



## Manual for the Use of Campus Facilities

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# **A. Introduction**

## **General Policy**

The facilities of Mount Holyoke College are primarily intended for the use of its students, faculty, staff, and their invited guests and as such priority is given to these users. The facilities are also available for the Alumnae Association in support of its activities and for official Five Colleges, Inc., activities. During the academic year (i.e., mid August through late May), priority is given to academic activities and the cocurricular activities of students for the use of all facilities.

The following schedule indicates where use of the public, reservable campus spaces may be arranged. For computer labs and spaces within the jurisdiction of individual academic departments, arrangements must be made separately with those units of the College. Note that computer labs in residence halls are for use by residents of those buildings.

Individuals shall not engage in activities that will or could reasonably be expected to result in personal or bodily injury to themselves or to others, or which could cause damage or harm to College or other property, or interfere with College operations or others' pursuit of their usual activities. College employees, students, alums, and affiliates who are found to have engaged in such activity may be held accountable via the community standards processes and standards of conduct outlined in Human Resources policies, Faculty legislation, the Student Handbook, etc.

## **Academic Year - Fall Semester**

Beginning on the first day of classes in September through the last day of classes in December the following applies:

The Registrar's Office schedules all classrooms for academic classes. Event Services reserves all other classroom spaces all times of day, seven days a week. This includes reserving space for class film screenings, review sessions and fourth hours not generally listed as part of an academic class, and all other space requests from recognized student organizations and the broader community. Some spaces other than classrooms are reserved through Event Services at all times, such as Chapin Auditorium, Blanchard meeting rooms, New York Room, Cassani Room (Shattuck 102), and the outdoor greens.

As of the first reading day in December, Event Services resumes responsibility for all classrooms previously scheduled by the Registrar's Office.

## **January Intersession**

As of the first reading day in December through the last day of January Intersession the following applies:

All campus spaces are reserved through Event Services for any day and any time of day. Event Services retains control of the space through the last day of the January Intersession.

## **Academic Year - Spring Semester**

As of the first day of classes in January through the last day of classes in May the following applies:

The Registrar's Office schedules all classrooms for academic classes. Event Services reserves all other classroom spaces all times of day, seven days a week. This includes reserving space for class film screenings, review sessions, and fourth hours not generally listed as part of an academic class, and all other space requests from student organizations and the broader community. Some spaces other than classrooms are reserved through Event Services at all times, such as Chapin Auditorium, Blanchard meeting rooms, New York Room, Cassani Room (Shattuck 102), and the outdoor greens.

As of the first reading day in December, Event Services resumes responsibility for all classrooms previously scheduled by the Registrar's Office. This remains in effect through the Sunday of Reunion II.

## **Summer**

As of the Monday following Reunion II through the last Wednesday in August, the Event Services reserves campus facilities (excluding the library, some computer labs, and Willits) for educational groups, nonprofit groups, educational sports programs, faculty, staff, alums, and South Hadley community organizations.

These groups and programs rent housing, purchase meals, and have scheduled use of the facilities at Mount Holyoke College. Residence hall housing for individuals not associated with a scheduled program or group is not available. Faculty, staff, and alums requesting individual housing will be referred to the Willits-Hallowell Center. Event Services reserves facilities and assigns fees based on the number of people, length of stay, type of facilities, Mount Holyoke affiliation, and services provided. For more information interested groups should contact Event Services directly.

Summer housing is available for Mount Holyoke students who meet the appropriate criteria. The [application and summer housing process](#) is managed by Residential Life.

## **Academic Spaces**

On occasion, it is necessary for the Registrar's Office to negotiate with a department for use of classroom space that is controlled by that particular department.

All classrooms are scheduled with the understanding that they will be left clean, and that any furniture that may have been moved will be put back in its original position in order to be ready for the next class/event. In addition, the group using the space is to be advised that the noise level and foot traffic must not disturb any classes scheduled in adjacent classrooms or department offices.

## **Residence Halls**

During the academic year, residence halls are available only for full-time registered Mount Holyoke College students and their registered guests following established rules and regulations outlined in the [Student Handbook](#). (See Section D for specific policies related to residence halls.)

## **Use of Campus Facilities**

All classrooms and auditoria and many other rooms at Mount Holyoke College are reservable space. College departments and recognized student organizations are granted access to reserve these spaces and must do so ahead of time by following the established procedures. Individuals and groups found using these spaces without prior approval will be held accountable to the College's facilities and conduct policies as outlined in the Student Handbook and the Campus Facilities Usage Manual. Contact Event Services at [eventservices@mtholyoke.edu](mailto:eventservices@mtholyoke.edu) or 413-538-2333 with any questions.

### **Use of Facilities by Faculty and Staff (College Employees)**

All College employees are held accountable to College policies including employee conduct policies and expectations as outlined by Human Resources and detailed in the Staff (Employee) Handbook, Faculty Legislation, etc (*note this list is not exhaustive*). Note that reserving space does require an accounting unit (budget) to be attached to the reservation.

### **Use of Facilities by Students**

All students are held accountable to College policies including the Student Code of Conduct as outlined in the [Student Handbook](#) as well as the [Student Event Policy](#) available from Student Involvement. Note that reserving space does require an accounting unit (budget) to be attached to the reservation.

### **Use of Facilities by Off-Campus Groups**

Limited use of nonresidential facilities is possible, but only if the use of facilities does not conflict with academic and student co curricular programs and is compatible with, and of benefit to, the academic and/or the co curricular program.

The following list of criteria has been established as a guideline in determining the use of facilities by groups not affiliated with Mount Holyoke College:

1. Priority will be given to groups in South Hadley, Holyoke, or Granby who fall under this category; i.e., South Hadley Community Choir, the South Hadley Recreation Department, Junior League, Red Cross, etc.
2. First priority will be given to the South Hadley groups as well as groups involving Mount Holyoke College alums.

3. During breaks in the academic calendar, space is available to off-campus groups meeting the above criteria on a first-come, first-served basis for a single event only.
4. Events Services located in the Willits-Hallowell Center will schedule facilities for use by off-campus groups. Groups will be charged accordingly for space and services provided.
5. Faculty, staff, and students who are involved in organizations or interests that are not directly affiliated with a College department are considered external organizations. Campus space and services may be available at a cost in accordance with the guidelines mentioned above and only during College breaks and the summer months.
6. The College reserves the right to restrict/limit the use of any of its facilities.

### **Vending & Solicitation Policy**

Vending and solicitation on College-owned, leased, or controlled properties require permission from the College. The College reserves the right to approve or deny vending and solicitation activities or to make its approval subject to conditions. Any activity taking place on College property must comply with applicable laws and College policies. Persons or groups engaging in vending and solicitation are responsible for all costs occasioned by these activities, including any costs that may be required to mitigate anticipated or unanticipated risks.

*This policy is not intended to include commercial vendors contracted for College operational purposes and affiliated with Dining Services, Facilities Management, etc.*

The College believes that an employee's desire or obligation to support a political, social, or charitable cause or fundraising appeal should not be unduly influenced by the work relationship. Consequently, the College does not permit solicitation of employees during work time.

Recognized student organizations wishing to collect [charitable donations](#) must obtain approval from Student Involvement.

Mount Holyoke College encourages and invites vendors whose affordable, popular, and/or handcrafted merchandise appeals to the College community. However, outside organizations may not sell or display their goods, conduct surveys on campus, or use any campus facilities or grounds for conduct covered by the Vending & Solicitation Policy unless they are approved by Student Involvement. Domestic students selling for personal gain must sign a vendor contract with Student Involvement. For the full [tabling, vending, and solicitation policy](#) as overseen by Student Involvement or contact the office at 413-538-2478.

Student Involvement reserves the right to restrict access and/or items that do not support the goals of our campus community and Vendor Program. In accordance with Mount Holyoke College policy, food and items that pose a safety hazard, i.e.: candles, incense, lighters, etc. are prohibited for sale. Sale of live animals is prohibited. Merchandise must be on hand. Merchandise with the MHC logo may not be sold. Outside organizations may not sell or display

their goods, conduct surveys on campus, or use any campus facilities unless approved by the Director of Student Involvement.

Organizations wishing to provide information about services and opportunities such as recruiters and graduate programs must contact an affiliated department on campus to sponsor them.

Vendors and sales people are prohibited from soliciting in the residence halls.

## **Parking**

Faculty, staff, students, and visitors are expected to comply with the College's parking rules and regulations. Copies of the parking regulations are available at the Parking Office in the lobby of the Public Safety and Service building. Visitors to the campus must obtain a temporary parking permit at the Parking Office Monday–Friday, 8:30 am–4:00 pm or at the department visited. Parking regulations on campus are enforced (by ticketing and towing) 24 hours per day year round. Questions about parking on campus can be answered by the Parking Office at 413-538-2514 or Public Safety and Service at 413-538-2304. More information can be found on the [Parking Rules and Regulations](#) page.

## **Building Hour Policy**

All academic and administrative buildings are locked through the OneCard system 24 hours/day. Most of these buildings have card swipe access from 6 am to midnight for students, faculty and staff. The OneCard system allows staff and faculty access to their assigned building 24 hours/day.

Students will not be allowed to remain in buildings after closing hours. Students found after 12:00 am in non-residence hall buildings will be asked to leave by Public Safety and Service Officers and may be reported to the Dean of Students or their designee for appropriate action. Those who refuse to leave may be subject to a [trespass](#) notice. If the individual (s) still refuses and has been issued, they may be subject to Mass G.L C266 S. 120.

- Massachusetts G.L. c. 266 § 120: Trespass -- Massachusetts General Laws chapter 266 section 120 governs the misdemeanor offense of trespass. The crime of trespassing is defined pursuant to the statute as: "Whoever, without right enters or remains in or upon the dwelling house, buildings, boats or improved or enclosed land, wharf, or pier of another, or enters or remains in a school bus, [...] after having been forbidden so to do by the person who has lawful control of said premises, whether directly or by notice posted thereon, or in violation of a court order..."

Anytime written authorization is granted for after closing hour use of College facilities by students, a minimum of two students must be present and they must have the authorization form/letter on their person. Students without the authorization form/letter in a building after hours will be asked to leave.

Public Safety and Service is aware of the following special cases:



1. Shattuck Hall: The Physics Department has a 24-hour policy during the semester for students working in pairs who have been issued building keys and have a note from a faculty member.
2. Carr Laboratory: The Chemistry Department grants access to students running lab experiments, and they may enter the building at any hour with a partner. Note: Some labs have OneCard access systems and students who need after-hour access will need to have permission from their faculty member (who will also need to contact the OneCard office).
3. The Library/Dwight Hall complex has special hours during the exam period.

This policy has been adopted based on the information currently available to the Public Safety and Service and Enterprise Services. Individual departments having unique access circumstances are encouraged to work with the Public Safety and Service and Enterprise Services for changes in or modifications to the above policy.

### **Holidays and Breaks**

During major holidays such as Thanksgiving, Christmas, New Year's, Martin Luther King Day, and July 4, buildings are considered closed. Faculty/staff access is determined by each department chair. During all other holidays, such as Veteran's Day and Columbus Day, the buildings operate as usual.

## **Access to Buildings and Spaces**

### **Building Access**

The College sets building hours for campus buildings that are designed to meet the needs of faculty, staff, students, and visitors while also providing a limited measure of security. However, building hours alone will not provide all the security necessary on campus. Individual members of the community are the first level of security and as such are encouraged to report suspicious behavior, security issues (for example, lights out), and safety problems. Through this partnership of individuals, departments, and Public Safety and Service patrols, the College strives for proactive crime prevention.

The Department of Public Safety and Service is responsible for maintaining the College building hour schedule. Academic and administrative departments are encouraged to involve Public Safety and Service in discussions around building hour changes. Any requests for changes in the College building opening/closing schedule must be forwarded in writing to the Director of Public Safety and Service at least ten (10) business days in advance for approval. The [OneCard Services Office](#) must also be notified at least ten (10) business days in advance for changes in building hours for buildings with card access. Scheduled lock up time is midnight. Departments may choose another time. Public Safety and Service will provide one lock up time each day, year round for academic buildings. Departments that cannot meet this schedule are responsible for locking their own areas.

There will be times when buildings will be on restricted schedules due to major holidays, vacation periods, and summers. During the summer, the Event Services is responsible for all room reservations along with opening locked interior spaces.

When school is in session, academic and administrative buildings (unless other hours are identified as noted above) must be locked and secured no later than midnight. Students will not be allowed to remain in buildings after closing hours. Public Safety and Service Officers will ask students who remain in buildings after hours to leave. Anytime written authorization is granted for after closing hour use of College facilities by students, a minimum of two students must be present and they must have the authorization form/letter on their person. Students without the authorization form/letter in a building after hours will be asked to leave.

The Department of Public Safety and Service is only responsible for locking and unlocking the exterior of campus buildings that are not OneCarded. Due to the size of the campus and incidents or emergencies in progress, it is not possible to lock buildings at specific prearranged times or to provide access after building hours. Both Public Safety and Service and the Custodial staff have agreed to provide backup opening and closing services for College building exterior doors in the event of emergencies or exigent situations.

### **Classroom, Office, and Room Access**

As a general rule, the Department of Public Safety and Service in conjunction with Enterprise Services opens College buildings starting at 6:00 am (according to the building opening schedule) each day during the school year. Individual College departments are responsible for opening/closing the classroom, labs, and offices under their control. There are a number of spaces on campus that are left open at all times. Typically, these are areas where no valuables are stored. Rooms, offices, and classrooms with office equipment, computers, and audiovisual equipment may be locked when not in use. Every member of the faculty, staff, and student body is responsible for the security of their individual office, classroom, and residence hall rooms. During the semesters, all campus spaces are for the primary use of students, faculty, and staff of the College.

Certain areas (classrooms, offices, etc.) need to be locked at all times to insure the security of the property within or to insure that only authorized and legitimate members of the community have access to those places. As such, the Department Head is responsible for notifying Public Safety and Service of the person(s) who are authorized to release their space for use. The person identified as an authorized agent or designee of the Department Head will then be a contact person for Public Safety and Service. Department Heads and their designees are responsible for opening and closing classrooms, labs, meeting spaces, and lounges after normal business hours. Public Safety and Service is not responsible for opening interior spaces that belong to Departments.

The use of College space and facilities for co curricular events must be registered with Event Services. Academic classes are scheduled through the Registrar's Office, and academic

departments are responsible for access to rooms. In addition, Event Services personnel are solely responsible for scheduling and providing access to meeting spaces in that building. Event Services alerts the patrols when authorized people are using campus facilities. Public Safety and Service is not responsible for opening locked spaces.

The Public Safety and Service and Facilities Management departments provide many services to the College community at no charge. However, there are times when charges must be assessed. Public Safety and Service will not accept any last minute telephone requests, walk-in requests, or notes for opening secured areas of the College.

After business hours, weekends, and holidays, the College encourages departments and students to schedule meetings in the Community Center and other buildings with open hours.

### **Auditoria and Large Capacity Space Access**

Auditoria and large capacity spaces will typically be locked after hours if pre-scheduled classes, activities, etc. are not happening in them. Individuals and groups found using these spaces without prior approval will be held accountable to the College's facilities and conduct policies as outlined in the Student Handbook, Faculty Legislation, and the Student Employee Handbook.

### **Authorized Access**

Offices assigned to a particular staff or faculty member will not be opened except by authorization of the Department Head or the person assigned to the space. The College, however, reserves the right to authorize Public Safety and Service to enter any area, space, building, office, laboratory, or room in any emergency or under the authority of the Director of Public Safety and Service in non-emergency situations after consultation with the Vice President of Finance and Administration or their designee, Vice President of Student Life and Dean of Students or their designee, or the President of the College or their designee.

Similarly, student residence hall rooms may be accessed for specific situations as outlined in the [Student Handbook](#).

### **Alarmed Area Access**

It is the responsibility of Department Heads to set hours for alarmed areas under their control after consultation with the Director of Public Safety and Service and or their designee.

It is the responsibility of the individual campus departments to deactivate alarms and activate alarms during normal College business hours (Monday-Friday, 7:00 am-5:00 pm). Public Safety and Service is not responsible for deactivating alarms or activating alarms during these times. Public Safety and Service will be able to provide a maximum of either one activation or deactivation of each alarm system each day. Department Heads are responsible for notifying Public Safety and Service of the times such services are needed. Public Safety and Service will not take on any additional alarm system activation/deactivation without prior approval of the Director or their designee.

Public Safety and Service will not allow access to alarmed areas after normal hours for any alarmed area without specific written permission from the Department Head or their designee. Permission, if granted, is only good for a specific time and date. Blanket permission to access an area is not allowed. Public Safety and Service cannot open alarmed labs (computer labs, chemical labs etc.) at times other than the posted open hours. Individuals needing access to alarmed areas will be referred to the Department Head for the area in question. Public Safety and Service will not release Department Head phone numbers nor will Department Heads be called by the Public Safety and Service for these requests. Phone authorization to access an alarmed area will not be accepted.

System alarm keys that allow the activation and deactivation of alarms are critical to the maintenance of a secure area. The College expects the distribution of alarm keys and OneCards to be closely supervised by Department Heads. As a general policy, alarm keys should not be distributed to students, visitors, or conference coordinators.

### **Smoke and Tobacco Free Campus**

As of August 22, 2020, Mount Holyoke College is a smoke- and tobacco-free campus. This policy includes the use of all tobacco products, including cigarettes, cigars, pipes, all forms of smokeless tobacco, vaping and electronic cigarettes, tobacco and tobacco products, and any substance burned for the purpose of inhalation. It applies to all students, faculty, staff, alums, vendors/contractors, and visitors. It applies to all areas and properties owned and managed by Mount Holyoke College. Exceptions are narrowly defined for research in a controlled laboratory setting and the ceremonies and rituals of Indigenous peoples. [For the full policy.](#)

## **B. Reserving and Using Campus Spaces and Applicable Policies**

### **How to Reserve Space for Your Event**

#### **Faculty/Staff Department Events**

- 1) Event Services reserve most of the spaces on campus for events, but some spaces are reserved by individual departments and are listed below:

Location	Contact or Reservation Form
Ciruti Language Resource Center Lounge and Computer Lab	Ciruti x2408
Kendall Sports and Dance Complex	Athletics x2849
Library Conference Rooms and Labs	LITS x2797
Pratt Hall (McCulloch Aud., Warbeke)	Music Department x2306
Rooke Theatre	Theatre Arts x2834
Willits-Hallowell Center	Willits x2220

- 2) For those spaces reserved by Event Services , use the [online Campus Space Request Form](#) located on the CES webpage and on the MHC Calendar site.
- 3) If the space is available, CES will reserve it for you and send you a confirmation by email, with the understanding that you will call or email to release the space if you need to cancel.
- 4) Event Services provides a one-stop-shop for audiovisual, logistical, and publicity needs. If you are aware of any of these needs at the time of your request, please contact CES and service requests will be distributed. If you are not aware of these needs at the time of your reservation, you must follow up with CES as time draws closer to your date. Please make CES aware of your needs at least two weeks prior to your event, otherwise certain services may not be available.
- 5) Event Services will provide information to Public Safety and Service about your event if you anticipate attendance of more than 100, if you have a guest who is anticipated to draw a large crowd, and/or if you are inviting a large crowd from off campus. In some cases, a Public Safety and Service officer will be assigned to provide security and direct traffic; costs will be billed to your department. For parking information, please call the Parking Office at x2514.
- 6) Please email Event Services (CES) publicity information for the MHC Calendar of Events as soon as you have it. Sending CES information early makes it easier to respond to the many inquiries CES receives about upcoming events and space availability. Requests for Audio Visual, Facilities Management, and Public Safety and Service should be made no later than two weeks before your event. This information should be emailed to Event Services.
- 7) Tentative Holds: It is possible to tentatively reserve space if you are unsure of which dates you would like, with the understanding that you will call or email Event Services as soon as you know which date you will use. In this case, space can be tentatively held up to two weeks prior to the prospective event date or until it is requested by another department or individual. You will then be contacted to either confirm the reservation or release the space.

### **How to Reserve Space for Student Events**

See the [Student Handbook](#) and the [Student Event Policy](#) from Student Involvement.

### **Protests and Demonstrations Policy**

Consistent with the “Conditions of Free Inquiry” from the [Student Handbook](#) and [Faculty Legislation](#), Mount Holyoke believes in the right of free inquiry and free expression of every

member of the College community. At the same time, the College reserves the right to restrict or prohibit protest and similar activities where appropriate and the College may take action to stop behavior that does not conform to community standards. Specifically, the College may impose restrictions as to the time, place and manner of such activities, as it deems appropriate and in order to foster a productive and safe living, learning and working environment on campus. More information is available in [Faculty Legislation](#) and the [Student Handbook](#). For students, additional information about the [Outside Speakers, Protests, and Demonstrations Policy](#) can be found in the [Student Handbook](#), additionally students should review the community standards section and the Student Code of Conduct found in the [Student Handbook](#).

### **Persons Unaffiliated with Mount Holyoke College**

Since the campus is private property, non-community members do not have the same rights to use College lands or facilities for expression of their point of view or commercial ventures. All non-College individuals who wish to advocate for a particular point of view, issue, advertise/sell a product, and protest on College property must consult with, cooperate with, and receive prior written approval from the Director of Public Safety and Service or designee at least four weeks prior to the potential event.

The Department of Public Safety and Service will determine in consultation with other College offices and officials if the proposed activity will be authorized and the conditions should such authorization be given. The College, in an effort to be consistent with all groups, generally does not authorize off-campus groups to use its property for purposes that do not advance the interests of the College including advocating for a particular issue.

The College may arrest or pursue other legal action against any unaffiliated person who violates this policy, including no trespass orders.

### **Mount Holyoke College Trail Use**

Mount Holyoke College has a system of six kilometers (3.7 miles) of main hiking trails. In addition, several spurs connect these trails to the outside of the campus boundaries. Some of these trails loop through campus properties; however, several of the trails and spurs have trailheads that intersect private property or South Hadley town roads.

The main use of these trails is hiking, running, and horseback riding. Families often walk on the trails, as do people walking their dogs. For a trail map and descriptions visit [www.mtholyoke.edu/proj/cel/habitat/trails.html](http://www.mtholyoke.edu/proj/cel/habitat/trails.html).

### **Trail Values**

The trail system provides access to the undeveloped natural areas of campus. This part of the Mount Holyoke properties includes areas of forest, forested wetlands, wetlands, vernal pools, stream, and lake environments. The trail system is valued for its access to these areas for relaxation and contemplation. In addition, access to these areas is important for curricular uses. Many classes use these areas as part of lab work. In addition, students use the trail system for access to their independent study and thesis study sites.

## **Using Tents on Campus Grounds**

Tents are a fun and attractive addition to all kinds of events on campus. However, commercial grade tents are typically fastened to the ground with long (36") stakes. These stakes pose a threat to the College underground utility systems. A chance collision between a tent stake and one of our systems can pose a threat to the installer and the tent users. More importantly the utilities that are taken off line—for instance telephone lines—can disrupt the campus immeasurably.

### **Tent Use Rules**

The only tents allowed to use “stakes in the ground” are the two tents set up for Commencement and First Reunion on Skinner Green. Tents that utilize these stakes are subject to the Massachusetts “DIG-SAFE” laws, and require a dig-safe inspection and assigned number prior to being erected. This permit process ensures that nearby underground utilities will be properly marked so as to avoid damaged systems or harm to individuals. Facilities Management has determined that any stake 8 inches or greater in length poses a hazard to our utility systems, and this will represent our point of applicability.

- ANY TENT SECURED WITH STAKES 8” OR LONGER MUST BE DIG-SAFED BEFORE ERECTED.
- APPLICATION MUST BE MADE USING THE FM FORM, AT LEAST TWO WEEKS PRIOR TO THE EVENT.
- NO TENT SHALL BE ERECTED BEFORE THE APPLICATION HAS BEEN APPROVED.  
This requires an inspection by FM and any outside utilities (i.e., Bay State Gas, S.H.E.L.D.) affected.
- THE APPROVED APPLICATION MUST BE AVAILABLE FROM THE SPONSORING PERSON/DEPT UNTIL THE TENT IS REMOVED.
- All other tents (those tents which will not use “stakes in the ground”) should be secured by water barrels or concrete cylinders. These tents will be held in place in high winds by those weights rather than by stakes—which means no Dig Safe process. Although no Dig Safe Process is needed, it is required that the tent installer contact the South Hadley Building Commissioner for the necessary permit. Those who are renting the tent should make sure that the installer has done that. The permit process will generate an inspection by the Commissioner who may require additional safety steps—typically dependent on the size of the tent.

### **Procedure for Tent Usage Approval**

1. CONTACT FM OFFICE OR CLICK ONE OF THE LINKS BELOW FOR A COPY OF THE DIG-SAFE EVENT (TENTS) APPLICATION.  
[DigSafe Application](#) (PDF Format)  
[DigSafe Application](#) (Microsoft Word Format)
2. FILL THIS FORM OUT COMPLETELY AND RETURN TO FM OFFICE AT LEAST TWO WEEKS PRIOR TO EVENT

Mail to: Facilities Management. Attn: Dig-Safe or,  
FAX to: Facilities Management x2070

3. AFTER ALL NECESSARY INSPECTIONS HAVE BEEN MADE AND A DIG-SAFE NUMBER HAS BEEN ISSUED THE APPLICATION WILL BE RETURNED TO THE SPONSORING DEPARTMENT.
4. WITH THIS APPROVED APPLICATION THE SPONSORING DEPARTMENT MAY PROCEED WITH HAVING THE TENT ERECTED.
5. KEEP THE APPROVED APPLICATION AVAILABLE FOR THE DURATION OF THE EVENT.

Facilities Management thanks you for your cooperation, and encourages you to contact us at x2012 if you have any questions.

### **Banner Policy**

Banners may not be hung in academic spaces including the Kendade Atrium. In any other building, it is required that the banner be made of a flame retardant material and prior approval must be granted by Facilities Management and or the building liaison.

### **Campus Pet Policy**

The College has established a [Pets on Campus policy](#) which should be referred to directly for all information.

## **C. Residence Halls**

### **Residence Hall Use of Facilities**

All residence halls are locked through the OneCard system 24 hours/day. Students have 24/7 access to their own residence hall, and 7 am - 2 am access to other dorms during the academic year. The following outlines specific information to facilities in residence halls.

#### **Student Rooms**

A. Guests: Student rooms serve multiple purposes. Students reside and study in them; students also socialize in them. Rest and study have priority over socializing. It is important that all students understand the order of these priorities, especially those who live in double rooms. Guests are expected to conform to the regulations of the residence hall and the larger College community while they are on campus. It is the host's responsibility to inform the guests of College policy, procedure, and community expectations. A guest is considered to be anyone who is not an assigned resident of the room.

All students are responsible for the behavior of their guests and should review the Residential Life guest policies found on the Residential Life webpages.



B. Room Furnishings: A dresser, mirror, desk, desk chair, bookshelf, bed frame, and mattress are standard to each room and are assigned to the individual student. This furniture will not be removed from the room. Students who purchase additional furniture must accommodate the College furnishings along with the additional items purchased. These items are not removed without approval of the Office of Residential Life. In order to request that an item be removed, the student must send a written request to the Office of Residential Life. There are specific removal charges for each piece.

C. Room Inspections: Routine room inspections for hazardous equipment, safety problems, fire safety policy violations, and/or to inspect the general condition of the room will take place during the academic year. Inspections routinely occur during November. Inspections also take place after the students leave. Any damage to the room or furniture beyond normal use will be charged to the student or students occupying the room.

### **Escort Policy**

Mount Holyoke residence halls are locked 24 hours a day to help create an environment that promotes safety and privacy for all residence students and their guests.

Area Coordinators and Residential Fellows/Resident Advisors work to educate students about their safety through encouraging the locking of individual room doors, carrying room keys, and ensuring that outside doors are not propped open. In addition, students should not open entrance doors for individuals they do not know.

It is important that Mount Holyoke College students and their guests are aware of the following protocol:

- All guests will need to be escorted by their host, but not escorted while on the floor of their host. Guests must be escorted to other floors in the hall. In the case of co-ed bathrooms, a guest will need to request permission to enter.
- All guests need to be escorted throughout the hall during residence hall parties.
- Each residence hall will be imbued with the responsibility to develop policy modifications per residence hall floor or spontaneous events or special weekends as members of the community deem appropriate. Policy modifications would need to be consistent with current community standards.

### **Area Space**

A. Use of the lounges, living rooms, and other public spaces in the residence halls for meetings and events are open to the Mount Holyoke community with the approval of the Area Coordinator. If you would like to inquire about reserving a living room or lounge you must read the Common Space Reservations Policy. Reservations are accepted on a first come, first served basis. To preserve flexibility for building residents, no long-term reservations are made.

B. Reservations for Residence Hall Space: ALL individual student-planned events, other than these smaller in-hall happenings must register through the Office of Student Involvement with an ERF (Event Registration Form).

All registered student organization planned events, even those through the Common Space Reservations, must register through the Office of Student Involvement using the ERF, unless the intention is for a meeting of 35 people or less. The ERF must be submitted at least 14 days in advance, so your Common Space request should be submitted at minimum 16 days in advance. Spaces can be reserved by individuals or student orgs for meetings, rehearsals, study groups, etc., but they are not intended for weekly/regular reservations so that the space remains available to more varied usage. Large-scale parties or Five College events cannot occur in a residence hall common space.

1. Event Hours: All residence hall parties held in the residence halls must end by 2:00 am.
2. Fire Limit Capacities are enforced at Residence Hall Events. See Residence Halls capacities by viewing floor plans of each residence hall at <http://www.mtholyoke.edu/offices/reslife/13976.shtml>

Public Safety and Service has the option and authority to close access to a residence hall before the fire limit is reached if deemed necessary. It is important to note that the fire limit will decrease when a band is hired for entertainment.

### **Tobacco and Smoke-Free Campus**

All College buildings and grounds are tobacco and smoke free. Smoking is not allowed anywhere on campus. Please visit the [Smoke and Tobacco Free Campus](#) page for more information.

### **Kitchenettes**

Kitchenettes are intended as areas where students may heat water, make coffee, pop popcorn, iron, and use the sink. Microwaves have been installed in kitchenettes for minor cooking needs. Full area kitchens/Golden Pears are available for cooking in Kendall Sports and Dance Complex, the five Cultural Centers, Eliot House, 1837 Hall, Dickinson House, Mandelle Hall, Mead Hall, Pearsons Annex, Porter Hall, Safford Hall and Wilder Hall.

### **Golden Pears**

Golden Pears are full kitchens in residence halls. Golden Pears are to be used primarily by students for special meal preparation. It includes full kitchen facilities and utensils, a dining room table which seats six to eight, and a small eating area. Golden Pears are not reservable and if used for events must remain accessible to all residents of that hall. Golden Pears are currently in 1837 Hall, Dickinson House, Mandelle Hall, Mead Hall, Pearsons Annex, Porter Hall, Safford Hall, and Wilder Hall.

## **D. Procedures for Specific Buildings**

## **Abbey Memorial Chapel**

### **Special Events**

Campus Community: The Abbey Chapel's primary use is by the Office of Community and Belonging and the Music Department. The Chapel may also be reserved by College faculty, staff, and students for College events. Request a reservation using the [Campus Space Request form](#) or by calling Event Services at 413-538-2153.

External Organizations: The Abbey Chapel is not available to outside organizations or private events during the academic year with the exception of weddings. (Policy is outlined below.) Other exceptions can only be made by the Chair of the Music Department in consultation with the Office of Community and Belonging. During official College breaks and the summer months, the Chapel may be available for use by external organizations on a fee-for-use basis. Rental charges and fees are based on the number of people and services provided. For more information, please contact Event Services at 413-538-2333.

### **For Couples Wishing to be Wed in the Roman Catholic Faith**

In accordance with the Roman Catholic regulations for weddings, special permission must be granted to a wedding couple to be married outside of their residential parish. The Bishop of the Springfield, Massachusetts Diocese can only give special permission for marriage at Mount Holyoke College's Abbey Chapel to those Catholic wedding couples with a connection to Mount Holyoke College. Such a connection would be as an MHC faculty, staff, student, alums or their immediate families, i.e., mother, father, daughter, son, sister, and brother.

### **Policies Governing the Use of Abbey Memorial Chapel for Weddings**

The College extends the use of the Chapel for weddings to members of the Mount Holyoke College community as well as the general public when the Chapel is not in use by the College. In order to reserve Abbey Interfaith Sanctuary or Abbey Memorial Chapel for your wedding, contact Event Services at 413-538-2333.

### **Officiator**

It is the responsibility of the couple to arrange for an officiator. Clergy and Justices of the Peace, licensed to officiate in the Commonwealth of Massachusetts, are welcome to conduct weddings in Abbey Chapel. Please note that the officiator has to attend the rehearsal as well as the wedding, so please make sure they are able to attend both events during your first contact with the officiator.

Only those persons authorized by the [Secretary of the Commonwealth](#) of Massachusetts to officiate weddings may do so. [Non-resident clergy](#) have to obtain authorization to solemnize a marriage in this state. Details may be obtained by calling the office of the Secretary the Commonwealth of Massachusetts in Boston at 617-727-7030.

### **Places, Dates, and Times**

Weddings planned for the months of September through May can be reserved up to one year in

advance. Weddings planned for June, July, and August may be reserved up to two years in advance. Weddings may not take place during regularly scheduled College events or holidays, such as Orientation, Family Weekend, Christmas Vespers Week, Commencement, and Reunion Weekends. The Chapel is also not available during the entire month of April and parts of November. During the academic year, we cannot accommodate Sunday weddings, and weddings or rehearsals must be at 6:00 pm or later on Fridays.

### Wedding Fees

The Rental Fee for using either Abbey Memorial Chapel or Abbey Interfaith Sanctuary is \$625 for the general public and \$525 for the MHC community: faculty, staff, students, alums, and their immediate family, i.e., mother, father, daughter, son, sister, or brother. The fee is nonrefundable for any reason unless the College is required to cancel. If dates or times need to be adjusted, the College will make a good faith effort to accommodate the changes as scheduling permits. In addition to the rental fee, the "Person Responsible for Payment" listed on the application is required to make a \$500 security deposit against which the College may deduct fees for time overages, parking fines, damages or extra cleaning fees, etc.

### The Rental Fee includes:

- The use of both the Abbey Memorial Chapel and the Abbey Interfaith Sanctuary.
- 30 minutes before the start of the rehearsal and one hour for the rehearsal.
- One hour before the wedding and one and one-half hours for the wedding and photography.
- If your wedding exceeds the above time limits there will be an extra charge of \$100 taken out of your Security Deposit for each hour or part thereof.
- Use of sound system and two microphones and piano. There is an organ in the Abbey Chapel as well.

### Contract and Insurance Requirement

The Wedding Couple will also receive a letter explaining the insurance requirement along with your contract. The contract needs to be read and signed by both members of the Wedding Couple and returned to Event Services within two weeks of receipt.

Throughout the term of this Agreement, the Wedding Party will maintain in force Comprehensive General Liability including Property Damage insurance, with minimum limits of \$1,000,000/\$25,000. The Wedding Party must provide proof of insurance through the issuance of a certificate of insurance showing the above coverages and limits specified at least 30 days before the rehearsal date.

### Music

It is the responsibility of the wedding couple to make arrangements for the music in consultation with the officiator. Please contact musicians directly at least six months in advance.

### Parking

Guest parking is located across the street from the main gate (Rt. 116, Newton Street). Guests

may park in any “Faculty/Staff” parking space. The Wedding Couple is responsible for communicating College parking policy to all of their guests.

Absolutely No Vehicles, including limousines, floral delivery trucks, or any personal vehicles may drive or park on the sidewalk leading up to the Chapel doors for any reason whatsoever. Please ask your limousine driver to only enter and exit through the driveway located directly to the left of the chapel when assisting the wedding party. The Driver may stop at the sidewalk alongside the Chapel to drop off and pick up the wedding party. Floral delivery trucks may stop at the sidewalk alongside the Chapel long enough to deliver the flowers. Any vehicles that are driven onto the walkway may be ticketed by Public Safety and Service. The parking fine must be paid by the owner of the vehicle and there will be an additional \$100 fee paid by the “Person Responsible for Payment.”

The Mount Holyoke College [Department of Public Safety and Service](#) is charged with the responsibility of enforcing the College’s parking rules and regulations. If you have further questions about parking, please call the College’s [Parking Office](#) at 413-538-2514.

### Receptions

The Willits-Hallowell Center, located on campus, is a lovely and convenient location for a wedding reception or rehearsal dinner. To inquire about availability, please call 413-538-2051. For other guidelines, please see our Wedding Website at [www.meetatmhc.com/weddings](http://www.meetatmhc.com/weddings).

## **Policies Governing the Use of Eliot House Lounge and Kitchens**

The Eliot House Lounge and the Eliot House Kitchen, Kosher Kitchen and Halal Kitchens may be reserved for events by the Eliot House supported faith groups as well as the campus community.

The Eliot House kitchens (Eliot House, Kosher or Halal kitchens) are considered by the Town of South Hadley as Commercial Licensed Kitchens and the Federal, State and local ServSafe Food Regulations must be followed. Those using the kitchens must have a Kitchen Assistant, a staff member who is ServSafe certified or is approved by Community and Belonging staff present when using the kitchen.

### **Faith and Spiritual Groups**

If you are a member of one of the faith or spiritual groups supported by the Office of Community and Belonging and would like to use the Eliot House Lounge and/or one of the three kitchens for your group, request a reservation using the [Campus Space Request form](#).

### **Using Only the Eliot House Lounge**

To use the Eliot House Lounge for a meeting without access to any kitchens, request a reservation using the [Campus Space Request form](#). The only food that can be served without the use of the kitchens are bottled drinks, store-bought cookies, chips, whole fruit, or food prepared by an approved license caterer, as other foods may be potentially hazardous foods which would require following the ServSafe Regulations for use of the kitchen. Please remove

all food, utensils, and garbage when your reservation is over as outlined in the Eliot House Reservation Check-List.

### **MHC Community Use of the Eliot House Kitchens**

The Eliot House lounge and kitchens' primary use is by the Office of Community and Belonging. These facilities may also be used by the campus community when available.

Since our kitchens are commercial kitchens licensed through the Town of South Hadley; Federal, State and local ServSafe Regulations must be followed. This will require you to hire at your own expense our Kitchen Manager, to be present from the time the food is being prepared though clean up. Your reservation will be confirmed by the Office of Community and Belonging if the space is available.

You will also need to provide for at least two people to be trained as ServSafe Food Handlers to work for you during food preparation, your event, and clean up. You can contact the Community and Belonging if you would like to hire one of our trained student ServSafe Handlers.

You will also need to provide your own paper products, plates, cups, plastic eating utensils, napkins, etc. and must remove all food, above named products, and garbage before you leave the kitchens.

If using a caterer or restaurant, please check with the food provider to make sure they are licensed through the Town of South Hadley.

### **Mount Holyoke College Art Museum**

The Mount Holyoke College Art Museum (MHCAM) was recently ranked as one of the best college art museums in the country. Established in 1876, MHCAM's collection comprises objects from five continents and across thousands of years of history. Particular strengths within the Museum's 17,000 holdings are ancient Mediterranean art and artifacts, paintings, sculpture, and decorative art from Europe and the United States, and modern and global contemporary art. Categories of significant depth include photography, glass, ceramics, prints and drawings, and numismatics.

MHCAM maintains an active program of special exhibitions, lectures and gallery talks. Call 413-538-2245, or check the Museum's website at [artmuseum.mtholyoke.edu](http://artmuseum.mtholyoke.edu), for information on current exhibitions and events as well as open hours.

#### **Lobby of the Art Museum for Events (Hinchcliff Reception Hall)**

- Reserve using the [Campus Space Request form](#) or by calling Event Services at 413-538-2153.
- To request that Museum galleries remain open during your event, contact the Museum's Manager of Advancement or the Senior Administrative Assistant at 413-538-2245.

The museum lobby is a popular event space and can accommodate receptions for up to 100 people. Existing furniture and art in the lobby may not be moved for events. Please notify the Facilities Coordinator when making the reservation whether food will be served at your event as well as the expected attendance.

It is sometimes possible to have the museum galleries open during events. Contact the museum office directly to inquire about these arrangements including accompanying security fees. Please note that the lobby is not available while an event is taking place in the Gamble Auditorium and vice versa.

### **Gamble Auditorium**

Gamble seats 327 people and may be reserved using the [Campus Space Request form](#) or by calling Event Services at 413-538-2153.

Other classrooms within the Art Building are available for use after 4:00 pm on weekdays and anytime on the weekends. They may be reserved through EMS or by contacting Event Services.

### **Joseph Allen Skinner Museum**

The nearly 7,000 objects in this collection represent a lifetime of collecting by Joseph Allen Skinner (1862-1946). The Museum boasts important collections of minerals and fossils, early lighting, rare books and documents, furniture, maritime objects, artifacts from Oceanic cultures, firearms, glass and ceramics, tools and farm implements, 19th-century souvenirs, Native American objects, and much more. Highlights include a mid-19th-century ship's figurehead from Ipswich, Massachusetts; a 150-pound meteorite from Canyon Diablo, Arizona; and the door to the 18th-century childhood home of Mary Lyon, the founder of Mount Holyoke College. These are just a few of the many thousands of treasures on permanent display at the Skinner Museum.

For more information, call Mount Holyoke College Art Museum at 413-538-2245 or visit the Museum's website at [artmuseum.mtholyoke.edu/collection/joseph-allen-skinner-museum](http://artmuseum.mtholyoke.edu/collection/joseph-allen-skinner-museum) as well as for open hours.

### **Community Center**

The Community Center (which includes Blanchard Hall, the Great Room, and the Dining Commons) serves as a meeting place and function hall for the Mount Holyoke community and conference clients.

The light-filled central atrium's middle level is home to the Division of Student Life, Information Desk, Unity Center, Student Art Gallery, and seating.

The upper level, known as the Weissman Student Commons, features the Commuter Students' Lounge, the Student Involvement Office, the Student Government Association and Business Office, the Outing Club, WMHC-FM Radio, and *Mount Holyoke News*, while also serving as a

space for student leaders and student organizations to meet, hold small trainings, and more. A MoAsis space is also on this level.

The lower level hosts the Great Room venue, the Cochary Pub, grab-n-go style eating, the First Gen Resource Room, and a variety of seating environments, from cozy nooks to big-screen TV seating.

A variety of meeting rooms (most are non-mediated) are also available by reservation.

For more information about Blanchard Hall, contact the Office of Student Involvement or visit the [Community Center Embark page](#).

## **Reservations**

If you are interested in holding an event in one of the Blanchard Hall spaces, reservations are made through the Event Services, located at the Willits-Hallowell Conference Center, x2153. Reservations can be made only by MHC Recognized Student Organizations (RSOs) and campus departments or arranged through the Office of Student Involvement or Event Services.

Meeting room spaces can be reserved a minimum of three days in advance through the [Campus Space Request Form](#).

The Great Room is available for reservations during building open hours. A Great Room reservation includes all adjacent locations, including the Rotunda Room and balcony.

Please note: The Blanchard Student Art Gallery is not generally reservable. Its series of exhibitions are programmed by the Art Society recognized student organization. Contact the [Student Involvement Office](#) x2478 for more information.

## **Great Room Production Support**

### BLANCHARD SOUND/LIGHTS/PROJECTION

The Office of Student Involvement manages and maintains the Sound System, Theatrical Lighting, and Projection Systems in the Community Center Great Room and the sound systems supplying the Blanchard Info Desk multi-zone PA, and the West Patio (Skinner Green side steps). The systems are operated exclusively by Student Involvement Professional Staff, Student Stage Crew, or by other contracted professionals who have been approved and oriented to the systems by the Student Involvement Technical Director for the purposes of a specific event.

Most meeting rooms in Blanchard Hall are *NON-mediated* (other facilities exist on campus for media-dependent meetings).

### COSTS



The standard Blanchard Stage Crew services are generally offered free of charge to **REGISTERED STUDENT ORGANIZATIONS** who have properly reserved their event with the Event Services and registered their event with Student Involvement Office (meeting the 14-day deadline and requesting the desired services). Similar basic services are offered to **DEPARTMENTAL EVENTS** that register their programs and advance the request details with at least two weeks' lead-time. \*

*\*If you are planning an event that is dependent upon sound, lighting, or staging, OR if you are new to the kind of programming you are undertaking, PLEASE consult with the Technical Director of Student Involvement BEFORE contracting presenters or advertising your event.*

For **OFF-Campus Clients and events requiring additional prep or non-standard services**, fees apply. Fees are collected by the Office of Student Involvement and used to maintain the equipment. **ALL USERS** of the equipment are responsible for cost of replacement or repair if damages or loss result from any circumstances other than normal "wear and tear" (including misuse of gear because of inappropriate knowledge of the system, accident, or theft).

### PRODUCTION OPTIONS

For events in the Great Room, Student Involvement can arrange for technical assistance for in-house sound, lighting, and projection needs. If special equipment is to be brought into the Great Room by the sponsor, the sponsoring organization must arrange to have a qualified person set up and operate the equipment. Any outside service providing sound, lighting or video must have a Certificate of Insurance on file with the Office of Student Involvement.

Equipment Available for Registered Events:

- Piano
- Dance lighting
- Podium
- Chairs and tables
- Sound system with microphones and music playback (CD, computer, and iPod hookup)
- Theatrical stage lighting
- Projector with screen, Blu Ray player, cable TV

Any sound, lighting, projection, or staging requirements must be discussed with Student Involvement a minimum of 14 days prior to the event. Contact Student Involvement at x2478.

### **Great Room Furniture Set-Up**

#### COSTS

Furniture set-up and reset in the Great Room is the responsibility of the RSO or department in charge of the event. Event sponsors should plan to do any furniture changes themselves.

#### SET-UP OPTIONS

The Great Room's standard configuration is a casual **dining** set up with 10 round tables and chairs in place to accommodate **100-125 people**, between the ground-level floor and the attached balconies. Event sponsors can arrange to set up the floor in alternate configurations (conforming to pre-established Fire Code options) by letting Event Services know that they will need to obtain Onecard access to the furniture storage closet, room 110.

- **“Open Dance Floor”** - when ALL floor furniture is removed, the total room capacity increases to **400**.
- **“Audience Style”** – with the removal of all tables and the configuration of approved row seating the room can accommodate up to **100-125** chairs.

Note: Table coverings can be contracted through Event Services, when they are catering your event. They are otherwise unavailable.

If you move any of the furniture, be sure to leave clear aisles for safe emergency exits. If you set up chairs in an audience style seating, they must meet fire safety guidelines (no more than 14 chairs in a row without a separating 4-foot-wide aisle on each side of the section). No exits may be blocked at any time. The ramp leading to the exit on the west side of the room should not be blocked at any time.

**You are responsible for restoring any furniture that you have moved immediately following the event.**

### **Guidelines for Decorating in the Community Center**

The Community Center functions as the busy multipurpose hub of campus. Events using the Great Room are most often sharing the building with other programs and Dining Services. For the most part, decorations should be limited to within the Great Room and the entryways leading into that wing of the building. Other design ideas can be brought to the Office of Student Involvement for case-by-case evaluation along with registering your event through our Event Registration Form at least 14 days BEFORE the day of the event.

These guidelines have been drafted for the safety of all who use the space and for the preservation of the venue. They incorporate local and state fire code regulations, Mount Holyoke policies, and good common sense.

#### CRITICAL SAFETY NOTES:

- Keep ALL fire exits, fire extinguishers, fire alarm boxes, and exit signs clear of obstructions.
- Safely secure any extension cords and other cables so that no one can trip over them.

#### APPROVED/NON-APPROVED ITEMS:

- **Absolutely no open flames are permitted.** (No candles or sterno are permitted unless in use by Dining Services professional staff)
- Theatrical “hazers” and “foggers” are **not** approved for use in Blanchard Hall or the Great Room.

- **Absolutely no balloons, drones or other floating objects are allowed in the Great Room. Non-helium balloons may be used in Blanchard Hall, subject to approval by the Office of Student Involvement.**
- ALL fabrics, banners, scenery, draperies, flags, large paper signs, sheets, or other similar items hung for decorations in the Great Room must be made of certified FLAME RETARDANT materials, and or treated with flame retardant chemicals. To be considered flame retardant, they must bear a fire safety certificate of compliance, and/or pass an inspection by our local fire department.
- **Balloons are not allowed** in the Great Room. Non-helium balloons may be used in Blanchard Hall, subject to approval by the Office of Student Involvement. Caution must be exercised in where they are hung. Keep them clear of light fixtures and fire exits.
- Any specialty lighting must be approved by the Student Involvement Technical Director. Most string lights (“Christmas-type lights”) are approved. It is *important* that you understand the electrical requirements of these lights. As a general rule plug only three strands (of the 50 –150 bulb type) together. After the third, begin with a new series of strings to prevent overloading of circuits.

### HANGING ITEMS

You must discuss the hanging of any decorations or scenery with Student Involvement, along with registering your event through our Event Registration Form at least 14 days BEFORE the night of your event.

To affix decorations within the Great Room, the preferred method is twist ties or string tied to the railings so no residue is left behind. If taping is required, it is preferred that you use stage “gaffers” tape or masking tape. No tape is allowed on any painted surfaces.

NO tacks, nails, screws, or staples may be used.

### **Clean-Up Notes**

#### COSTS

Costs may apply, speak with Event Services to learn more.

#### SPONSOR CLEAN UP:

- You are responsible for taking down all decorations immediately following the event.
- Please pay extra attention to taking down all of your signs that have been posted on the various doors into the Great Room and on sign easels in the Community Center.
- You are responsible for restoring any furniture you have moved immediately following the event.
- All event trash must be put in barrels. If your trash exceeds the available barrel space you must take it out to the trash room on the loading dock.
- Close all WINDOWS: At the end of your event please make sure all windows and doors in the Great Room have been closed tightly.
- Report any building damage that you notice to the Info Desk immediately.

## **Reservations of Tables**

All information tables in the Dining vestibule must be reserved and sponsored by a recognized student organization, or department through EMS.

Of the five tables, three are for MHC recognized student organizations; one is available for departments and one is reserved for vendors. [Vendors are booked](#) through the Office of Student Involvement.

## **Campus Cultural Centers**

The Cultural Centers are managed by the Office of Community and Belonging, and include:

- ACE (Asian Center for Empowerment) - 15 Woodbridge Street
- Betty Shabazz House - 2 Dunlap Place
- Eliana Ortega House - 4 Dunlap Place
- Zowie Banteah - Ham Hall
- Jeannette Marks House - 5 Faculty Lane
- Beverly Daniel Tatum Unity Center Blanchard 206

## **Guidelines and Procedures/Building Hours**

The centers are accessible 7:00 am-11:00 pm. After hours events are allowed under certain conditions, affiliated recognized student organizations need to be in contact with the Office of Community and Belonging to discuss. The centers are accessible to all students on campus by swipe with their OneCard.

## **Access**

### Reserving the Centers

During the academic year, students or community members wishing to host events or use a Cultural Center must contact Event Services, x2153, to reserve the space.

### Summer Hours

Over the summer, the Cultural Centers have no official visiting hours. However, access may be arranged by contacting Event Services.

## **Event Policies**

### Alcohol

All events at the centers are alcohol-free.

### Damages

The Cultural Centers must be returned to their initial condition after each event. With the exception of each center's governing group, any organization utilizing a center for an event may be required to provide a security deposit of \$25.00, refundable upon successful completion of

the event. Organizations using the house will be responsible for any damage incurred during their use of the center.

### Event Staffing

Organizations are also responsible for staffing their own events when they use the Cultural Centers.

### Event Registration

All events must be registered with the Student Involvement Office. Events that should be registered include anything with food, events publicized to the Five Colleges and/ or public, any event with a hired speaker or entertainment, and those events that require assistance from Facilities Management. Additionally, Student Involvement can assist students with thinking through how to host small private events in the houses.

It is best to consult with Student Involvement prior to scheduling any event to determine whether or not the event must be registered.

## **Kendade for Events**

You are welcome to relax and utilize the Marion Craig Potter Atrium for your informal gatherings; however, you must reserve the location. To reserve the Atrium for a specific date/time, please contact Event Services at x2153. The Atrium is reservable only after 4 pm Monday-Friday and 8 am-11 pm on weekends. When making the reservation, please notify Event Services of the expected attendance, and whether or not food will be served at your event.

The acoustics for this space are wonderful but the sounds travel. Please respect those around you by keeping noise to a minimum and also picking up after yourself.

Should you wish to reserve the display boards and/or display cases, please contact the Biology Office, Clapp 104, x2149.

## **Equestrian Center**

The Equestrian Center facilities are limited in use to equestrian teams, physical education students, horse boarders and members of the community lesson program. The facility is available for use by certain outside organizations by contract. Interested parties should contact the equestrian center director.

Visitors must register at the front desk or with the stable manager. Visitors are welcome to tour the facility, but are asked to refrain from handling or feeding treats to the horses.

## **Kendall Sports and Dance Complex Facility Use and Procedures**

## **Eligibility**

Mount Holyoke College students, faculty (present and retired), and staff (present and retired after 10+ years of service) holding valid MHC OneCards may use the facilities free of charge and are allowed to bring a maximum of one guest free of charge. Guests must be accompanied by the host/hostess throughout their visit.

A Kendall membership for MHC employee spouses/significant others costs \$150. Memberships for children of MHC employees ages 16-26 cost \$75. MHC alums and their spouses/significant others may purchase a membership for \$200 each. Membership applications are available on the MHC Athletics website or may be picked up at the Kendall Information Desk. Please call the Kendall info desk, x2284, for information. Members without an MHC parking pass can park in two-hour visitor spaces during the business day Monday-Friday. The Kendall parking lot is open after 4 pm on weekdays and all day on weekends.

## **Facility Reservations/Priorities**

Physical education and dance classes as well as Dance Department and Athletic Department sponsored events always have priority for space in Kendall. Students and Kendall members may reserve tennis courts and studio spaces up to 48 hours in advance or use available spaces on a drop-in basis.

## **Regulations**

The following rules must be adhered to when using the Kendall facility:

- Swipe your MHC OneCard/membership card at the Information Desk upon entering.
- Children age 15 and younger must be accompanied by an adult with a valid MHC OneCard/membership card.
- Children under 10 years of age are not allowed in the Fitness Center.

## **Pool Policies**

Overall supervision of the pool is under the direction of the Aquatics Director.

Times will be set aside for classes, fitness swim, open swims, swim team practice, and other events approved by the Aquatics Director and the Associate Athletics Director- Facilities.

Pool hours are available online and on printed calendars available at the Kendall Information Desk.

Only MHC lifeguards who have been tested, approved, and hired by the Aquatics Director may lifeguard.

- A shower must be taken before entering the pool.
- Two lifeguards will be on duty at all times.
- No street shoes allowed on deck.
- No glass is allowed in the pool area or locker rooms.
- No diving from the starting blocks or three-meter diving board.

- No diving allowed in the swimming pool (diving only allowed in the diving tank).
- No masks, fins, snorkels, or flotation devices allowed.
- No “horseplay” allowed.
- Only one person allowed on the diving board at a time.
- Only one bounce on the board before diving.
- No swimming allowed in the diving well when people are diving.
- All children under 16 must be accompanied by a parent/guardian.
- Non-swimmers must remain in the shallow end.
- Children 15 and under must be directly supervised at all times (while swimming or on the deck).

### **Indoor Tennis/Squash Court Policies**

MHC athletic team matches and practices and physical education classes have first priority.

MHC OneCard/Membership cardholders may make reservations up to 48 hours in advance for indoor tennis courts by calling the Kendall Information Desk.

Squash courts are available on a first come, first served basis.

Dark-soled shoes are prohibited on all courts.

### **Outdoor Tennis Court Policies**

The outdoor tennis courts are limited in use to MHC OneCard/Membership card holders, and persons or groups approved by the Associate Athletics Director of Facilities and the Chair of Physical Education/Director of Athletics.

MHC athletic team matches and practices and physical education classes have first priority.

Outdoor courts are on a first come, first served basis.

There is a one-hour limit on the courts when other people are waiting to play.

### **Outdoor Track Policies**

The outdoor track is available only during posted times to MHC OneCard/Membership card holders and persons or groups approved by the Associate Athletics Director of Facilities and the Chair of Physical Education/Director of Athletics.

MHC athletic teams and physical education classes have first priority.

No bicycles, roller skates, rollerblades, skateboards, strollers, walking sticks, etc. are allowed on the track.

## **Game and Practice Fields**

MHC athletic teams and MHC physical education classes are the only groups allowed to use athletic fields, except for those approved by the Associate Athletics Director of Facilities.

All other groups or individuals need authorization and a written permit or contract issued and approved by the Associate Athletics Director. Those not holding a permit will be asked to vacate the fields.

## **Canoe Policies**

Only MHC students who have passed the canoe class (swimming and canoeing) and MHC employees may use the MHC canoes. Classes have priority over all other use.

Users must sign a waiver and present their MHC OneCard at the Kendall Information Desk to sign out a Canoe House key.

Canoes will not be available for use by outside groups unless approved by the Canoe House Supervisor and the Associate Athletics Director of Facilities and the Chair of Physical Education/Director of Athletics.

Keys are signed out and returned to the Information Desk at Kendall.

A PFD (Personal Flotation Device-Lifejacket) must be worn by each person in the canoe.

No alcoholic beverages allowed in canoes.

Report any damaged canoes or paddles to the Head Rowing Coach or to the Information Desk staff.

## **Upper and Lower Lakes**

Swimming, boating, and floating in any sort of watercraft in the Upper and Lower Lakes and any outdoor body of water on campus is not allowed without prior permission from the College.

## **Equipment Use**

Most types of sports equipment are available at the Information Desk. MHC OneCards/membership cards only are accepted in exchange for the use of equipment. Driver's licenses, keys, etc. are not accepted.

## **Outside Groups**

Use of Mount Holyoke's Kendall Sports and Dance Complex by off-campus groups during periods when they are not needed by members of the Mount Holyoke community will be determined by the Kendall Facilities Committee. Facility Use Requests must be submitted at least two weeks before requested use.



Rental fees vary depending on the date and time requested, duration of use, space available, number of persons, amount of cleanup required, purpose of the event, and the status of the requesting organization. For further information call the Associate Athletics Director of Facilities at (413) 538-2849.

### **Summer**

Throughout the summer months the facilities of the Kendall Sports and Dance Complex are reserved by calling the Event Services at x2153.

## **College Outdoor Noise and Facilities Usage Policy**

### **Outdoor Facilities Usage**

The College's property and outdoor facilities are intended for use by students, faculty, staff, and their invited guests. Outdoor facilities are not intended to be used by those outside the College community.

Generally speaking, activities that do not require the use of the athletic fields, are quiet in nature, do not change the College's landscape, and are individual rather than group activities are permitted out of doors on the College's property as unscheduled casual activities; so long as they are not in conflict with scheduled events and so long as the activities are enjoyed in a manner consistent with the College's General Policy on the use of Campus Facilities.

The Athletics Department, the Equestrian Center, or Event Services Office will allow space on the College's property to be reserved through them for activities that are typically considered organized or team sports or that require the use of the athletic fields, riding trails, or canoe house and/or dock.

Those activities for which the College has no designated areas, or that are deemed unsafe, or that by their nature are intrusive, or that tend to impact unfavorably on the appearance of the grounds; or that are in conflict with any Town of South Hadley bylaws, state law, or federal law are not permitted on the College's property.

The appropriateness of any activities not addressed in written policy will be decided on a case-by-case basis, this includes for personal swings or hammocks for which the College reserves the right to remove based on determining factors such as choice of location and safety. *(Additionally, all Mount Holyoke students and employees should note that there are potential health and safety consequences associated with the use of personal swings or hammocks on College property.)* The decision of the College and its designees, such as Public Safety and Service and Facilities Management, will be final.

### **Fire Pit Usage**

The fire pit may be reserved by Recognized Student Organizations and Departments through EMS. Users of the fire pit will be charged for firewood.

Individual MHC students who are requesting to reserve the fire pit for a private gathering, such as a birthday celebration, can reserve it through a form on the [Community Center Embark page](#). These reservations do not incur a charge for firewood.

Use of the fire pit requires basic familiarity with fire starting and safety. The host must sign a Fire Pit Agreement and then subsequently pick up the fire kit at the Blanchard Information Desk and return it at the end of their event. During the academic year contact Student Involvement for more information x2478 and during the summer contact Event Services x2153.

### **Upper and Lower Lakes**

Swimming in the Upper and Lower Lakes and any outdoor body of water on campus is prohibited by humans and animals.

### **College Outdoor Noise Policy**

Mount Holyoke College reserves the right to restrict outdoor noise (music, amplified speech, etc.) anytime when, in the opinion of the Department of Public Safety and Service or other College official, it is deemed to be disturbing the peace after receiving a complaint. Generally, outdoor noise is allowed in approved locations that are reserved in advance between the hours of 8:00 am and 11:00 pm. However, anytime the Department of Public Safety and Service or other College official receives a complaint about noise, they may take either of the following actions:

1. Request individuals in control of the noise source to reduce it, or
2. Shut down the noise source.

Public Safety and Service or other College officials will receive a complaint about outdoor noise before taking an action and typically will first request the individuals responsible for the noise to quiet down. However, in extreme situations, Public Safety and Service or other College officials have the right and authority to immediately shut down the source of a disturbance.

Occasionally, complaints about noise from College activities will go directly to the South Hadley Police. In those cases, they may respond to the College and take action to eliminate a disturbance of the peace. However, many times they will call Public Safety and Service to request assistance to reduce the volume of the disturbance.

### **Library, Information, and Technology Services (LITS): The LITS Complex**

A variety of individual and group study rooms are available for student use, many of which offer soft seating, white boards, and mediation. Conference rooms and classrooms are also available for department and committee meetings. Please contact the LITS Administrative Office at 413-538-2225 or email [asklits@mtholyoke.edu](mailto:asklits@mtholyoke.edu) to reserve a room.

## **Exhibit Space**

LITS encourages the use of its public spaces for student and MHC community displays and exhibits. Guidelines for displays can be found on the LITS website:

<https://www.mtholyoke.edu/lits/exhibits>. If you're interested in displaying your project, please contact the LITS Administrative Office at 413-538-2225 or [asklits@mtholyoke.edu](mailto:asklits@mtholyoke.edu).

For more information about resources and services provided, please visit

<https://www.mtholyoke.edu/lits>.

## **Willits-Hallowell Conference Center and Hotel**

The Willits-Hallowell Conference Center and Hotel at Mount Holyoke College is available for conferences, meetings, banquets, weddings, showers, and receptions. Catering to off-site locations on the College campus is also available.

A telephone call or a visit with the management staff well in advance of your special event will ensure that all your details can be executed. The staff is happy to assist with menu planning, cost estimates, and room reservations. Please refer to the Willits-Hallowell Center catering menu for specific policies and deadlines.

The center has 20 comfortably appointed guest rooms. Each guestroom includes a private bathroom, cable television, and individually controlled air conditioning and heating units. A kitchenette and soda machine are also provided for your convenience. Complimentary breakfast is available from September to May.

For further information, please contact the Willits-Hallowell Center at 413-538-2217.

## **E. Public Safety and Service and Facilities Management Services Policy**

Public Safety and Service and Facilities Management provide many services to the College community at no charge. However, there are times when charges must be assessed. The following criteria and guidelines should be applied to determine the need to assess charges.

1. Services requested of either Public Safety and Service or Facilities Management should be essential to furthering the educational mission of the College (i.e., events that are required to fulfill course requirements, events vital to the intercollegiate athletic program, or events that are an intricate part of the College's extracurricular program) or should support the College's enterprises.
2. Services requested of Public Safety and Service that meet the criteria above and can be provided without additional staffing will normally be provided without a fee. Services that can be provided by Public Safety and Service in ten minutes or less can normally be provided without requiring additional staffing. Common services provided are: opening a

building, alarming an office, etc. Since it is crucial to the safety of the College community that Public Safety and Service personnel be available for emergency response, as well as providing continuing patrol presence, any task beyond ten minutes must be requested in advance (typically 13 business days prior to the event) and will require a fee.

3. Services requested of Facilities Management that meet the criteria outlined in the first paragraph and that can be provided without additional or overtime staffing will normally be provided without a fee. Services that require additional overtime staffing will typically require a fee. Since it is crucial to the scheduling of their work and meeting other commitments to the College community any task beyond 30 minutes should be requested well in advance (typically 13 business days prior to the event). Extensive services required of campus departments, such as those required for the Commencement and Reunion Celebrations; and rearrangements of the New York Room, Chapin, and other like facilities, will typically require a fee regardless of whether or not overtime is required.

Services that do not meet the criteria established in the first paragraph will normally not be provided by either department.