>Reception</td>
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<td>Conference</td>
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<td>Hollow Square</td>
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<tr>
<td>U-shape</td>
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</tr>
</tbody>
</table>

* Indicates Permanent Setup  † With Pit  †† With Stage Extension

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**Note:** Detailed information on room capacities and setup styles is provided, with specific areas and arrangements listed for both Kresge Auditorium and Stratton Student Center. Exact dimensions and capacities are given for each setup style, with notes indicating permanent setups and room extensions.
## Conference Style

This setup is recommended for small groups (less than 20 people). It is composed of 6’ rectangular tables placed side by side to function as one large table. Chairs are placed around the tables.

## Lecture Style

This is best for general meetings and lectures for any size group. It consists of chairs in rows facing either a lectern or head table.

---

**Other CAC Facilities**

<table>
<thead>
<tr>
<th></th>
<th>Walker Memorial</th>
<th>W11 Religious Activities Center</th>
<th>Tang Center</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Morss Hall</td>
<td>Main Dining Room</td>
<td>Small Dining Room</td>
<td>Board Room</td>
</tr>
<tr>
<td>AREA (sq.ft.)</td>
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<td>980</td>
<td>320</td>
<td>230</td>
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<td>Dimensions</td>
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<td>28’9”x34’</td>
<td>20’4”x15’9”</td>
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<tr>
<td>Conference</td>
<td>n/a</td>
<td>n/a</td>
<td>20</td>
<td>12*</td>
</tr>
<tr>
<td>Hollow Square</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>U-shape</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
</tbody>
</table>

* Indicates Permanent Setup

---

**Room Setup Diagrams for CAC Facilities**

These setups are the most frequently requested; however, CAC can accommodate a variety of requests. Arrangements for all setups must be made at least one (1) week in advance of your event. When planning a major event, make arrangements at least three (3) weeks in advance.
**U-Shape**
This setup is appropriate for presentations to groups under 25 people. It is arranged with 6’ rectangular tables placed in a U-shape and surrounded on the outside by chairs.

---

**Hollow Square**
This setup is similar to the U-shape except that it is enclosed on all sides and can accommodate a larger group. It is not oriented for presentations, but rather for discussions.

---

**Classroom Style**
This is used primarily for conferences and other lectures requiring writing by the attendees. Narrow 6’ X 18” rectangular tables with up to three seats each are setup in rows facing a lectern.

---

**Banquet Style**
This is most common for banquets or meetings with meals. It is comprised of 60” round tables surrounded with up to 8 chairs each. To increase to 10 chairs per table, please contact CAC for rental information.
There are a variety of Institute facilities on and off campus available to student organizations and Departments. The following section describes these facilities and whom you should contact to reserve them. Please remember that smoking is prohibited in all MIT facilities at all times.

CLASSROOM FACILITIES
Classroom facilities are reserved by the Schedules Office (5-111, 253-4788). For a list of classrooms with descriptions and locations, please visit registrar.mit.edu/schedule/sche.html. For your convenience, we have included a list of the most frequently reserved classrooms and their capacities.

<table>
<thead>
<tr>
<th>Room No.</th>
<th>Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-132</td>
<td>20</td>
</tr>
<tr>
<td>1-134</td>
<td>24</td>
</tr>
<tr>
<td>1-135</td>
<td>35</td>
</tr>
<tr>
<td>1-136</td>
<td>16</td>
</tr>
<tr>
<td>1-150</td>
<td>36</td>
</tr>
<tr>
<td>1-190</td>
<td>169</td>
</tr>
<tr>
<td>2-105</td>
<td>68</td>
</tr>
<tr>
<td>3-133</td>
<td>58-Restricted Use</td>
</tr>
<tr>
<td>4-145</td>
<td>48</td>
</tr>
<tr>
<td>4-149</td>
<td>60</td>
</tr>
<tr>
<td>4-153</td>
<td>60</td>
</tr>
<tr>
<td>4-159</td>
<td>64</td>
</tr>
<tr>
<td>4-163</td>
<td>99</td>
</tr>
<tr>
<td>4-231</td>
<td>63</td>
</tr>
<tr>
<td>4-237</td>
<td>86</td>
</tr>
<tr>
<td>5-231</td>
<td>20</td>
</tr>
<tr>
<td>5-232</td>
<td>20</td>
</tr>
<tr>
<td>6-120</td>
<td>154</td>
</tr>
<tr>
<td>10-250</td>
<td>450</td>
</tr>
<tr>
<td>26-100</td>
<td>566</td>
</tr>
<tr>
<td>26-302</td>
<td>35</td>
</tr>
<tr>
<td>26-310</td>
<td>35</td>
</tr>
<tr>
<td>26-314</td>
<td>35</td>
</tr>
<tr>
<td>26-322</td>
<td>35</td>
</tr>
<tr>
<td>26-328</td>
<td>35</td>
</tr>
<tr>
<td>32-123</td>
<td>325</td>
</tr>
<tr>
<td>32-124</td>
<td>60</td>
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<tr>
<td>32-141</td>
<td>90</td>
</tr>
<tr>
<td>32-144</td>
<td>60</td>
</tr>
<tr>
<td>32-155</td>
<td>90</td>
</tr>
</tbody>
</table>

Of special note are the five new classrooms in the Stata Center. Comprised of an auditorium, two tiered and two flat facilities, these rooms can support campus events outside of normal classroom hours. Use must first be approved by the Schedule’s office, and then the event can be supported by CAC.

ATHLETIC FACILITIES
The athletic facilities listed below are reserved through the Athletic Reservations Office (W32-135, 253-4916). Athletic facilities may sometimes be used for non-athletic events when these events do not interfere with Athletic Department programs. Logistics for such events should be coordinated through both the Campus Activities Complex (CAC) (W20-500, 253-3913) and the Athletic Department.

JOHNSON ATHLETICS CENTER (W34)
Ice Rink Located on the first floor, this facility is available for functions during the off-season, approximately April 1 through September 15. The Ice Rink has a concrete floor and permanent seating for 1200.

Indoor Track Located on the second floor, the facility has a rubberized track surface that is also lined for basketball and tennis. There is bleacher seating for 600 on one side of the facility.

ROCKWELL CAGE (W31)
This facility has a wooden floor which is marked for basketball, volleyball, and badminton. There is bleacher seating for 800.

DU PONT GYMNASIUM (W32)
The du Pont Gymnasium has a wooden floor marked for basketball and volleyball. Gymnastics equipment is set up at one end of the gym. There is bleacher seating for 200.
CAMPUS DINING FACILITIES

Lobdell Dining Room (W20-208) is available Monday-Friday after 4PM and all day Saturday and Sunday. It is generally used for banquets, parties, dances and movies. Please note that the balconies of Lobdell must be reserved separately. This room is equipped with a movie screen and an adjustable lighting system.

McCormick Dining is located in McCormick Hall (W4-122). McCormick Dining is available Sunday through Thursday before 4PM and all day Friday and Saturday. This dining room was recently remodeled in August 2004 and is situated with a view of the Charles River and Boston.

Forbes Family Café (32) is located in the new Stata Center designed by Frank Gehry. The Café is available on the weekends. The Café is located on the first floor of Stata and is close to the buildings’ classrooms. The Café is a welcome addition to east campus dining. Reservations can be made through the Campus Activities Complex.

Baker House Dining is located in Baker House (W7-026). Baker is available Sunday through Thursday before 4PM and all day Friday and Saturday. Because of its convenient location, this dining room is excellent for small to medium size banquets and receptions. It is also great for parties.

Next House Dining is located in Next House (W71-129). Next House Dining is available Sunday through Thursday before 4PM and all day Friday and Saturday. Next House Dining boasts a panoramic view of the Charles River and the Boston skyline. Small to medium size banquets and receptions are quite comfortable at Next House.

Next House Private Dining Room (W71-129) is a dramatic facility featuring state of the art audio-visual equipment. This setting is an ideal meeting space for a small group yet still is on campus. Meetings, presentations, coffee breaks and luncheons are just some of the uses of this room. The Private Dining Room is available Sunday through Thursday before 4PM and all day Friday and Saturday, and by special arrangement with the House Manager and campus dining.

Simmons Dining (W79) is available Sunday through Thursday before 4PM and all day Friday and Saturday. Banquets, presentations and receptions are just a few of the rooms’ uses.

<table>
<thead>
<tr>
<th>Facilities</th>
<th>Availability</th>
<th>Reservations</th>
<th>Authorized Caterers</th>
<th>Key</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lobdell Dining Room</td>
<td>Mon-Fri after 4PM</td>
<td>Call CAC 617.253.3913</td>
<td>AB, TC, MIT, FC</td>
<td>AB-Alpine Bagels</td>
</tr>
<tr>
<td>Lobdell Dining Room with Balconies</td>
<td>Sat &amp; Sun all day</td>
<td>Call CAC 617.253.3914</td>
<td>AB, TC, MIT, FC</td>
<td>CS-Catering by Sodexho</td>
</tr>
<tr>
<td>McCormick Dining</td>
<td>Sun-Thurs 7AM-4PM</td>
<td>Call Colleen Honohan 617.253.5963</td>
<td>CBA</td>
<td>CBA – Catering by Bon Appetit</td>
</tr>
<tr>
<td>Forbes Family Café</td>
<td>Sat &amp; Sun all day</td>
<td>Call CAC 617.253.3913</td>
<td>TC</td>
<td>TC-Tech Catering</td>
</tr>
<tr>
<td>Baker Dining</td>
<td>Sun-Thurs 7AM-4PM</td>
<td>Call Jon Nolan, House Manager 617.253.3675</td>
<td>CBA</td>
<td>MIT-MIT Catering</td>
</tr>
<tr>
<td>Next House Dining</td>
<td>Fri &amp; Sat all day</td>
<td>Call Julie Mills, House Manager 617.253.8763</td>
<td>CBA</td>
<td>FC-MIT Faculty Club</td>
</tr>
<tr>
<td>Next House Private Dining Room</td>
<td>Sun-Thurs 7AM-4PM Fri &amp; Sat all day</td>
<td>Call Rui Borgess, House Manager 617.253.2065</td>
<td>CBA</td>
<td>CBA</td>
</tr>
<tr>
<td>Simmons Dining</td>
<td>N/A</td>
<td>Call Jon Nolan, House Manager 617.253.3675</td>
<td>CBA</td>
<td>CBA</td>
</tr>
</tbody>
</table>

Key:
- AB-Alpine Bagels
- CS-Catering by Sodexho
- CBA – Catering by Bon Appetit
- TC-Tech Catering
- MIT-MIT Catering
- FC-MIT Faculty Club
MIT OFF-CAMPUS FACILITIES

Endicott House

The MIT Endicott House is an MIT owned-and-operated conference center and special event facility located in the Boston suburb of Dedham, Massachusetts (20 minutes from Cambridge). The Endicott House frequently hosts MIT conferences and departmental retreats for groups of 5 to 80, festive indoor functions for up to 120, and summer recreational outings for groups up to 200.

The MIT Endicott House is situated on 25 acres of secluded grounds, on which guests can enjoy the following outdoor amenities nestled amongst manicured lawns and formal gardens: oversized outdoor pool, volleyball, tennis, horseshoes, basketball, badminton, croquet, whiffleball, and nature trails.

Conference facilities include the Endicott House (a French Tudor mansion) and the Brooks Center (a modern facility) in which meetings of up to 80 people may be accommodated in traditional and contemporary conference rooms. The facility boasts 37 overnight guestrooms — 13 historically appointed rooms in the Endicott mansion and 24 modern rooms in the Brooks Center. Culinary specialties are served in the mansion’s elegant dining rooms.

MIT Museum (N52) opens its galleries for events every evening. A unique and stimulating setting, the MIT Museum galleries are ideal for conference receptions, holiday parties, department get-togethers, and similar events of up to 250 people. The Museum’s function room accommodates 75 people for a seated dinner, and can be paired with either the Robots and Beyond or Mind and Hand gallery for a pre-dinner cocktail hour. Featuring rotating exhibits from the Museum’s permanent collections, the Museum’s function room is a distinctive and memorable venue. The MIT Museum partners with a group of superior caterers to provide imaginative and resourceful food, beverage, and décor service. For additional information, consult the Museum’s website: web.mit.edu/museum/ (click on Facility Rental) or call Claudia Majetich at 617-258-9118.

<table>
<thead>
<tr>
<th>MIT Museum</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Banquet</td>
<td>75</td>
<td></td>
</tr>
<tr>
<td>Reception</td>
<td>250</td>
<td></td>
</tr>
<tr>
<td>Availability</td>
<td>Every evening of the week [after 5PM]</td>
<td></td>
</tr>
<tr>
<td>Reservations</td>
<td>Call Claudia Majetich, Functions Manager, 617-258-9118</td>
<td></td>
</tr>
<tr>
<td>Approved Caterers</td>
<td>A complete list is available at: web.mit.edu/museum/facility/caterers.html</td>
<td></td>
</tr>
</tbody>
</table>
or, during the summer months, on the Endicott terrace. Formal luncheons, dinners, and cocktail receptions are often hosted in the grand Endicott House Living Room.

For additional information and reservations, call 253-5211 from on-campus, (781) 326-5151 from off-campus, or visit the MIT Endicott House web page at web.mit.edu/endicott-house/.

### GENERAL INSTITUTE FACILITIES

#### Independently Scheduled Rooms

These are other rooms that may be available. Phone numbers are listed for more information on reserving these rooms; additional notes on particular rooms are at the bottom of this page. Note: Most spaces in Sloan School buildings, not including the Wong Auditorium which is scheduled by CAC, are scheduled by the Sloan School Scheduling Office (E52-101, 253-1510).

<table>
<thead>
<tr>
<th>ROOM</th>
<th>LOCATION</th>
<th>CAPACITY</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amdur Room</td>
<td>6-233</td>
<td>30</td>
<td>3-1803</td>
</tr>
<tr>
<td>Ashdown West Dining Room</td>
<td>Ashdown</td>
<td>50</td>
<td>5-9759</td>
</tr>
<tr>
<td>Ashdown Fabyan Room</td>
<td>Ashdown</td>
<td>10</td>
<td>5-9759</td>
</tr>
<tr>
<td>Bartos Theater</td>
<td>E15-070</td>
<td>198</td>
<td>3-8001</td>
</tr>
<tr>
<td>Black Student Union</td>
<td>50-105</td>
<td>150</td>
<td>2-2627</td>
</tr>
<tr>
<td>Burton-Conner Dining Room</td>
<td>W51</td>
<td>500</td>
<td>3-3261</td>
</tr>
<tr>
<td>Bush Room</td>
<td>10-105</td>
<td>115</td>
<td>3-8200</td>
</tr>
<tr>
<td>Chipman Room#</td>
<td>8-314</td>
<td>20-30/50-80†</td>
<td>3-3300</td>
</tr>
<tr>
<td>E25-119 &amp; 121##</td>
<td>E25-119 &amp; 121</td>
<td>30-40</td>
<td>3-2307</td>
</tr>
<tr>
<td>Gilliland Auditorium</td>
<td>66-110</td>
<td>110</td>
<td>3-4562</td>
</tr>
<tr>
<td>Green Room@</td>
<td>54-915</td>
<td>45</td>
<td>3-3382</td>
</tr>
<tr>
<td>Graduate Student Lounge*</td>
<td>50-220</td>
<td>20-30</td>
<td>3-2195</td>
</tr>
<tr>
<td>HST Administrative Conf. Rm.</td>
<td>E25-101</td>
<td>12-20</td>
<td>3-4418</td>
</tr>
<tr>
<td>Hulsizer Dining Room</td>
<td>Ashdown</td>
<td>150</td>
<td>5-9759</td>
</tr>
<tr>
<td>Killian Hall**</td>
<td>14W-111</td>
<td>150</td>
<td>3-2906</td>
</tr>
<tr>
<td>Marlar Lounge%</td>
<td>37-252</td>
<td>80</td>
<td>3-1456</td>
</tr>
<tr>
<td>RLE Conference Room</td>
<td>36-428</td>
<td>16-50</td>
<td>3-2519</td>
</tr>
<tr>
<td>Spofford Room</td>
<td>1-236</td>
<td>20</td>
<td>3-7101</td>
</tr>
<tr>
<td>W31-302</td>
<td>W31-302</td>
<td>75</td>
<td>3-4373</td>
</tr>
</tbody>
</table>

- Only available during the summer
- † Seated conference capacity/Standing room reception capacity
- # Priority given to Material Science and Engineering (MSE); all other requests must have an MSE sponsor
- ## Permanent conference table seating 20 with extra chairs around the sides; overhead projector and screens
- * For Graduate Student Council ONLY
- ** There is a rental fee for departments and faculty. NOT reservable by students For use by Nuclear Science Lab Members ONLY
- % Available from M-F 8AM-5PM; events in this space must be sponsored by faculty or staff
Event Registration

Event registration is a 7 step process for ensuring that you have a safe and successful event. The information acquired is necessary to ensure appropriate offices are informed about your event. **Registration must be completed at least five (5) business days prior to the event.** Registration forms are available in the Student Activities Office, CAC, the Information Center, Athletics, and the Schedules Office.

**WHAT INSTITUTE EVENTS MUST BE REGISTERED?**

1. ALL events, whether on or off campus, where alcohol will be served.
2. ALL on-campus events where money will be collected during the course of the event.
3. For on-campus events in facilities other than residence halls, where the attendance will exceed 100 people.
4. For events in residence halls, any event open to non-residents where the attendance will exceed 100 people OR any event closed to non-residents where the attendance will exceed 250 people.
5. ALL events where more than 20% of the audience is expected to be non-MIT community members, including conferences.
6. All events that involve working with a non-MIT organization (as co-sponsor or guests).
7. All events that involve working with minors.
8. All events when required by appropriate campus department or under special circumstances.

**WHERE DO I REGISTER MY EVENT?**

Event Registration is processed from three offices. Events must be reviewed and approved by the appropriate registration office for your event:

- Departments register at Information Center (7-121, 3-4745).
- Students and student groups register with their appropriate Residential Life Associate (RLA) if the event is being held in a residence hall.
- Student groups register at the Student Activities Office (W20-549) for all other events.

→ Departments register at Information Center
   7-121, 253-4745

→ Residential Programs (RLAs)
  W51-040, 452-4280

→ Student Activities Office (SAO)
  W20-549, 253-6777
THE 7 STEPS OF EVENT REGISTRATION

Registering an event requires that the Event Host complete an Event Registration Form. If alcohol will be served, then additional forms are required (See step 3 below). Event registration must be completed at least five (5) working days prior to the event. Note: the Event Registration Form is organized according to the 7 steps below, and the majority of the information contained below is on either the Event Registration Form or its attached cover sheet.

Step 1: Event Details
This step is where the general information about the event is written out (attendance, date and time, location, if admission is being charged, if alcohol is being served, if there will be entertainment, etc.). This section is to be completed by the Event Host. The “Sponsor” must be an ASA-recognized student organization, a Living Group, MIT student or department. The “Event Host” is the individual from the “Sponsor” who is responsible for the event and will be present at the event for its duration. If alcohol will be served, then the Event Host MUST be 21 or older. Hosts must indicate the amount of alcohol they will purchase. To determine the amount needed for an event, hosts should use the guideline of one drink per person per hour of an event.

Step 2: Space Confirmation
This step is to be completed by the appropriate scheduling office, such as CAC or Schedules Office. All on-campus events must confirm that the location of the event has been reserved through the appropriate scheduling office or individual. For events in Residence Halls, the House Manager or RLA is considered the appropriate individual.

Step 3: Alcohol Approval
For student groups: This step is to be completed by appropriate Student Life Programs (SLP) staff. In order to serve alcohol at an event, a student group must obtain permission from the Student Life Programs staff. To begin the approval process, the Event Host must complete an “Alcohol Proposal Form,” attach it to an Event Registration Form, and submit it to SLP. It is suggested that a student group meet with a member of the SLP staff to discuss alcohol protocols prior to submitting a proposal.

For departments: This step is to be completed by the appropriate member of Academic Council. In order to serve alcohol at an event, departments are required to obtain the signature of the member of Academic Council with oversight of the department. Note: departments are not required to submit an Alcohol Proposal Form.
For more information about Alcohol policies and procedures and the Alcohol Proposal Form, please see the “Alcohol” section of the next chapter. You may also consult the Alcohol Policy website which may be found on the SLP website at web.mit.edu/slp/.

**Step 4: Event Review and Approval**
This step is to be completed by the appropriate registration office (Information Center, or SLP). To figure out which office approves and reviews your event, please see the “Where Do I Register My Event?” section of this chapter.

For both departments and student groups, if alcohol will be served at the event, the appropriate registration office will also review the Alcohol Guidelines Form with the Event Host.

**Step 5: Assignment of Police at MIT Details**
This step is to be completed by Police at MIT. Events must be reviewed by Police at MIT (W31, 253-1212) to evaluate the need for police details and related security requirements. Police hours for registration are 8AM to 3PM.

**Step 6: City of Cambridge Licenses**
This step is to be completed by City of Cambridge staff. Licenses may be obtained at 831 Mass. Ave., Cambridge and must be posted at the event location. The appropriate office from Step 4 will indicate required licenses for your event. For additional information regarding licenses, see the “Entertainment and Liquor License” section of the following chapter.

**Step 7: Bring Completed Form and Copies of City Licenses to Appropriate Office**
This step is to be completed by the Event Host. The completed copies of the Event Registration Form, as well as signed contracts and copies of licenses, must be returned to the appropriate registration and scheduling office (see Step 4).

→ Police at MIT
W31, 253-1212
The following section discusses several regulations to consider in order to have a safe event. Policies and procedures on metal detectors, tickets, licenses, raffles, game nights, and alcohol are outlined in this section. For additional information not provided below, please refer to the MIT homepage at web.mit.edu/.

INSTITUTE POLICIES AND PROCEDURES
MIT Departments and student organizations should familiarize themselves with many of the policies and procedures outlined in MIT Policies and Procedures: A Guide for Faculty and Staff Members web.mit.edu/afs/athena.mit.edu/org/p/policies/. In particular, groups planning events should be familiar with the following sections: Campus Smoking Policy (Section 9.3.1); Policy Regarding the Use of Alcohol (Section 9.3.2); Use of Facilities (Section 12.5); Use of Facilities by Non-MIT Groups (Section 12.5.1) which includes events co-sponsored by MIT and Non-MIT Group(s); MIT Use of Outside Facilities (Section 12.5.4); and Political Action (Section 12.7).

METAL DETECTORS
The Metal Detector Policy addresses safety concerns on the MIT campus during student social events.

Policy for the Mandatory Use of Metal Detectors
1. The use of metal detectors is required for any on-campus student party/dance which meet the following three criteria:

A. Attendance: The organizers anticipate 250 or more persons will attend, or the Police at MIT, in their sole discretion, believe there is a substantial likelihood that 250 or more persons will attend; AND

B. Admission: Open to non-MIT students. (Exceptions: a function will not be considered open to non-MIT students merely because MIT students are accompanied by a single non-MIT guest per MIT student and a function with a limited number of non-MIT guests on a guest list); AND

C. Event Specifics: Alcohol will be served OR there is a live band or other form of musical entertainment.

Where feasible, more than one metal detector may be used at a single event to minimize crowding outside the entrance.
2. Walk-through and hand-held detectors will be delivered to the event. Detectors will be tested to make sure they are in working order.

3. Student group sponsors are required to meet with staff from SLP, CAC and Police at MIT two weeks prior to the event to discuss safety issues and develop a safety plan. On the night of the event, student sponsors will meet with the CAC manager and Police at MIT officer on duty to implement the plan. For more information, contact the Student Activities Office at 253-6777.

4. Smoke/fog machines cannot be used when metal detectors are required. No pyrotechnics are permitted under any circumstances.

5. All metal detector events must use a college ID required admission policy.

6. Student events not required to have metal detectors as outlined in part one (1) may request metal detectors by making the request in writing (at the time of event registration), and setting forth the reasons supporting the request. Final decisions on special requests will be made by the Chief of the Police at MIT or his/her designee.

7. No more than two (2) events subject to the metal detector policy will be held per night.

8. Student groups will advertise on tickets and other promotional materials: “Student ID Required, No bags and no cameras” and “Metal detectors in use.”

9. Unless restrooms are located outside of venue, no re-admittance is allowed to metal detector events.

**USE OF METAL DETECTORS**

1. The Campus Activities Complex manager or other facility manager will be responsible for posting the required notices, provided by the Police at MIT, to advise guests that metal detectors are in use. The location of the notices is subject to review and approval by the Police at MIT supervisor on duty on the night of the event. Notices should be posted at the entrance to the event, in the area where the devices will be used, as well as outside that area so that potential guests will encounter the notice before they must get in line to be screened.

2. Prior to entering the event, each guest will be screened through a walk-through metal detector. If the detector indicates the presence of metal, the screener will ask the guest to remove any keys, jewelry, or other belongings that might activate the detector before being screened again. If the presence of metal is detected a second time, the guest will be taken aside and screened by a screener with a hand held detector.
There are ways to plan events so a metal detector will not be required. Check with SLP or CAC to discuss options.

3. If any guest is unable (or unwilling) to clear the metal detector, the screener shall deny that person entrance to the event, notify the detail officer and then ask the guest to leave the premises. There will be no exceptions, except at the discretion of a detail officer following a same sex consensual pat-down of the guest (to accommodate guests who have metal contained in a medical device or the like).

4. If any person denied entry refuses to leave the premises, the screener shall promptly request the assistance of a detail officer who will be responsible for ensuring that the person leaves.

5. If the screener, through use of the detector or otherwise, discovers or has reason to believe that a weapon is present, he or she shall promptly report that information to a detail officer.

POLICE AT MIT

The Police at MIT Department (W31-215, 253-1212 or 258-6616) reviews events for security requirements and offers its services for event security. The process for arranging police details begins with completing an Event Registration Form in the Student Activities Office (W20-549, 253-6777), Campus Activities Complex (W20-500, 253-3913), or Information Center (7-121, 253-4795). Requests for police details must be made at least five (5) working days in advance. The group sponsoring the event is responsible for the cost of any police details. The fees vary, but a rate scale is available from the detail sergeant, and payment may be made by check or departmental account number.

The Police at MIT Department will determine all cases where police details are required. Police details are usually required for events when alcohol is served, when cash is collected, where live bands are playing and in cases where attendance is expected to exceed 100 people. When safety and security concerns are evident, police details may also be required. A police detail is mandatory whenever an event requires or is permitted use of metal detectors.
ADMISSION POLICY

Events organized by student groups that meet the requirements for Event Registration are required to utilize one of the following admission policies:

1. Open only to the sponsoring group and its guests (closed event)
2. Open to the MIT/Wellesley community with MIT/Wellesley ID required
3. College ID required (all metal detector events and student parties)
4. Open to the community at large (Requires prior written approval from CAC or SAO)

The sponsoring organization, in consultation with CAC or SAO, will determine the admission policy for the event as part of the Event Registration process (please see the chapter on “Event Registration” for more details). CAC or SAO staff may require changes based on the details of the event. Any exceptions must have prior written approval.

TICKETS

When charging admission for an event, either in advance or at the door, tickets should be used. Tickets enable you to maintain accurate records of revenue generated by the event. Preprinted numerical tickets are available at most stationery stores. When custom printing tickets, be certain to have them numbered. Hand-numbered tickets are not recommended.

Selling tickets at the entrance of an event can be problematic for events anticipating a large turn out. In that regard, procedures for separating actual ticket sales from the point of entry for the event should be implemented whenever possible. In addition, advance tickets sales should be encouraged wherever feasible by such practices as differential pricing for tickets purchased in advance and for tickets purchased at the door.

The total number of tickets available for each event shall be limited to the effective capacity of the particular location, allowing for predictable variation in attendance flow. Ticket sales for and general admission to an event will regularly be closed at least one hour before the event itself ends. Furthermore, an event may also be closed earlier if the building capacity is exceeded.

By Institute policy, admission tickets are limited to on-campus sales locations and may not be offered for sale at commercial booking offices. However, some student groups may be able to sell tickets via an MIT approved website. If you are interested, please contact funds@mit.edu or stop by the Student Activities Office.
All ticket revenue must be deposited into a MIT internal account.

Finance Office (SAFO) in W20-549. See page 53 for details. Common locations for campus ticket sales are in Lobby 10 and the Stratton Student Center Lobby. To reserve space in these areas, contact the CAC.

WRISTBANDS
Wristbands are required for all metal detector events and will be provided to the sponsoring group. Wristbands are also required for all student organization or residence hall events where alcohol will be served to identify those patrons 21 and over. If an event is using wristbands for entry as well as to identify of-age participants, then a separate color will be used for each. Wristbands may also be required for monitoring attendance at events.

Wristbands are free of charge to student groups whose events meet the requirements for Event Registration. Wristbands for all other student events are available for purchase in SLP (W20-549) for a nominal fee. The number of wristbands provided will be determined by the maximum number of patrons expected as stated on the Event Registration Form by the sponsoring group. Departments should consult with CAC for information on wristbands.

SERVING ALCOHOL AT EVENTS
ALL Institute events, whether on or off campus, where alcohol will be served must be registered through the event registration process (please refer to the chapter on “Event Registration” for more details). Step 3 of Event Registration requires that groups interested in serving alcohol at their event obtain permission to do so. If alcohol will be served, we encourage you to allow an extra week of planning time to obtain the proper approvals.

For student groups to obtain approval to serve alcohol, they MUST first submit an Alcohol Proposal Form (please refer to the “Alcohol Proposal” section on the following page).

- If your group is an FSILG holding an event with alcohol in an FSILG facility, Interfraternity Council (IFC) policy requires you to register your event (IFC Registration Forms are on-line at the IFC website ifc.mit.edu/). In addition, the FSILG hosts are required to meet with a member of the FSILG staff in W20-549.
- Departments must obtain approval to serve alcohol from the member of Academic Council with oversight of the department. Department events are registered with the Information Center.

Note: Policies and procedures related to serving alcohol continue to change. Student groups should check with staff in the Office of Student Life Programs or on the website at web.mit.edu/alcohol/www/index.html and departments should work with the Information Center for the most up-to-date information.
• For both Departments and Student Groups, the Event Host MUST also read and sign the Alcohol Guidelines Form (see “Alcohol Guidelines” section below).

**Alcohol Guidelines** *(Adherence to these guidelines is required in order to host an event)*
The guidelines listed below must be reviewed and agreed upon by all groups interested in serving alcohol as part of the Event Registration process. By signing the Guidelines Form, the Event Host also confirms that the Guidelines will be reviewed with all purchasers/servers/monitors of alcohol.

**A.** Event Hosts must understand the responsibilities for and of a Liquor License (please see the “Entertainment and Alcohol Licenses” section of this chapter)

**B.** Procedures every server of alcohol MUST know:
1. All servers at an event must not consume alcohol during the event.
2. The event must be confined to the assigned room or facility. Alcohol must remain within the event facility.
3. Student-sponsored or student group-sponsored events with over 50 attendees must use a 3rd party vendor cash bar.
4. Only beer and wine may be served at student-sponsored or student group-sponsored events.
5. At all events, a server/monitor is required to monitor the distribution and consumption of the alcohol. Alcohol must be attended at all times. Host must monitor the distribution of alcohol throughout the event.
6. Proof of age must be checked at all entrances to an event. Guests must wear a wristband or other non-duplicable proof of legal drinking age. Proof of age should be checked again when alcohol is served. Hosts are required to attach the bands for the guests. Hosts of events in Graduate Residences with fewer than 50 guests should meet with a member of the SLP staff to create a plan to confirm age of invite guests.
7. If admission is charged at the door, alcohol, if provided, must be dispensed from a cash bar and a liquor license obtained. Massachusetts General laws prohibit free drinks at licensed events.
8. A server may not serve more than one drink to one person at any one time.
9. No kegs or other common source containers may be used. Pitchers may not be served.

→ Student Life Programs (SLP)
W20-547, 3-6777
10. Alcohol may not be served to any individual who is under 21 years of age. Violation of this section may result in a fine of $1000, 6 months imprisonment, or both (M.G.L. c138, § 34).

11. Alcohol may not be served to any individual who is intoxicated.

12. Non-alcoholic beverages and food must be available at all events at which alcohol is served.

13. “Last call” must be made at least one half hour prior to the end time (events must end by 1AM).

14. MIT strongly suggests that host/servers receive responsible beverage service training. For details contact the office of Community Development and Substance Abuse (CDSA) at 253-3276.

C. MIT’s Restrictions on the Use of Institute Funds

It is prohibited to use Institute Funds to purchase alcohol. In the case of events sponsored by academic departments, labs, and centers, or by administrative units, this prohibition may be waived with the approval of the relevant dean, vice president, or other senior officer, based on a determination that the requirements for serving alcohol at events are understood and will be observed. The prohibition may not be waived when the sponsoring organization is student run, however, moneys from student-run organizations may be used to hire bonded bartenders and/or party monitors.

D. Advertising an Event Where Alcohol Will Be Served:

Advertising must focus on the event, not the alcohol. Phrases such as “Beverages Available” and “Positive ID Required” are acceptable, while phrases such as “Wine & Cheese Party” and “Beer Bash” are not. Advertising may not offer free alcohol, provide information regarding the type or brand of alcohol to be served, or include phrases such as “All You Can Drink.” Student Event Hosts may not extend an open invitation via an email distribution list. Individual guests may be invited via email.

E. In addition, Event Hosts are responsible for applicable state laws and other MIT policies and procedures governing events and alcohol. For more information regarding procedures for serving alcohol at events and applicable state laws, please contact the staff of SLP or the Information Center.

At any event where alcohol is available, non-alcoholic beverages and food or snacks must also be provided.
ALCOHOL PROPOSAL
(required for student-sponsored and student-organization sponsored events)
Student groups must submit an Alcohol Proposal Form, available in SLP, to request approval to serve alcohol. Student Activities staff and RLAs are available to meet with groups to review alcohol policies and procedures before completing a proposal. Once completed, proposals should be attached to an Event Registration Form and submitted to the Student Activities Office. In addition, the Event Host must read and sign an Alcohol Guidelines Form.

The Alcohol Proposal Form requires that the Event Host outline the following:
1. The purpose of the event.
2. Whether the event will be 21+ only or all ages.
3. Who will purchase and serve the alcohol. If your event has more than 50 people, a cash bar is required. If your event has fewer than 50 people, see SLP staff for consultation. No Institute funds may be used to purchase the alcohol.
4. The procedures that will be used to ensure that the event complies with the Alcohol Guidelines, MIT policy and State laws regarding issues such as attendance, ID checking, serving protocols, etc.
5. The procedures that will be used to monitor that all guests are drinking responsibly and to monitor guest safety as they leave the event in accordance the Alcohol Guidelines.

Note: the minimum ratio of hosts/monitors to guest is as follows: one for 1-25 guests, two for 26-49, 50+ one additional monitor for each additional 50 guests.

6. We encourage all hosts/monitors to be TIPS trained. For details contact the Office of Community Development and Substance Abuse (CDSA) at 253-3276.

ENTERTAINMENT AND LIQUOR LICENSES
Your event may require the purchase of a Liquor License for alcohol and/or an Entertainment License. Through the event registration process, Student Activities Office, or Information Center will assist your group in determining if you need any licenses. Licenses must be posted at the event. To obtain licenses, please take the following steps:

1. Complete the first five (5) steps of the Event Registration Form. For more information regarding Event Registration, please see the “Event Registration” chapter.

2. At least 3 days before the event, you must take the Event Registration Form to the Cambridge Licensing Commission, 831 Massachusetts Avenue, First Floor (349-6140) to purchase necessary license(s). Make check payable to “City of Cambridge.” Note: This is step six (6) of Event Registration.

3. Complete the seventh and final step of Event Registration by returning the completed Event Registration Form, along with copies of City licenses, to the appropriate registration office (either Student Activities Office or Information Center 7-121).
Entertainment Licenses
The Commonwealth of Massachusetts defines entertainment as “theatrical exhibitions, public shows, public amusements and exhibitions of every description.” A license should be obtained if an event:
- will have entertainment rather than academic learning as its main purpose
- will include either an admission fee/mandatory donation OR the serving of alcohol.

Liquor Licenses
A One Day Liquor License is required when:
- alcohol will be sold at the event (i.e. a cash bar)

Please note that a liquor license is not required when alcohol is available but not sold and there is no fee collected prior to the event, i.e. tickets or membership fees.

If a liquor license is needed for an event, the Event Host who signs the Event Registration Form must be 21 years of age with a valid Driver’s License, Massachusetts State Liquor ID, Military ID, or Passport and be willing to remain present and not consume alcohol throughout the entire event. If alcohol will be sold and served through a third party vendor cash bar, the Event Host may still be responsible for obtaining the liquor license. The Event Host is responsible for following the alcohol laws and guidelines and ensuring that the party is safe.

The cost of a Liquor License is as follows (checks to be made payable to “City of Cambridge”):
- $35 - One Day Beer/Wine License for 100 Persons or Less
- $55 - One Day Beer/Wine License for Over 100 Persons
- $55 - One Day All Alcohol License for 100 Persons or Less
- $100 - One Day All Alcohol License for Over 100 Persons

RAFFLES AND GAME NIGHTS
Any group wishing to hold a raffle in the City of Cambridge must obtain a One Day Raffle License ($10 per day) from the City of Cambridge, Licensing Commission located at 831 Massachusetts Avenue [349-6140]. It may be helpful to bring along a flyer or other information regarding the raffle to the Licensing Commission when purchasing the license. The license is required for the day of the drawing, however, it is suggested that the license be purchased before raffle tickets go on sale and that a copy of the license be available wherever the tickets are sold. Please note that events where tickets are given away rather than sold does not constitute a raffle and does not require a raffle permit. Only non-profit Cambridge-based organizations are allowed to apply for this license. If a non-profit organization is from another city, then a Cambridge resident must sign the application. The sponsoring group is also required to pay the state Lottery Commission 5% of the raffle proceeds.
The City of Cambridge may allow Las Vegas and Casino Nights or similar games of chance. If you would like to hold such an event, please contact the Student Activities Office at 617-253-6777 or by email at sao-staff@mit.edu.

**PEDDLER’S LICENSE**
If a group is selling food at an event, the Event Host must apply for a Peddler’s License. This license will cover all food sales at the event.

**CARNIVAL LICENSE**
If you are holding a carnival with games/booths and/or rides, you must fill out an application with the Cambridge License Commission. A full listing of the carnival procedure can be found in W20-549.

For more licensing information, see the Student Activities Office in W20-549.

**CAREER-RELATED EVENTS**
Student organized career-related events (e.g. career fairs, company presentations, etc.) are an important component of MIT’s career services efforts. Such events require a very high level of commitment, organization, and customer service. In order to best serve MIT students and to maintain effective working relationships with interested companies, student groups interested in organizing a career-related event must obtain approval in writing from both the Student Activities Office (SAO) (W20-549, 253-6777) and the Office of Career Services and Pre-Professional Advising (OCSPA) (12-186, 243-4733) at least four (4) months prior to the intended date of the event for career fairs and three weeks for career-related events.

Approval may require either a written proposal and budget and/or be contingent upon combining with another already approved career-related event. In addition, all approved career fairs are required to meet with OCSPA and/or SAO staff to go over proper procedures and protocols. For additional information, please read the “Deliveries” section of this Guidebook. Note: a maximum of three (3) student organized career fairs will be approved in any given semester.

Consistent with national standards alcohol may not be served at career-related events. For additional information contact the Office of Career Services (253-4733).

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Gambling is prohibited by Massachusetts State Law
OUTDOOR MUSIC POLICY

1. Playing music (stereo, radio, bands, dance performances, entertainers, etc.) on the Stratton Student Center Steps, Kresge Oval, or Kresge Barbecue Pits is permitted as part of a planned educational or social program during the following hours:
   - Weekdays - 11AM to 3PM
   - Weekends/Holidays - 11AM to Sundown

   Sound must be kept at a reasonable level to ensure that residents of neighboring buildings are not disturbed.

2. Major day-long events involving music and/or performances such as Fairs are restricted to Fridays and weekends. Music at these larger outdoor events is permitted from 11AM to Sundown and volume must be kept to a reasonable level. Requests for major day-long events on Monday-Thursday must be approved by CAC.

3. It is required that a written explanation of the program be included with the CAC Space Application Form. All requests are reviewed on an individual basis with consideration given to possible conflicting events (i.e. weddings in the Chapel, lectures in Kresge, events in the Student Center, etc.)

4. If music levels are deemed too loud during your event, CAC will ask the organizers to lower the volume. CAC will shut down the event if the volume remains at unreasonable levels.

5. Music will also be allowed at the Stata Center Dertouzos Amphitheater when done in conjunction with a properly scheduled event approved and supported by CAC. Hours will be limited and must be reviewed as part of normal event planning procedures.

CONTRACTS

A contract is required for payment of most services such as hiring a band, lecturer, disc jockey, comedian, or renting a movie. A contract is a mutual agreement to reach a goal with benefits for both parties. ALL contracts MUST be signed by an appropriate MIT official. A contract is not required between two MIT entities, although having a formal agreement may be useful.

Students are not authorized signatures. If you are a student group, bring any contracts to the Student Activities Office (SAO) (W20-549, 253-6777) or your appropriate RLA. The staff will review the contract for potential problems and loopholes before having the contract approved by the Office of Insurance and Legal Affairs. The staff is also available to assist groups in negotiating the terms of a contract with outside vendors or agents.

Departments should work with Conference Services and/or Procurement to process contracts. For more information about contracts go to web.mit.edu/slp/safety/.
**COPYRIGHT**

The Federal Copyright Act (Title 17 of the U.S. Code) governs how copyrighted materials including films and musical works can be used and shown. The showing or viewing of the film, movie, music, or any other copyrighted work in a tavern, restaurant, private clubs or any other place not considered a home requires the permission of the copyright owner.

Before holding your event, please go to the following link for more information: web.mit.edu/slp/safety/copyright.html

This site will be updated as new information becomes available.

If you are unable to locate an answer for your specific question, please contact the Student Activities Office 617-253-6777 or at sao-staff@mit.edu. We may not have the answer initially, but we can help to find an answer.

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**PAYMENT FOR SERVICES RENDERED**

Due to personal income reporting responsibilities that MIT has to the U.S. Internal Revenue Service (IRS), payments or honoraria to individuals, groups, or agencies for services rendered (such as DJ-ing, performing, lecturing, etc.) must be routed through MIT accounting via the Student Activities Finance Office (SAO, W20-549, 253-3680). The name, address, and Social Security number of the individual(s) or the Federal Tax ID number of the company or agency must be provided at least two (2) weeks in advance in order to properly handle these transactions. See the Student Activities Finance Office (W20-549) for further information. It is the group’s responsibility to ensure that the individual being paid is legally able to work in the United States. This responsibility is very important and failure to comply puts MIT in violation of Federal Law.

**CASH HANDLING**

To ensure safety, a police escort MUST be used when moving cash from one location to another. If you are moving cash at a time not associated with an event, please call police at 253-1212 to request a FREE escort for your safety.

Events where cash will be collected (admission fee, selling snacks, etc.) MUST be registered (please refer to the chapter on “Event Registration”). Police details and escorts will be assigned to assist groups in transporting cash as part of that process. If your event ends at a time when either the banks or the MIT Cashier’s Office is closed, you must deposit
the proceeds in the police safe or be escorted by the police to the bank night deposit box. All cash collected at student events must be deposited into the student group’s account with the Student Activities Finance Office.

For more information on good business practices, see SLP website, web.mit.edu/slp/finances/gbp/.

**CLOSING TIME FOR EVENTS**

Events must end by the stated closing time on the Event Registration Form and/or reservation form with NO exceptions. All events must end by no later than 1AM. This means that the audience must leave the room by the closing time. When a police detail is assigned, he/she will enforce this rule without question. Before the event starts, meet with the police officer(s) and a CAC manager to discuss closing procedures. (Turning on the lights a few minutes before the event closing time is a very useful way to encourage people to leave the room.)

In some cases, the police will contact the event organizer 30 minutes prior to the closing hour to begin the process of ending the event. This allows time for all attendees to exit. (For example: events registered to end at 1AM should schedule the music or performance to conclude by 12:45AM so that the audience leaves the area by 1AM). At events with attendance of 200 or more, allow more time. For events with alcohol, “last call” should be made no later than 12:30AM or half an hour prior to the event closing time. The police detail reserves the right to close an event prior to the stated ending time if, in his or her judgment, MIT students and/or MIT property are being placed in danger. Closing may also occur if repeated complaints from others go unheeded, if an event should have been registered but was not, or if a police detail was required, but not arranged.

When students from other campuses attend such events, provisions should be made for their departure from campus, by measures such as calling cabs before the event ends, or offering the services of Safe Ride to distant parking areas.

**SPONSORING A NON-AFFILIATED GROUP**

Student organizations must petition the Student Activities Office for permission to sponsor a non-affiliated group. If you are charging admission to the event, the proceeds must be deposited into the student organization’s account in accordance to the Cash Handling Rules on page 40. Over 50% of the proceeds of an event must be kept by the student group sponsoring the non-affiliated group. Non-affiliated groups cannot use MIT student groups as a means to gain access to MIT facilities. Non-affiliated groups wishing to use MIT facilities must contact the Conference Services Office at 253-1700. If it is found that an non-affiliated group is using a student group as a means to gain access to MIT facilities, the student group will be assessed a facilities fee and may lose the right to use MIT space for up to 1 year from the date of the original event.
Many services are provided on campus which will help to make your event a success. This section describes the services available, how to arrange them, and information on related costs.

**CHARGES, FEES, AND PAYMENT**
Event space is free of charge for ASA-recognized student organizations. Departments are charged event support fees. In addition, under certain circumstances, groups may be required to pay an Event Support Fee, such as when there is a non-MIT co-sponsor. If any event goes beyond its allotted time, fees may be charged. The group reserving a room assumes full responsibility for any damages to the facility or its equipment arising from misuse by its guests.

Additional services associated with an event such as special lighting, electricians, movement of special furniture, extra cleanup, damage, etc., will require payment by requisition, available for student groups through the Student Activities Finance Office (SAO, W20-549, 253-6777). Check with the service provider for estimated costs and method of payment in order to better plan your event. Advance estimates of direct charges for particular events in CAC or Athletic facilities may be obtained from the Campus Activities Complex (CAC) (W20-500, 253-3913) or the Athletics Department (W32).

**EQUIPMENT AND FURNITURE**
Regardless of your event or its location, you will need to consider the setup of the room. Lecterns, tables, chalkboards, musical equipment, risers, staging, and various other items are available for use in CAC and other facilities. When you discuss your setup requirements with CAC staff, note all items you will need for the event and remember to consider your trash can and recycling bin needs. For recycling bins, please contact recycling at 3-6360. Even if your event is not in a CAC facility, the CAC staff is available to assist you in making arrangement for renting equipment from Institute departments or non-Institute vendors and/or will refer you to the appropriate office. There are fees for the use of rental equipment and furniture.
Basic Room Setup
If you are using a CAC or Athletic facility, contact CAC or Athletics at least one (1) week before your event to discuss the setup of the event space (provide three (3) weeks for major events). If the information is not provided prior to the deadline noted on your written confirmation, you may incur a fine, your event may be cancelled, or CAC or Athletics may be unable to accommodate your setup requirements. Many rooms in CAC facilities have flexibility for furniture and equipment; there are diagrams of several setup styles in the “CAC Facilities” chapter. For events in classrooms, most rooms come with permanent or semi-permanent setups; additional logistics are coordinated through Building Services (10-063, 253-7923). For events in Residence Halls, begin by speaking with the House Manager, RLA, or Room Reservation Chair for an inventory of available furniture.

Musical Equipment
CAC has five (5) upright pianos available for events in the Stratton Student Center, two (2) upright pianos available in Kresge Auditorium, and one available in the Stata Center. However, permission to use music stands, the harpsichord, and grand pianos must be obtained at least three (3) weeks in advance from the Music and Theater Arts Department (14N-207, 253-3210). Use of all Music Department equipment is subject to a fee. Grand piano and harpsichord tunings may only be arranged through the Music Department and are also subject to a charge. Please note that pianos will not be moved from the Stratton Student Center, Kresge, or Stata Center to other locations on campus.

AUDIO-VISUAL SUPPORT
MIT Audio-Visual Services, located in the basement of the Infinite Corridor in 4-017, provides equipment and technical support for classes, concerts and other MIT-related events. Audio-Visual (AV) equipment and technical services may be secured by submitting a web form at web.mit.edu/av/www/av-order.html or by calling 253-2808.

To assure equipment and technicians are available for your event, observe the following guidelines:

- for equipment and technicians during the regular work day (Monday - Friday, 8AM-5PM), a minimum of 72 hours notice is required.

- for events after hours (Monday - Friday, after 5PM; and weekends), a minimum of 5 days notice is required.

- AV also has an events coordinator, who is able to help with planning and running events. Please contact Paul Shay (pdshay@mit.edu, 452-4639).
Orders received after the minimum notice time will be accommodated based on personnel and equipment resources and cannot be guaranteed. Last minute requests are not recommended and will be accommodated only as equipment and technicians allow.

MIT AV also provides Power Point displays in the Infinite Corridor (Bldg. 3 and Bldg. 4). Please contact AV for details. For a full description of services, see web.mit.edu/av/www/. MIT Video Productions (9-270, 253-7603), part of the MIT Center for Advanced Educational Services, offers video-related services including videotaping of any event on- or off-campus, satellite transmission, and state-of-the-art equipment.

There also exists some students or student groups NOT affiliated with MIT Audio-Visual Services or MIT Video Productions through which some AV services can be obtained. E33 is a recognized student organization which provides technical assistance and staffing for events on campus. Please contact e33@mit.edu for more details. In addition, the MIT Dance Mix Coalition (MITDMC) is a recognized student organization that provides services to support dance-oriented events. In addition to being able to provide a complete DJ service for an event, they can assist groups in locating various equipment to make dance-oriented events a success. For more information, email mitdmc-officers@mit.edu. In addition, the MIT Student Cable Group (SCG) (9-026, 252-1694) offers some video services.

**MIT DISABILITIES SERVICES OFFICE**

Planning an event may also mean that you will need to consider obtaining a sign language interpreter or transliterator among other services for students and guests with disabilities. This may depend upon the size of your event and the specific needs of your participants. Of course it is always important to consider the location of your event and make sure that the venue is accessible to all guests. The MIT Disability Services Office can provide help and guidance in obtaining the services your guests may need. In some cases, these services are free of charge if the person needing the assistance is an MIT student who currently works with Disability Services Office. For more information, please contact the Disabilities Services Office at 253-1674 or go online at web.mit.edu/dso/www/

**DELIVERIES**

Some events (e.g. Career Fairs) require that materials be shipped in advance. Student groups must make arrangements with MIT Mail Services (WW15, 253-6000) for packages to be shipped to and accepted by MIT Mail Services. Packages will not be accepted by CAC or the UA office. If prior arrangements are made, packages may occasionally be sent to SLP (W20-549). Departments must make arrangements for packages to be shipped to the department office and/or make arrangements with MIT Mail Services. It is important to communicate the arrangements that have been made to appropriate scheduling and facility offices.
RESOURCE LIBRARY
Often planning events requires information from vendors, facilities, and services outside of MIT. The Student Activities Office maintains a resource library with information about musical agents, bus companies, T-shirt and other promotional vendors, local and regional venues and facilities, etc. The library is located in the Student Activities Office (W20-549, 253-6777, web.mit.edu/slp/sao/support.html).

The Student Activities Office also houses a number of materials such as Icebreaker Activities, Initiative Games, and Training Resources. If you are planning a group retreat or meeting and would like to borrow some of these materials, please stop by and take a look at what we have! (W20-549, 3-6777)

CATERING
MIT Campus Dining offers a wide range of caterers that can accommodate every budget from simple coffee breaks to the most elegant of affairs. Please see the following descriptions of our various caterers and feel free to give them a call.

Alpine Bagels and Cambridge Grill prepares freshly baked bagels served with specialty cream cheese spreads, home baked muffin trays, scrumptious sandwiches fit for a king and pizza from their wood stone oven. MIT customers can be accommodated with as little as a 24-hour notice and internal orders are accepted. To discuss your event with one of their professional managers, please call 617-258-6143.

Tech Catering takes pride in the quality of food and service that they offer. Their menu is designed to meet everyday office and conference catering needs. From breakfast to lunch to afternoon breaks, they offer something for every palate. Their professional sales team is here to facilitate all arrangements to ensure your functions success. Please contact them by calling 617-253-2735. They’re not just looking to please, they’re aiming to impress.

Catering by Bon Appétit- Bon Appétit’s heritage is catering. Beginning in 1987 as a San Francisco based catering company; they quickly expanded into an onsite custom restaurant company and operate three restaurants on campus.
Bon Appétit’s business is providing excellent food and service with a commitment to quality, innovation, and customer satisfaction. Their catering menus are based on what is fresh and in season. They have an MIT catering guide available for you, but it is just a start, since every function is unique and they would be happy to create a specialized menu for your event. They will work closely with you to accommodate your every need. For more information, please call 617-253-4952.

MIT Catering is the perfect choice for your next event. They are dedicated exclusively to serving the MIT community and offer only the finest ingredients, artfully prepared and delivered free of charge. From the simple to the extravagant, large or small, their catering sales department will be more than happy to help you plan all the details of your next event. Please call their sales office today at 617-253-5137.

MIT Faculty Club- Located on the banks of the Charles River at 50 Memorial Drive, the MIT Faculty Club provides the perfect sophisticated setting for special events. With eight function rooms — most with spectacular river views — the MIT Faculty Club can accommodate parties ranging from 2 to 200. Whether you’re looking for a place to host your event or have one of your own in mind, consider the MIT Faculty Club for your next important function. Give them a call at 617-253-2111 and a member of their experienced staff will be happy to assist you in planning your next event.

Alcohol Service- The Faculty Club is a full service facility and maintains a permanent liquor license. For all other locations, please refer to the section in this manual under Events Registration entitled “Serving Alcohol at Events” p.33 and the section entitled “Entertainment and Liquor Licenses” p.33.

Dining Service Waivers- There are three circumstances that require a Dining Service Waiver. They are:

1. When an event is held in a Campus Dining Facility and a caterer other than the authorized ones for the space is requested.
2. When an event is held in a Campus Dining Facility and it is either self-catered or potluck style.
3. When an event is held in any other facility and it is being self-catered or potluck style.

Food Safety and Sanitation- If you are planning an event where you will either prepare the food yourself (self catering) or many in your group will be preparing food (potluck) please refer to web.mit.edu/slp/safety/ for the food safety handbook.

If you are using an outside caterer, the caterer will need to provide you with a copy of their million-dollar liability insurance certificate. A copy of this certificate should be given to CAC.

COPY TECHNOLOGY
Copy Technology Centers (CopyTech) provide comprehensive services to support a variety of event presentation and preparation needs. Staff members are readily available to assist with questions regarding document creation, file transfer, and desired end product results.
Services include pamphlet and brochure reproduction, computer workstations, networked color copiers, computer file to 35mm slide service, color/B&W overhead slides, and a wide range of specialty paper stocks to choose from. There are several self-service copiers on the premise as well as a drop-off production copy service. CopyTech can take care of conference and seminar copy needs from ordering binders to on-site delivery. They can also make special pick-up/delivery arrangements for an event to handle any ongoing or last minute reproduction needs.

CopyTech has several locations: CopyTech Main (11-004, 253-2806), CopyTech East (E52-045, 253-5203), and CopyTech “Express” (1st floor of W20, 258-0859). For hours of operation, payment options, or additional information, please visit web.mit.edu/afs/athena.mit.edu/org/c/ctc/www/. Note: not all services are offered in each location, please call ahead for details.

**PARKING**

Please be aware that parking is extremely limited. Groups planning events are encouraged to utilize public parking facilities. A list of these facilities is available from the Parking and Transportation Office (E32-105, 258-6510, mitparking@mit.edu). Any requests for the use of MIT parking facilities must be made through that the Parking and Transportation Office.

**TIM THE BEAVER**

Tim, the MIT Beaver, can only be used by recognized MIT student organizations or departments. Use of the costume is restricted to the MIT campus. Applications for the costume are available in the CAC Office or online through the CAC website at web.mit.edu/campus-activities/. The costume is only available for pick up between the hours of 9AM to 5PM on weekdays. Performers are always selected by the applicants. There is a rental fee of $25 for student organizations and $50 for MIT departments. An account number and requisition is required when reserving the costume. The reserving organization will be held responsible for any damage caused to the costume. Reservations for the costume must be made a week in advance.

**MOVING SERVICES**

Facilities’ Ground Services offers a campus moving service that may be useful for transporting large deliveries and/or moving large items. Student groups should contact CAC to help facilitate the arrangements. Payments should be arranged through the Student Activities Finance Office (SAFO, W20-549, 253-3680). For more information, contact Grounds Services’ Movers (NW62, 253-2967).
The time and energy you spend planning and organizing an event may be wasted if you do not properly advertise. You will find in this section rules and regulations on advertising and information to help you promote your event.

**ADVERTISING GUIDELINES**

It is Institute policy that when advertising programs to be held on campus, the focus should be toward the students, faculty, and the staff of the MIT community. Advertising must include all relevant information such as the time and place of the event, the admission policy and price, the name of the sponsoring group, and a means of obtaining additional information. In addition, advertising must indicate when metal detectors will be in use. Additional acceptable advertising may include posters at other colleges with their permission) and specifically targeted community audiences. The following forms of advertisement for events (with or without alcohol) are specifically forbidden:

- off-campus radio, television or newspaper ads including public service announcements
- posters in view of the general public

Questions regarding this policy and requests for waivers should be directed to the Student Activities Office (SLP) (W20-549, 253-6777). Please also refer to applicable copyright laws when creating artwork for display in public areas (see copyright on page 40).

Alcohol may not, in any context, be the central focus of any event and should not be advertised as such. The availability of alcohol should clearly be adjunct to the program and available as a refreshment only. Groups sponsoring events where alcohol will be served must agree to the following advertising guidelines:

- Advertising must focus on the event, not the alcohol. Phrases such as “Beverages Available” and “Positive ID Required” are acceptable, while phrases such as “Keg Party” and “Beer Bash” are not.
- Advertising may not offer free alcohol, provide information regarding the type or brand of alcohol to be served, or include phrases such as “All You Can Drink.”

Groups may only publicize an event after the event registration process has been completed and all technical details for the event are finalized with CAC and/or appropriate departments.
ASA POSTER POLICY

- No posters, flyers, or other announcements shall be placed on any wall, door, window, pillar, floor, chalkboard, ceiling, tree, outside building space or other space at MIT other than a designated bulletin board or official announcement space.
- Bulletin boards are completely cleared twice weekly by Facilities and the Campus Activities Complex: once Thursday night and once Monday morning.
- No group or individual shall poster over another poster which advertises an event or activity yet to happen. Posters may be placed on top of other posters which are no longer active.
- No group or individual shall remove any poster other than their own while that poster is still active.
- MIT-affiliated parties may post ONE poster per event per bulletin board.
- Non-MIT-affiliated parties’ posters may be removed by any MIT-affiliated party.
- Use of other campus sources for distribution of information is also to be encouraged.
- Posters must indicate a sponsoring organization and/or contact information.

Any member of the MIT community is encouraged to send written complaints about postering abuses to the ASA Executive Board [asa-exec@mit.edu], W20-401. Student organizations which are shown to have violated this policy are warned of such violations by the ASA Executive Board.

POSTERS AND PANELS

One of the most effective means to advertise events on the MIT campus is through large posters or banners. Several areas on campus may be reserved for organizations to hang large posters. The Stratton Student Center Balconies each have designated positions for drop posters and several display panels are available along the Infinite Corridor. These promotional spaces are available during the academic year starting the day after Orientation’s Activities Midway through the last day of Spring final exams. Contact CAC (W20-500, 253-3913) to check availability and to complete an application form for Stratton Center posters and infinite panels. Organizations may reserve up to fourteen (14) days of Student Center balcony poster space and fourteen (14) days of infinite corridor panel space per term. For safety considerations see web.mit.edu/environment/ehs/event_safety.html#banners_posters/.

DISPLAY SPACE

For display space in Lobby 7 please contact the Information Center (7-121, 253-4795).

If your group fails to use a promotional space reservation within the first 24 hours, the reservation may be given to another group. In addition, groups are responsible for removing their posters when their reservation ends, otherwise it will be removed and discarded.
Stratton Student Center Posters
During the academic year, MIT groups may apply to reserve space for hanging large posters around the center stairwell of the Stratton Student Center. The following policies apply:

• Reservations must be made in person at CAC.
• Reservations may be made once per term by an individual organization for a maximum period of two (2) weeks. Beginning in early December, applications for positions are accepted for the following IAP and Spring terms. Fall term applications are accepted beginning the first week of May.
• Posters may be reserved for a maximum of one week at a time.
• Balcony posters must be hung horizontally. The maximum height is 4’–0”; the maximum width is 12’–0”.
• Posters are limited to four spaces on the third floor balcony (see diagram below).

• Groups are responsible for removing their posters and all tape when their reservation ends. Tape should not be placed on white painted walls.
• Groups cannot reserve a Stratton Student Center poster position and an infinite corridor panel at the same time.

Public Infinite Corridor Panels
Use of the Infinite Corridor Panels is provided by the CAC to recognized student organizations and Institute departments for displays that promote their programs. Displays should be attractive, informative, and educational. Reservations may be made once per term by an individual organization for a maximum period of two (2) weeks. Beginning early December, applications for panels are accepted for the following IAP and spring terms. Fall term applications are accepted beginning the first week of May.

As you enter the Infinite Corridor from Lobby 7, the panels are the first three on the left (A, B, and C respectively). The panels are all 4’ high with the following widths: A (7’ 1 1/2”), B (10’ 10”), C (10’ 8 3/4”). These measurements are the size of the finished display (i.e., the visible space). You cannot tuck edges under the frame. It is a good idea to have several people to help with the panels’ large plexis.
Keys for the locks may be obtained from CAC. You will need to leave your ID with the office until the key is returned. You may not have infinite corridor panel space and Stratton Student Center poster space at the same time.

**PROMOTIONAL BOOTHs AND TABLES**

Booths and tables are available at three locations on campus for organizations and departments to promote their activities and services. People staffing them must be members of the MIT community and are expected to remain at the booths and not attempt to “solicit” passersby. Beginning in early December, applications are accepted for Lobby 10 Booths and Student Center Vendor Tables for the following IAP and Spring terms. Fall term applications are accepted beginning the first week of May.

**Lobby 10 Booths**

Lobby 10 is a War Memorial whose use is graciously allowed by the Institute for sales and promotion. In line with the sanctity of the War Memorial, no posters or banners may be hung from the ceiling or placed on the walls and no yelling or shouting of any kind will be permitted. Groups are encouraged to clear booths of all flyers and trash before leaving at the end of the day. Also, for safety reasons, no obstructions or electrical cords should disrupt or impede traffic flow or doorway areas. For security, the Cashier’s Office will hold cash boxes if necessary. Do not leave cash boxes unattended.

Booths must be reserved prior to the time of use. Only one booth per day may be reserved by an organization, for a maximum time period of two (2) consecutive weeks. Groups cannot reserve promotional tables in more than one location at the same time.

In accordance with ASA guidelines, only one food sale is permitted per day in the lobby (excluding candy) and each group is allowed to have a maximum of four food sales per term. As no refrigeration is available, care should be exercised to ensure that perishable items do not spoil. See the “Booth and Table Food Sales” section on the following page for more information.

Booths may not be removed from, nor furniture/equipment brought into, the Lobby 10 area without the prior permission of CAC. Applicable safety codes will be maintained. No public address system, yelling, or shouting is allowed; however, music may be played at a reasonable volume between classes and during the lunch hour.

**Stata Center Tables**

Locations have been identified on the new student street for ASA-recognized student groups and approved MIT community groups can promote their activities. Restrictions on music and food sales do apply. Groups cannot sign up if they are holding another space in the Student Center or in Lobby 10.
**Stratton Student Center Vendor Tables**
The MIT Vendor Program provides tables in the lobby of the first floor of the Stratton Student Center. This program includes tables for ASA-recognized student organizations and MIT departments as well as vendors not affiliated with the Institute. The purpose of this program is the sale of goods and services and the dissemination of information that will benefit the MIT community. All positions are booked on a first-come, first-serve basis. Student organizations and MIT departments may reserve a table as an alternative to Lobby 10. Groups may not reserve promotional tables in more than one location on the same day(s). For a reservation, contact CAC.

**Booth and Table Food Sales**
When it comes to the preparation, presentation and storage of food, care and attention must be used to insure proper health, licensing and risk management. All food-service sales, particularly those in either Lobby 10 or the Student Center Lobby, present special concerns and require additional planning. In each location, food sales must conform to the health and sanitation requirements as specified by the City of Cambridge Health Department. This includes specific requirements for the proper preparation and storage (heating and cooling) of foods; required handling procedures; and use of cleansing agents. Food items, particularly those containing dairy products, meat, and fish, are highly susceptible to spoilage and can cause sickness or even death in some cases.

### CAC Promotional Space Reservation Book Opening Dates

#### 2005 IAP and Spring Term
- Lobby 10 Booths, Stratton Student Center Vendor Tables, Stata Student Street Tables, Infinite Corridor Panels, and Stratton Student Center Posters
  - December 1, 2004

#### 2005 Fall Term
- Lobby 10 Booths, Stratton Student Center Vendor Tables, Stata Student Street Tables, Infinite Corridor Panels, and Stratton Student Center Posters
  - May 1, 2005

#### 2006 IAP and Spring Term
- Lobby 10 Booths, Stratton Student Center Vendor Tables, Stata Student Street Tables, Infinite Corridor Panels, and Stratton Student Center Posters
  - December 1, 2005

#### 2006 Fall Term
- Lobby 10 Booths, Stratton Student Center Vendor Tables, Stata Student Street Tables, Infinite Corridor Panels, and Stratton Student Center Posters
  - May 1, 2006
Spoilage can begin whenever food is maintained at temperatures between 40 degrees (F) to 140 degrees (F), so planning is essential. Sales in Lobby 10 or Student Center Lobby may require a City of Cambridge food license for each day of the sales. Please contact the CAC for particular requirements or for assistance in determining appropriate foods. Failure to comply with these important code requirements can lead to closure of the sale, loss of future scheduling opportunities and disciplinary action.

**SLIDES**
The Lecture Series Committee (LSC) (W20-469, 253-3791) presents slides before all its movies. MIT organizations should submit an advertisement to W20-469 by 6PM on the Tuesday before the weekend the slide is to be run. For student groups, there is a $40 per weekend fee per slide; for departments the fee is $50. Contact LSC at lsc-ads@mit.edu, or visit lsc.mit.edu/slides/ for more information and slide design tips.

MIT Audio-Visual Services (4-107, 253-2808) offers a Slide Projection service which appears on a wall in the Infinite Corridor (Buildings 3 and 4). Organizations may schedule slides for advertising events on a limited basis. There is a fee for this service. Please contact Audio-Visual Services for more information.

**CAMPUS PUBLICATIONS**
There are numerous campus publications and newsletters through which groups can advertise events for a fee and in some cases for no charge. For more information regarding MIT’s publications, visit web.mit.edu/publications.html.

**TechCalendar**
The Tech offers a comprehensive event listing service for members of the MIT community. Posting your event is FREE. In general, Tuesday’s issue of The Tech will list TechCalendar events for Tuesday-Friday; the deadline for submission is 4PM on Sunday. Friday’s issue will list events occurring from Friday-Tuesday; deadline for submission is 4PM on Wednesday. However, events posted with TechCalendar can be viewed on the web as soon as they are entered. For more information or to submit a listing, visit tech-calendar.mit.edu/.

**Tech Talk Community Calendar and Student Notices**
Tech Talk’s calendar information is taken from the Events Calendar. Groups should post their events on the Events Calendar first at events.mit.edu/ and then contact Tech Talk produced by the New Office to discuss inclusion of their event in the next issue of Tech Talk.
**Events Calendar**
The MIT Events Calendar provides a one-stop listing of events taking place on the MIT campus and its off-campus locations. By advertising seminars, cultural events and other activities, you are encouraging communication and community within MIT, providing more comprehensive information about MIT to the external world, and in general helping to serve MIT’s educational and research missions. You are also reaching a huge potential audience for your special activity. To post an event you must be a member of the MIT community (you must have a MIT ID card, an Athena account, and a MIT Web certificate). Simply go to the MIT home page at web.mit.edu/, click on “events”, and then in the black menu bar click on “Help”. The “Help” area will walk you through the process of posting an event. If there are any questions, concerns or comments please do not hesitate to contact either Joe Coen or Lee Corbett in the Information Center at jcoen@mit.edu and lcorbett@mit.edu, plus “CC” the calendar events team at events-admin@mit.edu.

**CAMPUS TELEVISION**
MIT Cable Television sponsors a community bulletin board listing of campus activities and events called “Today at the Institute.” The listing can be seen on MIT channel 12 and on television sets in Lobbies 7 and 10. To submit announcements, send an email to tv-messages@mit.edu or campus mail to room 9-050.

The MIT Student Cable Group (SCG) offers an advertising service through its MIT Cable Channel 36 (MITV). Advertisements are incorporated into a weekly advertisement tape which is shown periodically between programs. To place an advertisement, submit a video commercial or a 640x480 pixel image. For more information contact the SCG Office (9-026, 252-1694).

**THE SPOTLIGHT**
The Spotlight is the top menu item on the main MIT webpage and is used to highlight activities, events, and news at and about MIT. The changing “Spotlight” is used to reveal the diversity of interests and activities of the MIT community. Groups interested in having their event appear as the Spotlight should visit web.mit.edu/spotlight.html for more information. To submit a request, click on the phrase “request a spotlight” on that page which will prompt you to send an email to the MIT Webmasters.
E-COMMERCE SERVICES

The MIT Controlling Account Office (CAO) offers online credit card payment processing allowing student groups to sell items (tickets, conference registration, etc) through the MIT Clear Commerce and Shopsite system. Customers will be able to pay for tickets, conference fees, etc., directly on a secure website for your group.

Student groups need to
1. Complete a SAFO registration form
2. Meet with Laurie Ward to complete the CAO registration process
3. Submit regular transaction reports to SAFO as determined by your registration.

Setup time for this process is approximately 2 months before service is activated so plan accordingly. Groups who have previously registered in the past for e-commerce need to re-register with SAFO and setup time is approximately 1 month or less.

If your group is interested in maintaining your own e-commerce web page for an ongoing basis the initial setup is the same. There is a one time fee associated with establishing this service and regular transaction reports will be mandatory along with annual renewal with SAFO by the new treasurer and president of your group.

All refunds or return credits must be processed by SAFO directly. Contact funds@mit.edu for further details.

ELECTRONIC MAIL

Electronic mail is a fast, convenient form of communication. However, be aware, that the general rule is: use email to communicate with other specific users, not to broadcast announcements to the user community at large. It is acceptable to send an email to several specific users who you know and ask them to forward it to individuals or groups that would be interested. Under no circumstances should you use the email system to get a general announcement out to some large subset of the MIT community.

Under no circumstances should you use the email system to get a general announcement out to some large subset of the MIT community.

→ Student Cable
  Group Office
  (9-026, 252-1694)
This section outlines the rules and regulations associated with running your event and also provides suggestions on how to manage your event, where to get help during the event, closing procedures, and cleanup. Event organizers should begin their planning cycle for large events early enough to allow for thorough consultation and review of security measures. If your event is complicated, a rehearsal or run-through may be a good idea. And always ARRIVE EARLY!

**BE PREPARED**

No matter how much you plan, a few unexpected problems may arise and you might discover that you have a few last-minute details to resolve. The only thing you can do is prepare for the unexpected. Make sure you have at your fingertips the tools to solve any problems that may occur.

1. **Have volunteers on hand -** One or two “runners” is always a good idea because some problems can only be resolved away from the event site.

2. **Telephone List -** Bring telephone numbers with you for anyone you may need to contact during the event. Also, having the numbers of all of your volunteers may be useful if someone does not show up.

3. **Know your resources -** In many cases, there will be a number of people who will be involved in your event. You need to make sure you know who they are and that they know who you are. Contact the CAC Manager (W20-500, 253-3913) and introduce yourself. If a police officer is assigned to the program or a staff member from SLP is present, walk through the details of the event with them and introduce him or her to the other people from your organization.

4. **Have contingency funds built into your event budget to pay for those unexpected expenses.**
WHO’S IN CHARGE?
As the Event Host (person who signed the Event Registration Form), you need to be at the event from start to finish. If you need to divide responsibilities for the program with other leaders in your group, make sure someone is in charge who has co-signed the Event Registration Form. There must always be a person (or persons) who signed the Event Registration Form present throughout the entire event. This individual must always be a member of the MIT community. If questions arise during the event, the CAC manager and the police needs to know whom to contact. Party organizers should be easily identifiable throughout the event (perhaps by wearing identical T-shirts or other insignia). Your volunteers and guests will feel more comfortable if it is clear to whom they should refer questions. Make sure all committee/group members know who is taking full responsibility for the event.

VOLUNTEERS
No one can run an event alone. Make sure you have enough people to help setup, run, and cleanup after the event is over. Whether you are getting help from other members of your group or those friends you recruit, make sure that you are clear with each individual when and where to show up, what they will be doing, and how long you will need them. It is always best to hand out or email a worker shift schedule several days prior to the event.

CAC MANAGER
When holding an event in a CAC facility, a CAC manager is always available to assist your group during the function. This also applies for all non-athletic events in Athletic facilities. The manager may be working with an event in another building, however, he or she may be paged should you need assistance. During normal business hours (9AM to 5PM, Monday through Friday), call the CAC Office at 253-3913. At all other times, a manager may be paged through the Facilities Operations Center by calling 253-1500. Tell the CAC staff or Facilities Operations Center what you need and how you may be reached. The CAC manager on duty will be paged and directed to contact you.

ACCESSIBILITY
Under the Americans with Disabilities Act, event planners have responsibility for providing access and support to participants or guests who have special needs. Note that some MIT facilities are not fully accessible to persons with disabilities. Review these issues with the office through which you are reserving space. They will assist you with issues such as identifying paths of travel and seating arrangements, nearest accessible restrooms, and special support services which might be required. These offices will also direct you to resources on campus who can assist you in
providing these special services. For more information contact the Disability Services Office (E19-239, 253-6110). In compliance with the American with Disabilities Act and Massachusetts State Law, the sponsors will make reasonable accommodations to ensure program access. The following statement is an example of what should appear on all program announcement materials:

“For sign language interpretation, assistive listening devices, and disability assistance, please contact the following with at least 72 hours advance notice: [Name of person or organization planning event with telephone and email for person or organization named above].”

SAFETY CONSIDERATIONS
There are numerous safety issues connected with holding events in Institute facilities. Listed below are some guidelines organizers should follow to enhance safety before, during, and after your event. The CAC Managers are good resources for groups planning activities that are out of the ordinary. The MIT EHS Office is responsible for all matters of safety on campus and the CAC Managers will discuss major concerns with them or the department’s EHS Coordinator prior to the event. For more information about safety concerns see web.mit.edu/environment/. Also see web.mit.edu/slp/safety/ for more safety information.

Exit Doors
Egress routes may not be obstructed in any way and exit signs must remain clearly visible. NO EXCEPTIONS! Additional temporary exit signs may be required for some events to ensure clear visibility of egress routes and exit signs.

Room Capacity
There is a listing of room capacities in the “CAC Facilities” and “Other Facilities” sections of this Guidebook. Refer to this guide when planning an event. Understand that the maximum capacities of facilities may have to be reduced depending on how much furniture is used and what activities will occur. Exceeding the maximum capacity of a facility is prohibited by law. It is the responsibility of the organization to take appropriate measures to ensure room capacities are not exceeded. Wristbands can/will be provided by to monitor attendance at events (see the “Wristband” section of this Guidebook for more information). If numbers exceed the room’s capacity, Police at MIT and the CAC reserve the right to restrict access to the event or to close down the event.
Fog/Smoke Machines
Smoke machines, dry ice, or other devices that limit visibility are not permitted at campus parties, dances, or metal detector events. Refer to page 30 for the Police at MIT policy. Use of haze machines or similar devices for other events may be permitted but must be reviewed and approved by CAC, CP, DOF Fire Protection and EHS to ensure that they can be used safely and without interfering with fire prevention systems. The use of pyrotechnics is prohibited at all times on the MIT campus.

Decorations and Sets
Whenever decorations are used at events, the materials used must be flame-retardant and cannot obscure exit signs or exit doors. Contact CAC or the appropriate scheduling office before purchasing any items which will be used for decorating a room. The use of paints should also be approved by a CAC or the appropriate scheduling office. Spray paints are of particular concern due to ventilation requirements. Due to special safety and fire code requirements, set designs for all theatrical events must be reviewed and approved prior to construction. For other safety concerns see web.mit.edu/environment/.

Lighting at Events
Rooms must have adequate lighting for the safety of the participants. Appropriate lighting levels for parties and dances are controlled by the CAC Manager and/or Police at MIT officers at the event. Lighting equipment used at events must also be approved by CAC or appropriate scheduling office. Specifications for lighting should be given to CAC or appropriate scheduling office well in advance of the event.

Candles and Open Flames
In general, the use of candles as decoration or for lighting is prohibited by the Mass Fire Prevention regulations. Candles are only allowed during religious ceremonies in designated areas such as the marble altar in the chapel. Any use of candles or open flames requires approval by the EHS Coordinator or the MIT EHS Office, and may require a Fire Fighter Detail paid for by the event planner. If you want to pursue the use of candles in approved areas, contact the EHS Office or your EHS Coordinator with your proposed safety precautions such as the use of flame-retardant materials near/under the candles, not leaving lit candles unattended, putting matches and burnt candles in water before disposal. A Fire Fighter Detail may be required.
Propane
The use of portable pressurized fuel cooking and heating equipment (such as propane, butane, or white fuel grills, burners, etc.) is prohibited by the Cambridge Fire Department (CFD). Under some circumstances, the CFD may allow the use of propane cooking equipment outdoors by professional caterers, through this permission is at their discretion and is not guaranteed. The CFD will not approve a request to use propane or other pressurized fuel to heat tents or other non-cooking functions, nor will they allow the use of propane cooking equipment inside buildings or tents. Any event that would like to use propane for cooking outdoors should work with CAC or the EHS Coordinator to put together a safety plan for submittal to the CFD and MIT’s EHS Office at least two weeks prior to the event. The use of propane, if permitted by the CFD, will require at a minimum a fire department detail, hiring of professional caterers, hiring of a licensed plumber to leak test the set up, and an approved safety plan and permit from the CFD.

Fire Fighter Detail at an Event
Please contact the EHS Office or your EHS Coordinator if you want to pursue an event plan that may require a Fire Fighter Detail. The Safety Program will work with you before contacting the Fire Dept with the details of the safety plan for your event. The event planner will be responsible for scheduling and paying for the Fire Fighter Detail.

Electrical Cords
Use of extension cords can be problematic and should be reviewed and approved by the CAC Manager or appropriate individual prior to their use. For safety concerns see web.mit.edu/environment/.

SMOKING
Be aware that smoking is not permitted inside MIT’s buildings (except residence halls). However, many residence halls do prohibit smoking in public lounges and/or on some floors. It is the responsibility of the Event Host and other organizers to ensure that smoking does not occur at the event. Depending on your event, it may be helpful to post appropriate signage by the entrances and/or near restrooms.
### DEPOSITS

All money collected at an event is required to be deposited immediately either into the Police at MIT safe or into the bank night deposit box. To ensure safety, a Police at MIT escort MUST be used when moving cash from one location to another. Please refer to the “Cash Handling” section of this Guidebook for more details.

During Cashier’s Office business hours 9AM - 4PM (Monday - Friday) deposits of collected money should be made at the MIT Cashier’s Office (10-180, 253-3340). Note: student groups should be sure to drop-off a copy of the Cashier’s Office deposit slip to the Student Activities Finance Office (SAO, W20-549, 253-6777).

After business hours, arrangements must be made with the Police at MIT Department (W31-215, 253-1212) for an escort and temporary safekeeping. Cash left with the Police at MIT should be picked up and deposited the next working day. Collected cash should be kept in the Police at MIT safe and never in offices or residence hall rooms.

### CLEANING UP

Once the event is over, it is your responsibility to return the facility back to its original condition. The room should be clean and presentable when you start your event and in return you should leave it the way you found it. Plan to have a crew of volunteers to help you clean up.

If your event is in a CAC facility or is a non-athletic event in an Athletic facility and you would like assistance in cleaning up after your event, you must make arrangements in advance to hire CAC staff. If CAC staff is not contracted in advance, your organization is responsible for resetting and cleaning the facility. Having the CAC staff come in and cleanup may be very costly to your group. A CAC Manager will review with you what you need to do for the cleanup. In some cases, tables may need to be rearranged and trash and recycling may need to be picked up and removed. The amount of work will depend upon the condition of the room after the event and what the room will be used for next. Lobdell always needs to be reset at the conclusion of late night events.

If your event is another facility, be sure you’ve met or talked to the appropriate individuals to obtain information about your group’s responsibilities for cleaning up. The appropriate individual may be a House Manager for events in a Residence Hall or Building Services if your event is in a classroom.
A. PRELIMINARY PLANNING*

1. Set the goals for your event.
2. Determine the responsibilities of each co-sponsor(s) and/or each individual(s).
3. Identify your target audience (MIT/Non-MIT, Students/Faculty/Staff, etc.)
4. Determine potential entertainment/speakers/facilitators (remember: DO NOT SIGN A CONTRACT YOURSELF!).
5. Consider potential dates, times, and locations.
6. Develop a timeline for the various components of the planning process.
7. Determine financial resources.
8. Begin to develop an advertising and promotional plan.
9. Determine if there are any safety hazards that are unusual (see p. 58-60).

B. BEFORE SCHEDULING A ROOM, DETERMINE THE FOLLOWING INFORMATION:

1. Event type.
2. Estimate attendance and identify audience (MIT/Non-MIT).
3. Date and time of event.
4. Will you charge admission?
5. Serving alcohol? Contact Student Activities Office or the Information Center for more information.
6. Determine equipment needs:
   → A/V Equipment
   → Podiums
   → Chairs and Tables
   → Lighting
   → Staging and Risers
   → Chalkboards
   → Trash/Recycling
   → ETC.
7. Reserve extra times needed for rehearsals, setup, hanging lights, etc.
8. Reserve extra room(s) needed for support of event (i.e. coat room, registration, dressing room, prep room, etc.)
9. If all or part of your event is outdoors, consider your need for a rain location, a rain date, and/or a rain plan.

* Remember that advising and other support for developing an event idea (including the Resource Library) is available through Student Activities, CAC, or the Information Center.
C. RESERVE FACILITY(IES) AND/OR PROMOTIONAL SPACES:

1. Contact the appropriate scheduling office

Classrooms:
Academic Services’ Schedules Office

Multipurpose and Promotional:
Campus Activities Complex

Athletic:
Athetic Department

Other Spaces:
See the chapter on “Other Facilities”

2. Check availability of space.

3. Complete space application forms.

4. Upon receipt of confirmation, proceed to next step.

* Remember that reserving space does not mean the event is approved. Do not advertise or sell tickets until you have registered your event.

D. REGISTER YOUR EVENT IF IT MEETS ONE OR MORE OF THE FOLLOWING CRITERIA:

1. ALL events, whether on or off campus, where alcohol will be served.

2. ALL on-campus events where money will be collected during the course of the event.

3. For on-campus events in facilities other than residence halls, all non-academic/non-educational events where the attendance will exceed 100 people.

4. For events in residence halls, any event open to non-residents where the attendance will exceed 100 people OR any event closed to non-residents where the attendance will exceed 250 people.

5. ALL events where more than 20% of the audience is (or participants are) expected to be non-MIT community members, including conferences.

6. All events that involve working with a non-MIT organization (as co-sponsor or guests).

7. All events that involve working with minors.

8. All events when required by appropriate campus department or under special circumstances.

E. IF YOUR EVENT NEEDS TO BE REGISTERED, THE EVENT HOST SHOULD OBTAIN AN EVENT REGISTRATION FORM AND FOLLOW THESE STEPS TO REGISTER EVENT:

1. Have the space for the event confirmed by the office responsible for scheduling that space (for residence halls, the House Manager must confirm spaces).

2. Complete the Event Details section of the form, describing the general information for the event, including date, time, title, and other important details.

3. If you plan to serve alcohol at the event, you must obtain approval to do so (for student groups, this requires the completion of an Alcohol Proposal Form).
4. Have your event reviewed and approved by the appropriate registration office, Information Center, or Student Activities Office.

5. Have Police at MIT review the event and assign security requirements, if necessary.

6. Obtain liquor, entertainment, and/or other licenses, if required.

7. Return completed forms and copies of licenses to appropriate registration and scheduling offices.

F. ARRANGE FOR EVENT SUPPORT SERVICES, DISCUSS THE SET UP AND LOGISTICAL NEEDS FOR YOUR EVENT, AND DETERMINE CLEANUP REQUIREMENTS AT LEAST TWO WEEKS IN ADVANCE, CONTACT:

- Campus Activities Complex (W20-500, 253-3913) to organize services in all CAC facilities, and non-athletic events in athletic facilities.
- Other Offices to organize services in all other facilities and/or additional services not provided directly by the CAC. Please refer to the “Directory of Offices” section on the following page. For events in Residence Halls, please check with the House Manager or RLA.

G. PROCEED WITH ADVERTISING AND TICKET SALES.

* Note: Most events on and for the MIT community can be posted for free on TechCalendar.

H. PREPARE FOR THE DAY/NIGHT OF THE EVENT.

1. Organize, coordinate, and train volunteers.

2. Remember to ARRIVE EARLY!

3. Review accessibility and safety concerns and considerations, particularly related to decorations, room capacity, and room setup.

4. Consider how cash will be transported and deposited appropriately.
<table>
<thead>
<tr>
<th>Department or Group</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alpha Phi Omega</td>
<td>W20-415</td>
<td>3-3788</td>
</tr>
<tr>
<td>Alpine Bagels and Cambridge Grill</td>
<td>W20</td>
<td>8-9118</td>
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<tr>
<td>Association of Student Activities</td>
<td>W20-401</td>
<td>3-2696</td>
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<tr>
<td>Athletic Reservations Office</td>
<td>W31-109</td>
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<tr>
<td>Audio-Visual Services</td>
<td>4-017</td>
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<tr>
<td>Building Services</td>
<td>10-063</td>
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<tr>
<td>Bush Room (Alumni/ae Association)</td>
<td>10-105</td>
<td>3-8200</td>
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<tr>
<td>Cambridge Licensing Commission</td>
<td>831 Mass Ave.</td>
<td>349-6140</td>
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<tr>
<td>Campus Activities Complex (CAC)</td>
<td>W20-500</td>
<td>3-3913</td>
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<tr>
<td>CAC / Stata Center</td>
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<td>3-1607</td>
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<tr>
<td>Catering by Bon Appetit</td>
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<tr>
<td>Police at MIT</td>
<td>W31-215</td>
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<td>Cashier’s Office</td>
<td>10-180</td>
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<td>Disability Services</td>
<td>E19-226</td>
<td>3-6110</td>
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<tr>
<td>Endicott House</td>
<td>Dedham, MA</td>
<td>781-326-5151</td>
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<tr>
<td>Facilities Operations Center (24 Hours)</td>
<td>E18/E19</td>
<td>3-1500</td>
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<td>Faculty Club</td>
<td>50 Memorial Drive</td>
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<td>Graduate Student Council</td>
<td>50-222</td>
<td>3-2195</td>
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<td>Helium Tanks (Cryogenic Lab)</td>
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<td>Information Center</td>
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<td>Insurance and Legal Affairs</td>
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<td>Movers (part of Grounds Services)</td>
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<td>Parking and Transportation Office</td>
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