

Colgate University

Facilities Department

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Guidelines for Event Service Requests / Work Orders

What types of events warrant a service request / work order?

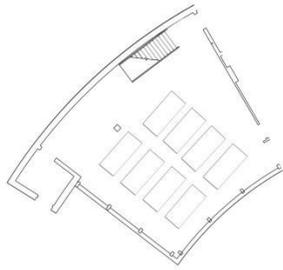
- If you are having food at your event:
 - o **Why?** Even if you plan on cleaning it up yourself, we should have one in case there is an accidental spill. A work order also lets us know that we have to go back and check the room before the next person uses it. There may be cleaning and / or trash removal needed after your event. Some rooms only get cleaned 1 time per day, so it may not get checked after your event unless we have a work order to let us know.
 - o **Charge?** If there ends up being minimal (under a half hour) clean up our staff will not charge time to your work order. It will be cancelled and you won't have to pay anything.
- If you are rearranging the room and /or need extra tables / chairs or other items:
 - o **Why?** If you rearrange the room and are not planning on putting it back how you found it, you should be putting in a work order. As with food events, a work order lets us know that we have to go back and check the room to make sure it is clean and reset it before the next group comes in.
 - o **Charge?** As with food events, if the reset is minimal then we will cancel the work order and you will not have to pay anything.

When submitting a work order for an event please include the following information with the submission:

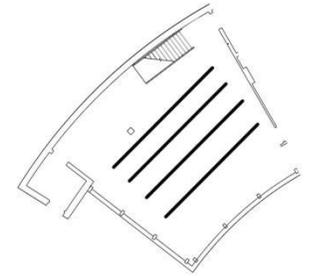
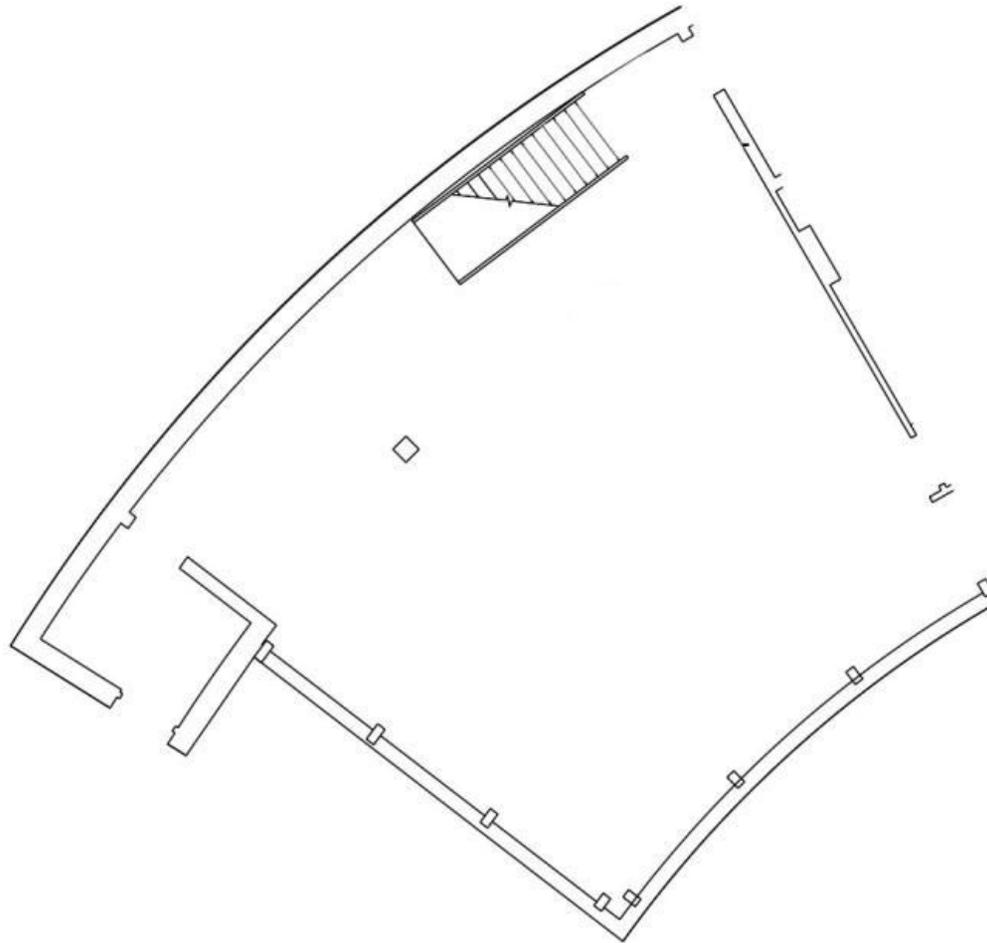
- Special event work orders require AT LEAST a 24-hour advance notice. It may require us to schedule overtime. Work orders must be submitted by a professional faculty/staff member.
- In the title, please give your event a name and include the date: ie; "Facilities Appreciation Lunch 9/13/16)
- A budget code
- The date and time of the event (starting and ending time)
- All locations that are being used
- Who the caterer is
- What time the caterer plans on setting up (this will affect the time we do the set up)
- Description of the room set up needed. We also would like a drawing if possible.
- Whether or not you would like custodial coverage during the event
- Who the contact should be for any questions about the event and a reachable phone number.
- If you are having a caterer for your event we also need to know when they will be removing their equipment from the room
 - o If your caterer is unable to come back right after the event and remove their equipment you must coordinate a location where that can be stored until they arrive. Departments are responsible for ensuring that the catering equipment is moved to the coordinated location.
- If you are having rentals delivered we need to know the date / time of drop off and pick up.

- If the rental company is unable to come back right after the event and remove the items, it is your responsibility to coordinate with any other people who have reserved the space between the time your event ends and their event.
- If you are having a band or DJ, please send their Rider sheet to confirm we can provide the proper electrical support

ALANA Cultural Center – Multi-Purpose Room



Example of table set up



Example of theatre style set up of chairs

Existing Items in Space:

- Chairs – plastic stacking (80)
- Podium
- Trash cans (4)
- Recycling Bins (4)

Notes/ Answers to Commonly Asked Questions:

- Existing furniture cannot be removed from the space as there is no storage for it anywhere in the building.
- Maximum of (8) 8foot tables and 80 chairs or (4) round tables and 40 chairs can be put into the space for dining (10 people per table)
- Or room can be set up theatre style with the 80 chairs
- Please refer to EMS for additional photos of the room as well as specific information on capacity and special requirements.

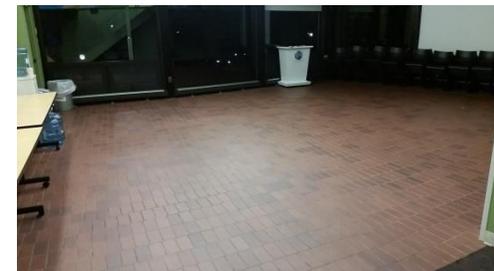
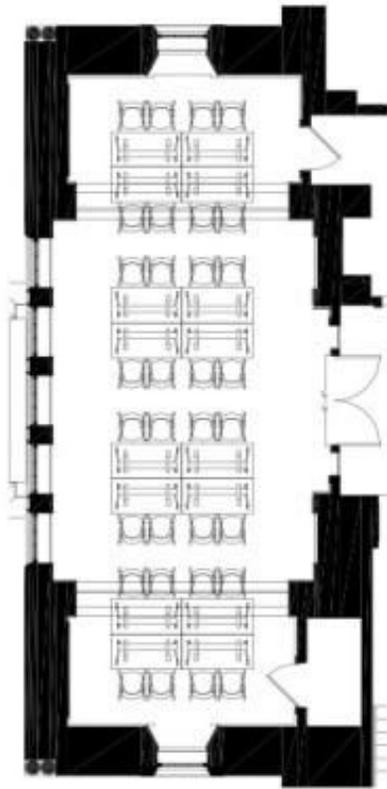


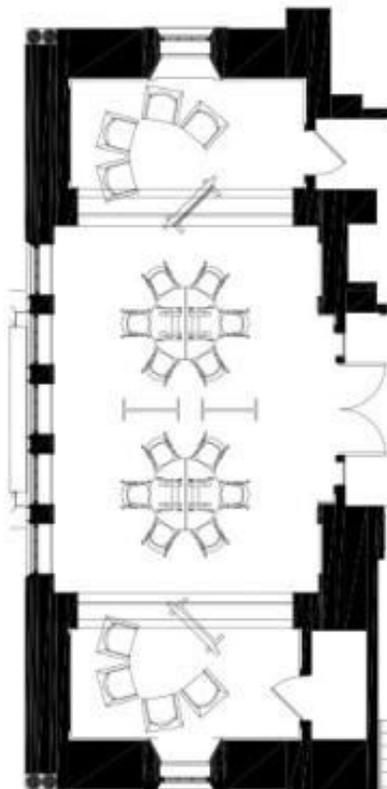
Photo of space

Benton Hall – 200 (Seminar Room)

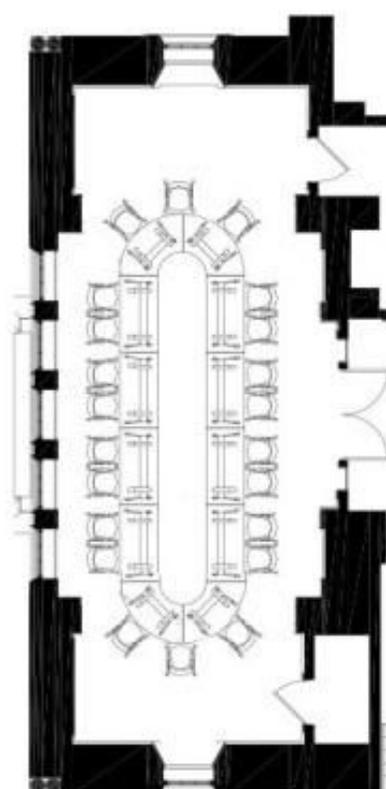
Benton Hall Room 200 has 4 pre-designed set ups that can be chosen from using furniture existing in the space. Please mark off which you will be using and also include any additional items needed.



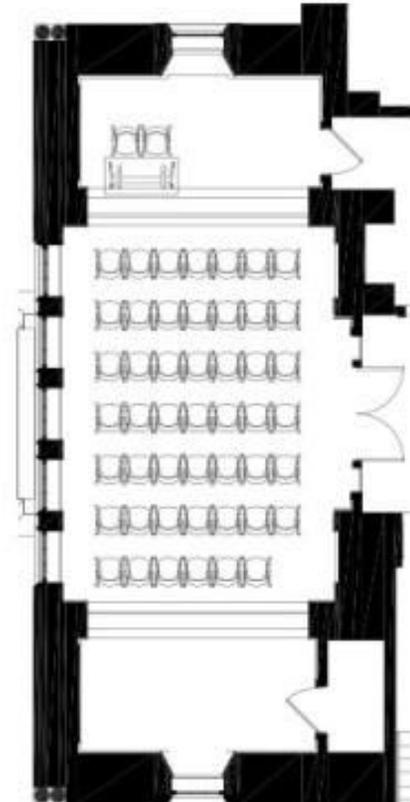
Workshop Seating
16 tables
Seating for 32



Study / Team Seating
4 half-circle tables*
Seating for 20 (includes soft seating)



Seminar Seating
12 tables
Seating for 22
Note: This is the standard way the room is set.



Auditorium Seating
1 table
Seating for 50 (includes 2 front seats)

Items Available For Use:

- Rectangular tables (16)
- Half-circle tables (4)
- Small trash can (1)
- Chairs – cloth style (8)
- Rolling chairs; (50)
- Mobile dry-erase boards (2)
- Mobile TV stands (2)

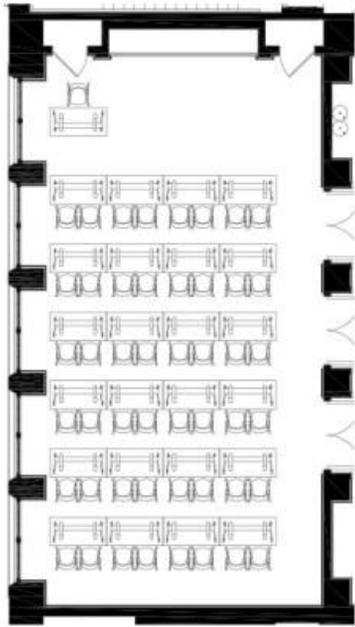
Notes/ Answers to Commonly Asked Questions:

- Set up of tables & chairs must be coordinated through Facilities with a work order
- Set up of podium and mobile TVs must be coordinated through ITS
- There are 8 soft-seating chairs and several tables in the room that will stay in the space (pushed to the side if not being used)
- Please refer to EMS for photos of the room as well as specific information on capacity and special requirements.

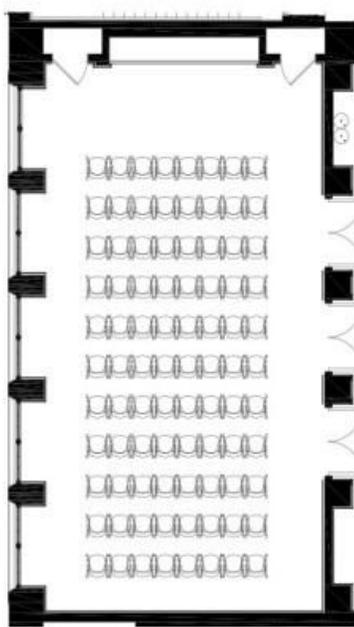
* Please note that the half-circle tables are shared between 213 & 200. This means that if two events are booked at the same time, only one will be able to use these tables.

Benton Hall – 213 (Career Commons)

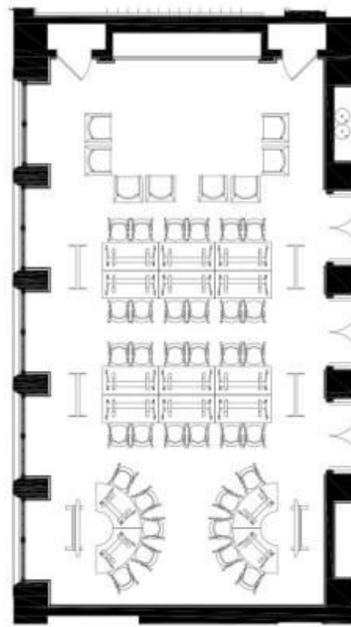
Benton Hall Room 213 has 5 pre-designed set ups that can be chosen from using furniture existing in the space. Please mark off which you would like to use and include any additional items needed.



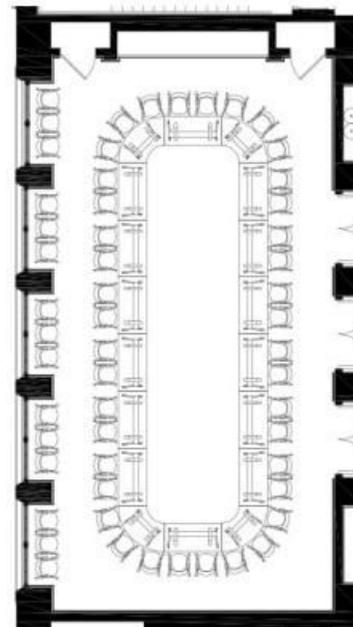
Lecture Seating
24 tables
Seating for 49 (includes front seat)



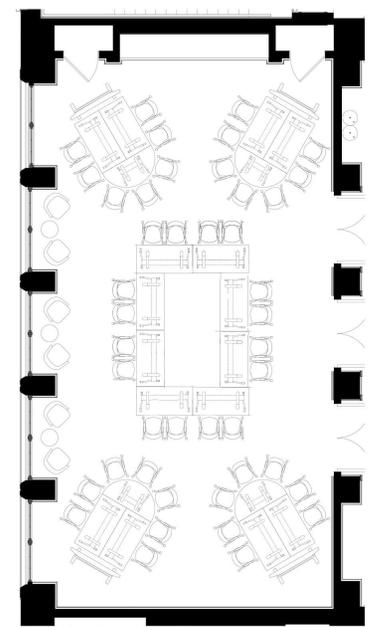
Auditorium Seating
Seating for 88 (includes 66 rolling chairs and 22 tall seats for back rows)



Study / Team Seating
16 tables
Seating for 42 (includes soft seating)



Board Meeting Seating
18 tables (includes 4 curved)
Seating for 40 (around tables)



Workshop Seating
20 tables
Seating for 50 (includes soft seating)
Please note: This is the standard way the room is set.

Existing Items in Space:

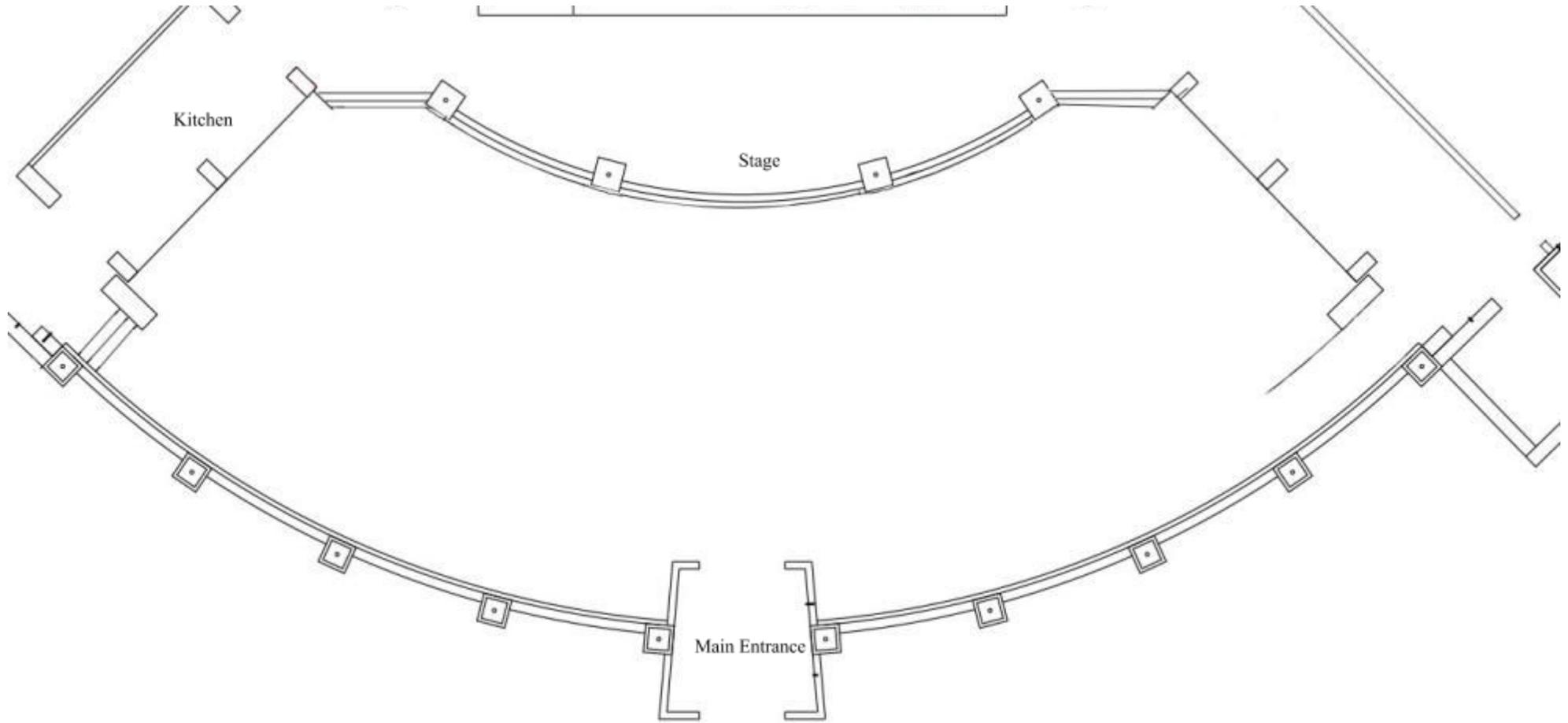
- Rectangular tables (24)
- Curved tables (4)
- Half-circle tables (4)*
- Trash brutes (1)
- Tall chairs (22)
- Chairs – cloth style (8)
- Rolling chairs; (66)

Notes/ Answers to Commonly Asked Questions:

- Set up of tables & chairs must be coordinated through Facilities with a work order
- Set up of the podium and mobile TVs must be coordinated through ITS
- There are 8 soft-seating chairs and several tables in the room that will stay in the space (pushed to the side if not being used)
- Please refer to EMS for photos of the room as well as specific information on capacity and special requirements.

* Please note that the half-circle tables are shared between 213 & 200. This means that if two events are booked at the same time, only one will be able to use these tables.

Bryan Complex - Edge



Existing Items in Space:

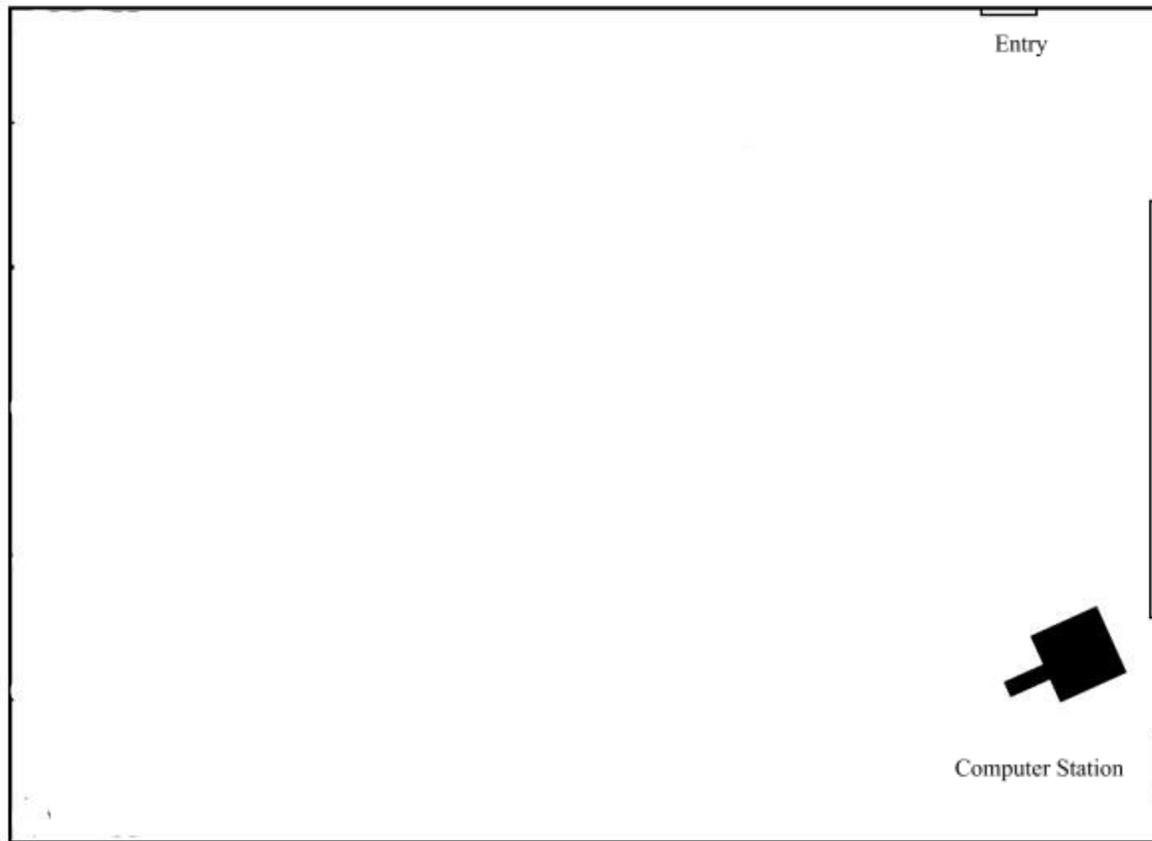
- Chairs – lobby style (24)
- Soft seating chairs (10)
- Round tables; 3.5' (6)
- Recycle / trash stations (2)
- Tall chairs (8)
- Tall round tables; 2.5' (4)
- End tables (2)

Notes/ Answers to Commonly Asked Questions:

- Regular round tables can accommodate 4 people; tall round tables can accommodate 2 people.
- Existing furniture may not be removed from the Edge area
- Please refer to EMS for specific information on capacity and special requirements.



Case Library – Batza Room (560)



Existing Items in Space:

- Chairs – folding desk chair style (72)
- Tables for seating; 5' x 30" (18)
- Tables for catering (4)
- Computer Station
- Garbage Cans (2 large, 2 small)
- Recycle Bins (2)

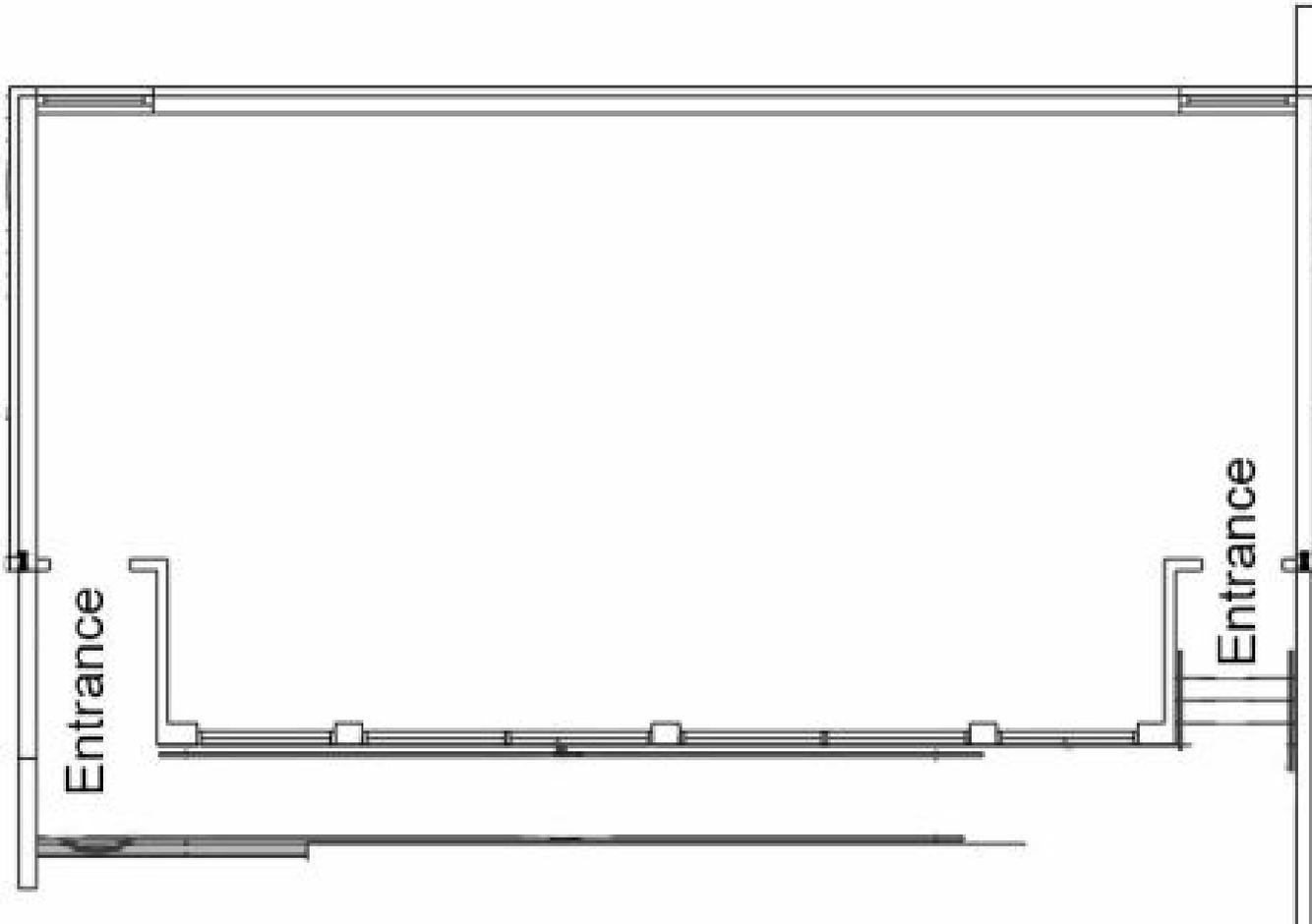
Notes/ Answers to Commonly Asked Questions:

- The standard room set up is shown in the photo on the right.
- There are always 4 tables set up in the back of the room that can be used for catering needs
- Tables can accommodate 4 people (2 per side)
- Existing furniture may not be removed from the room
- Please refer to EMS for specific information on capacity and special requirements.



Room photo

O'Connor (COOP) Conference Room



Existing Items in Space:

- Tables; 3' x 3' (12)
- Chairs – desk chair with casters (37)
- Trash cans (2)
- Recycle bins (1)

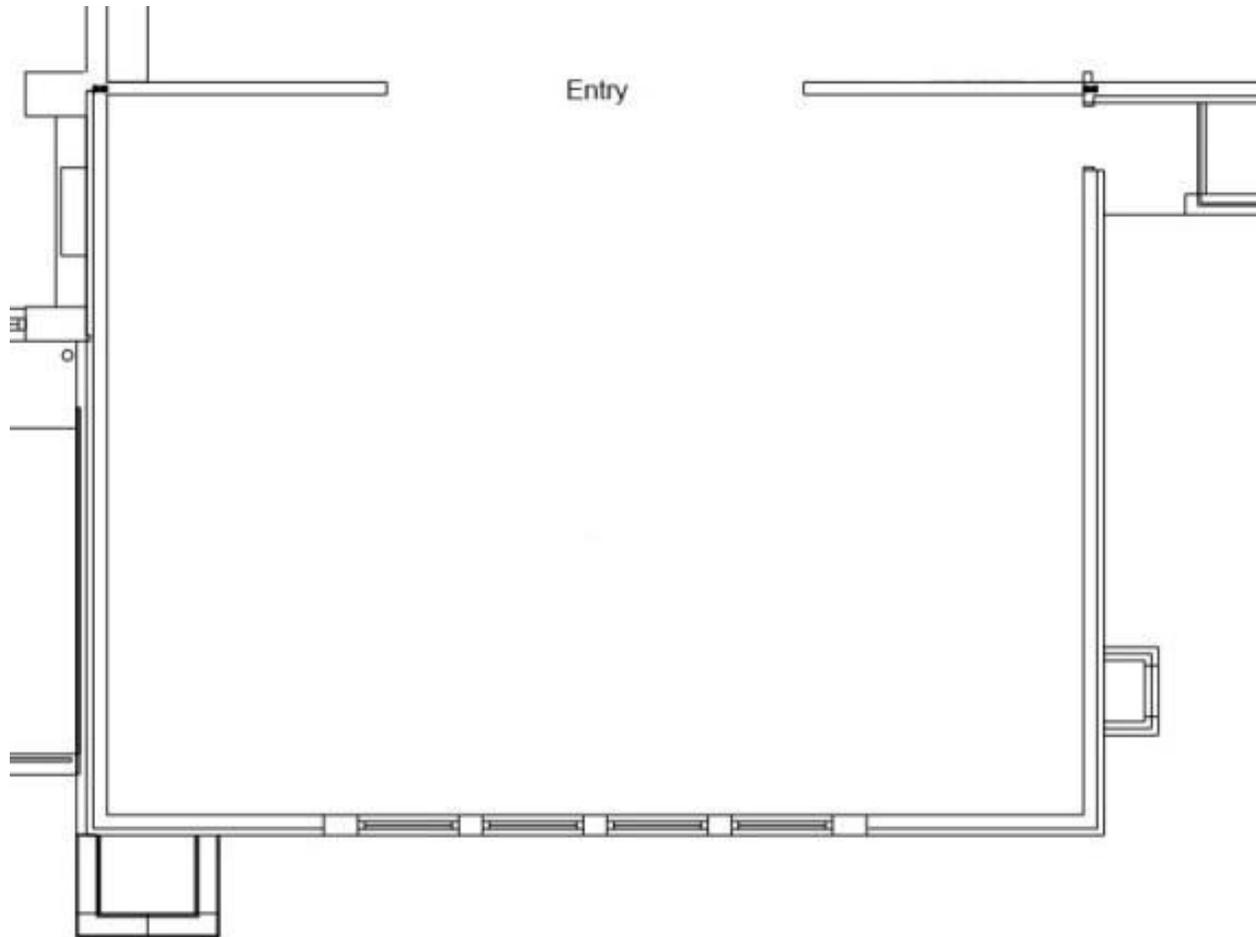
Notes/ Answers to Commonly Asked Questions:

- The normal setup of this space consists of the tables set up in a square with chairs around (25 max). The room can be reconfigured to accommodate additional seating. Each table can fit 4 chairs around it.
- Existing furniture cannot be removed from the space as there is no storage for it anywhere in the building
- Please refer to EMS for additional photos of the room as well as specific information on capacity and special requirements.



Photo of space

O'Connor (COOP) TV Room



Existing Items in Space:

- Tables; 5' (10)
- Chairs – wooden lobby style (60)
- Soft seating chairs (8)
- Trash cans (4)
- Recycle bins (2)

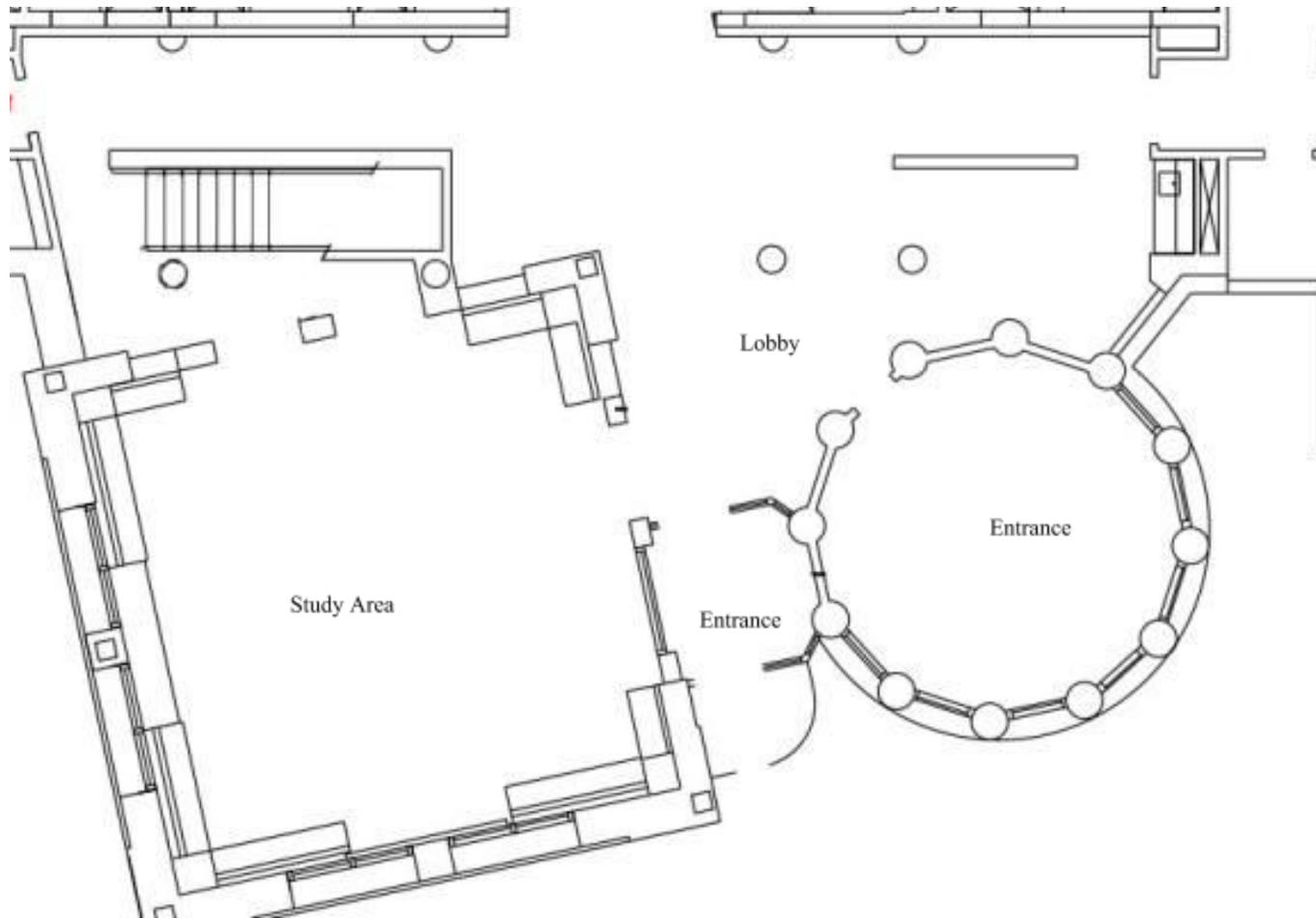
Notes/ Answers to Commonly Asked Questions:

- Existing furniture can be removed from this space.
- When this room is emptied the maximum capacity we can fit includes: (10) 6ft round tables and 100 chairs or (11) 8ft banquet tables with 110 chairs (110 is the room occupancy limit).
- Please refer to EMS for additional photos of the room as well as specific information on capacity and special requirements.



Photo of space

Curtis Hall – Lobby

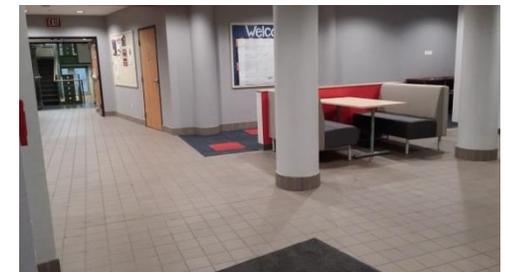


Existing Items in Space:

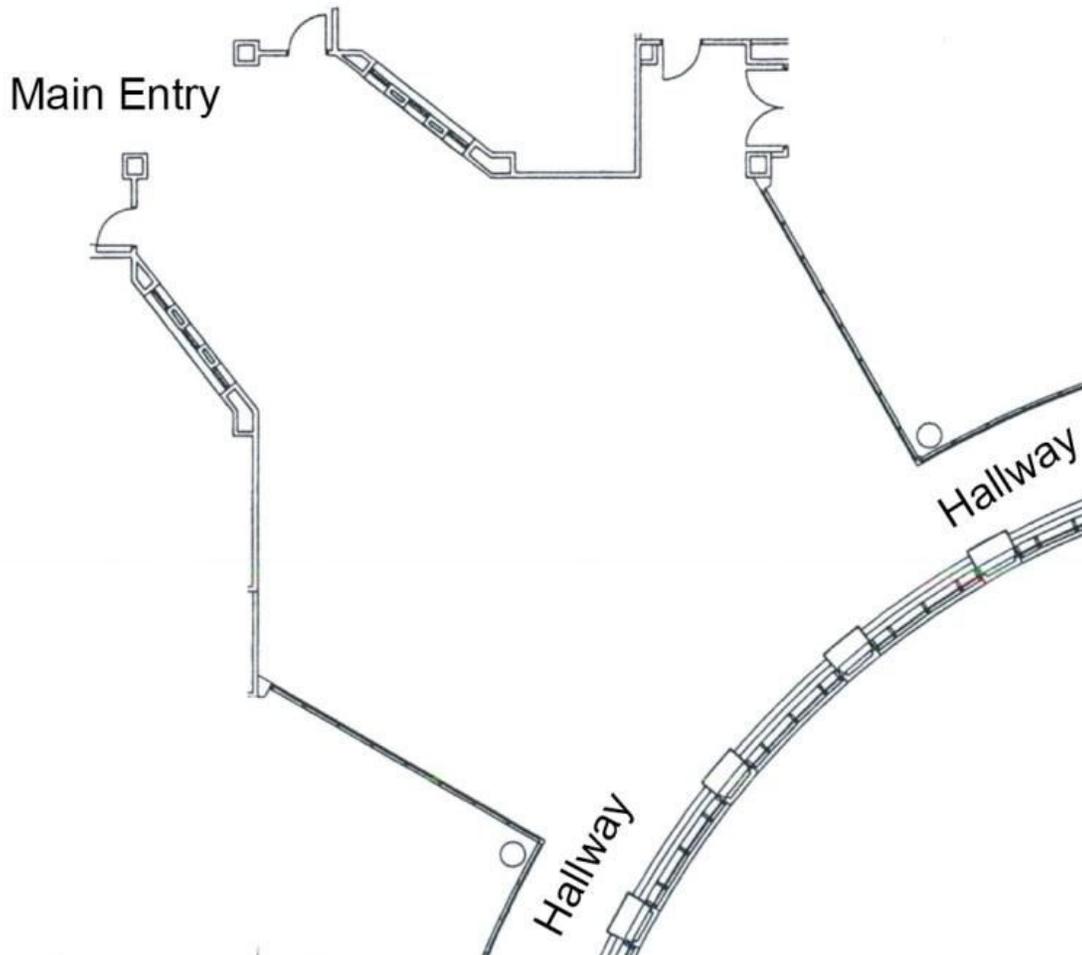
- Soft seating chairs (9)
- Bench seats; seating for 2 (2)
- Table; between bench seats (1)
- Garbage / recycle stations (2)

Notes/ Answers to Commonly Asked Questions:

- **This space is to be used by Residential Life only for Ciccone Commons programming**
- Any events taking place in this space need a work order



Ho Science Center Atrium



Existing Items in Space:

- Chairs – metal lobby style (40)
- Small square tables; 3' x 3' (10)
- Soft seating chairs (20)
- Small round coffee tables (7)
- Couches (2)
- Trash cans (2)
- Recycle bins (2)

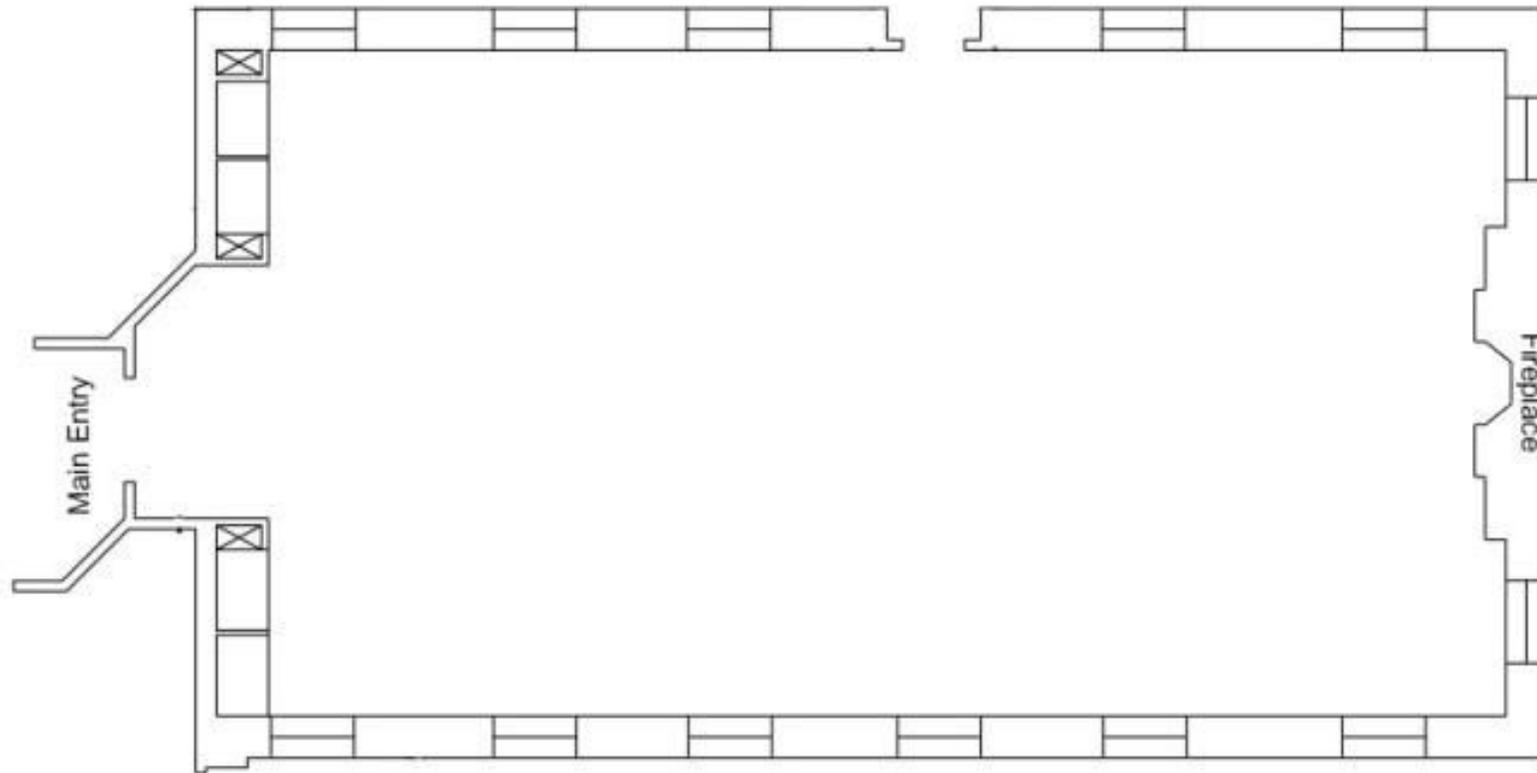
Notes/ Answers to Commonly Asked Questions:

- Each table existing in the space can accommodate 4 chairs.
- Existing furniture cannot be removed from the space as there is no storage for it anywhere in the building
- (4) 8ft tables and 40 chairs can be added to the space to make the seating 80 total (not including soft seating).
- Please refer to EMS for additional photos of the room as well as specific information on capacity and special requirements.



Photos of space

J.C. Colgate – Clark Room

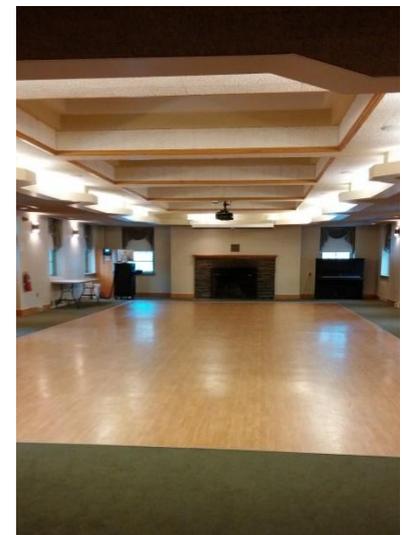


Existing Items in Space:

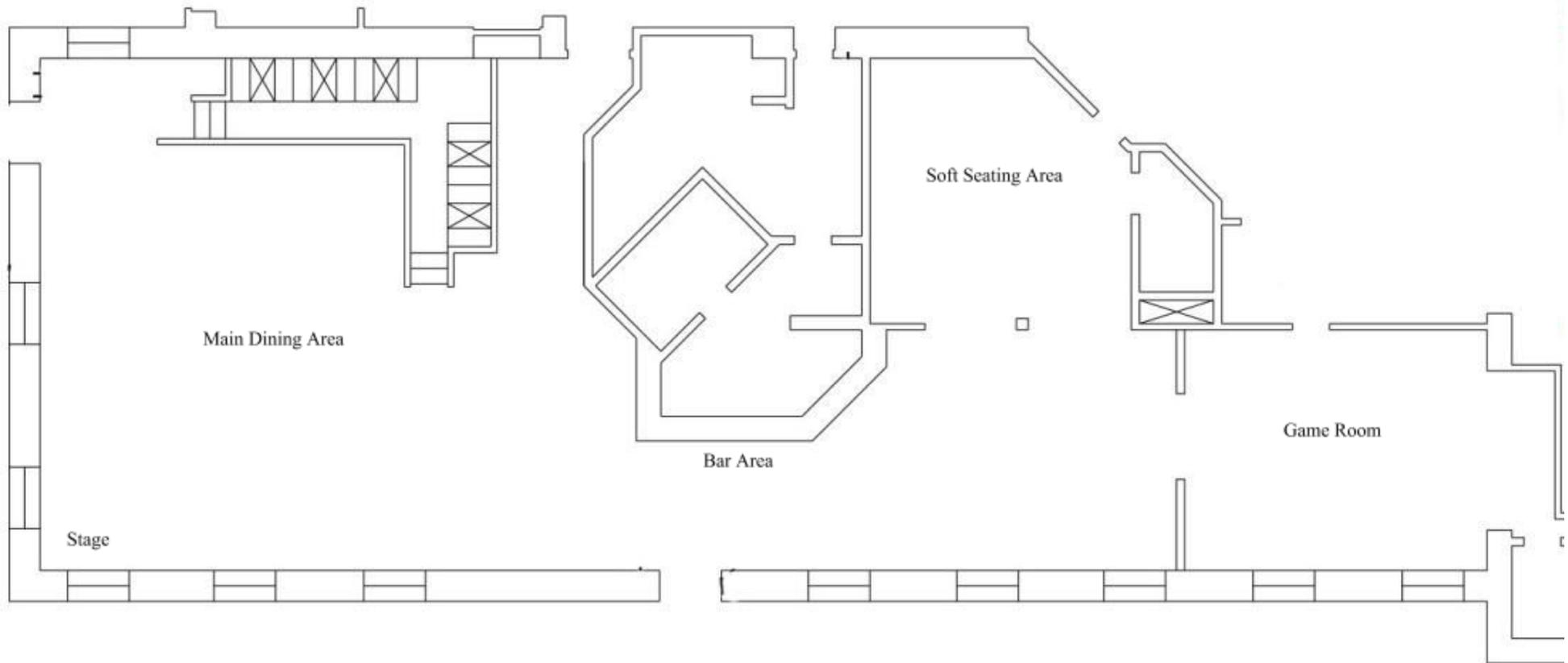
- Rectangular banquet tables; 8' (1)
- Rectangular banquet tables; 6' (35 from HOP)
- Round tables; 6' (30 from HOP)
- Chairs – cloth dining style (348 from HOP)
- Trash brutes (1)
- Recycle brutes (1)
- Coat rack (3)

Notes/ Answers to Commonly Asked Questions:

- Set up of tables & chairs must be coordinated through Facilities with a work order
- A maximum of 10 chairs can be placed around a round table
- A maximum of 6 chairs can be placed around a rectangular banquet table
- Set up of podium must be coordinated through ITS
- Please refer to EMS for photos of the room as well as specific information on capacity and special requirements.



J.C. Colgate – Donovan's Pub



Existing Items in Space:

- Soft seating chairs (8)
- Soft seating couches (2)
- Chairs – dining style (48)
- Tall chairs – bar style (27)
- Bar stools (28)
- Square tables (12)
- Tall square tables (14)
- Round table (1)
- Tall round tables (4)
- Pool table (1)

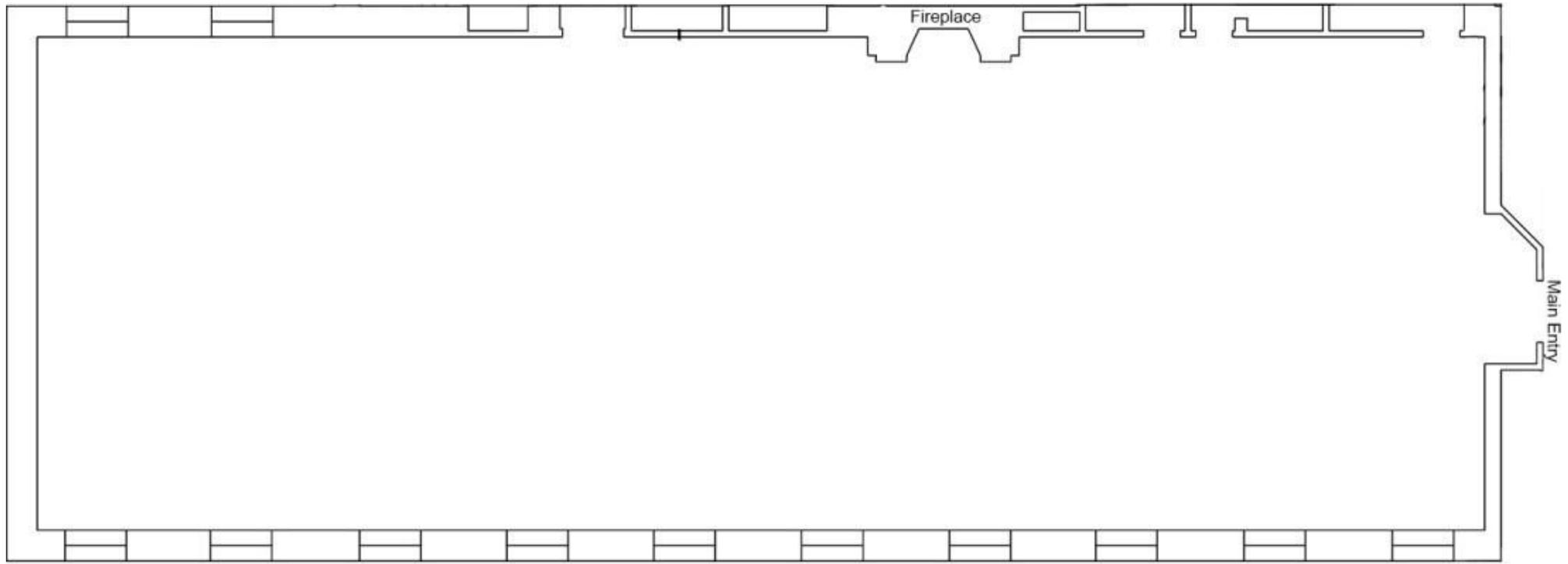


Notes/ Answers to Commonly Asked Questions:

- **This area cannot be used without coordination through Chartwells**
- A wooden cover is available for pool table if needed to be used as a buffet for food
- Existing furniture cannot be removed from the space as there is no storage anywhere in the building
- If this space needs to be unlocked that should be coordinated through Chartwells. Facilities staff members are unable to unlock the space because it falls under the responsibility of our dining service.



J.C. Colgate – Hall of Presidents



Existing Items in Space:

- Round tables; 6' (30)
- Rectangular banquet tables; 6' (35)
- Trash brutes (4)
- Recycle brutes (2)
- Chairs – cloth dining style (348)
- Coat rack (3)
- Stage: 4' x 6.5' pieces (12)
- Stage skirting

Notes/ Answers to Commonly Asked Questions:

- Any set up of tables, chairs & stage must be coordinated through Facilities with a work order
- A maximum of 10 chairs can be placed around the round tables
- A maximum of 6 chairs can be placed around the rectangular banquet tables
- Set up of podium must be coordinated through ITS
- We can fit no more than 4 round tables across the width of the space
- Please refer to EMS for additional photos of the room as well as specific information on capacity and special requirements.

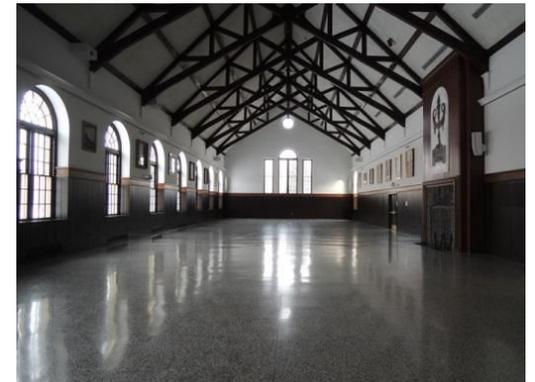
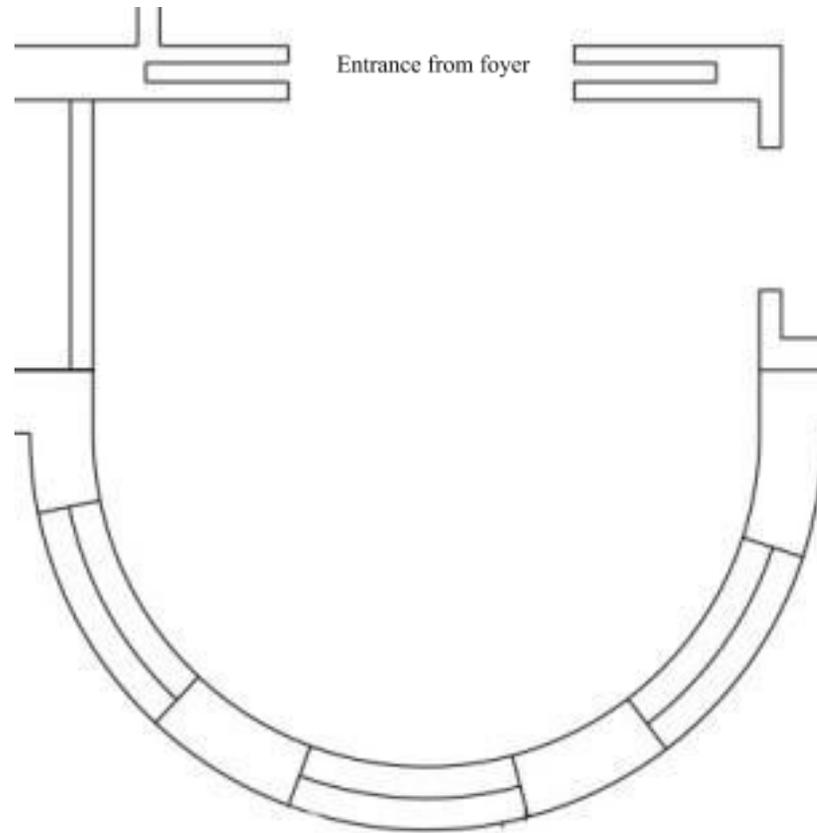


Photo of space

Merrill House – Private Dining Room



Existing Items in Space:

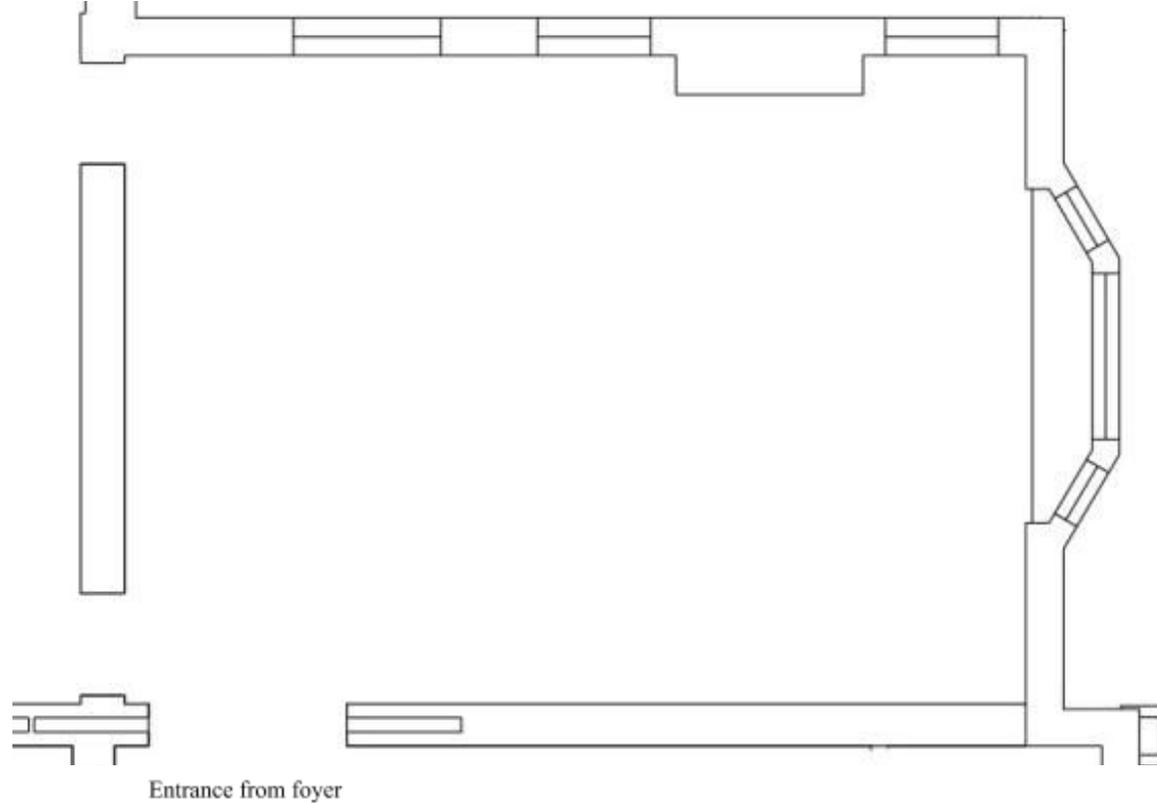
- Chairs – dining style (10)
- Round / oval table with 3 leaves
- Bench seat (1)

Notes/ Answers to Commonly Asked Questions:

- **This area cannot be used without coordination through Chartwells**
- Table can accommodate 10 people max
- Existing furniture cannot be removed from the space as there is no storage anywhere in the building
- If the kitchen is needed that needs to be coordinated through Chartwells. Facilities staff members are unable to unlock that space because it falls under the responsibility of our dining service.
- Please refer to EMS for specific information on capacity and special requirements.



Merrill House – Small Dining / Meeting Room



Existing Items in Space:

- Chairs – dining chairs (20)
- Large round / oval table with 10 leaves
- Bench seat (1)
- Couch (1)

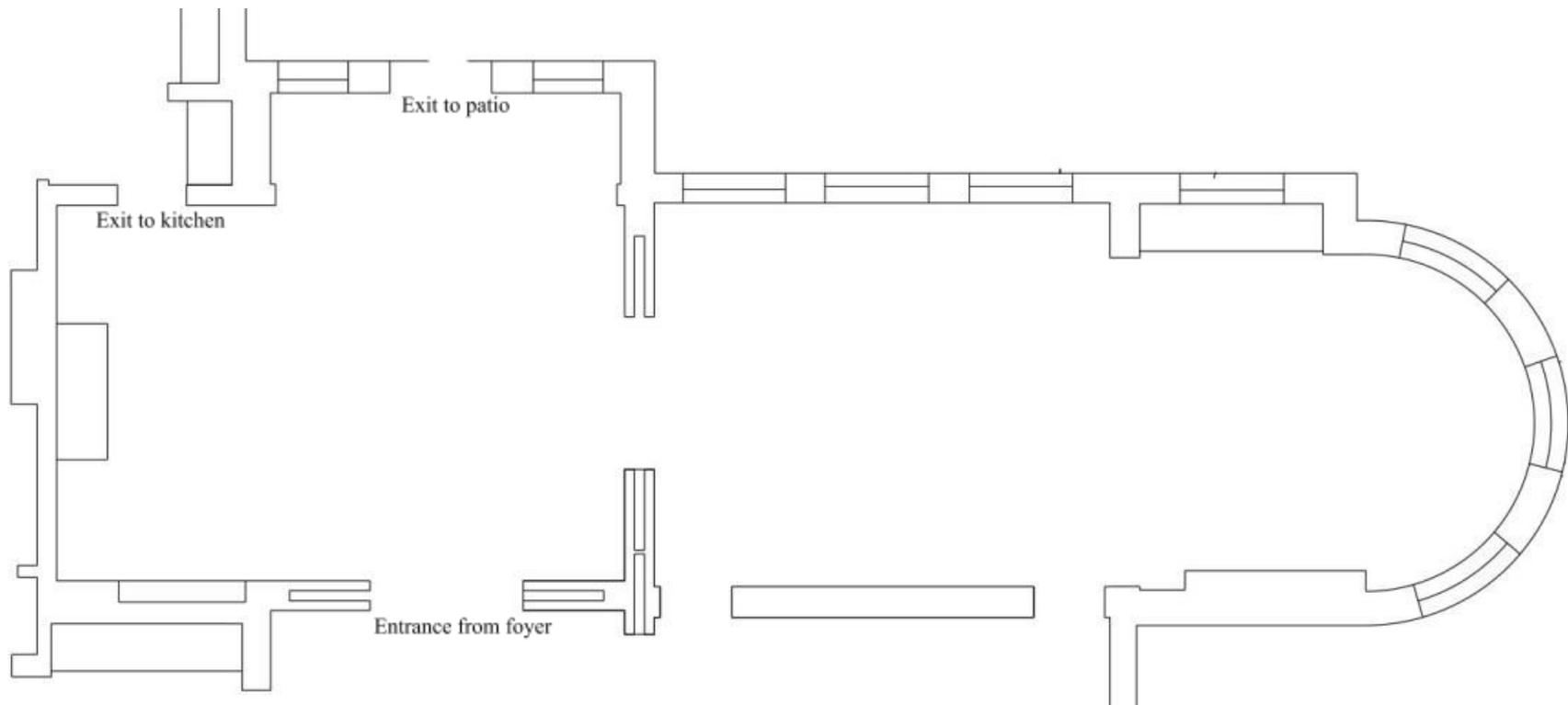
Notes/ Answers to Commonly Asked Questions:

- **This area cannot be used without coordination through Chartwells**
- Table can accommodate 20 people max
- Existing furniture cannot be removed from the space as there is no storage anywhere in the building
- The table in this space is antique and should be moved as little as possible to prevent damage. The table can only be moved by facilities. Leaves should not be put in or removed by anyone except facilities staff.
- If the kitchen is needed that needs to be coordinated through Chartwells. Facilities staff members are unable to unlock that space because it falls under the responsibility of our dining service.
- Please refer to EMS for specific information on capacity and special requirements.



Room photo

Merrill House – Dining Rooms A&B



Existing Items in Space:

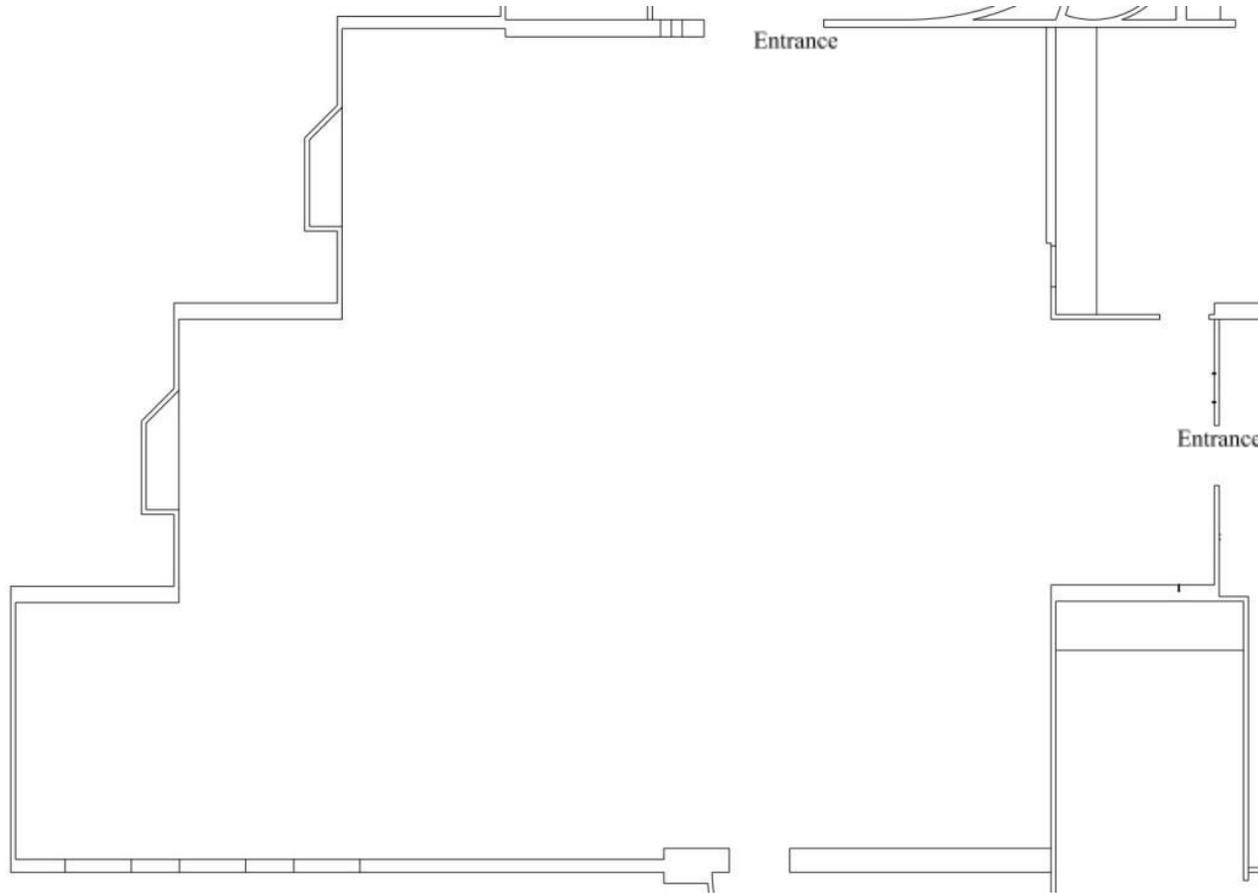
- Chairs (44)
- Large round tables (2)
- Small round tables (3)
- Square tables (6)
- Bench seat (1)
- Tables can accommodate seating up to: large round (8 at one, 6 at other); small round (2); square (4)

Notes/ Answers to Commonly Asked Questions:

- **This area cannot be used without coordination through Chartwells**
- Existing furniture cannot be removed from the space as there is no storage anywhere in the building
- If the kitchen is needed that needs to be coordinated through Chartwells. Facilities staff members are unable to unlock the space because it falls under the responsibility of our dining service.
- Please refer to EMS for specific information on capacity and special requirements.



Parker Apartment – Commons



Existing Items in Space:

- Chairs – metal frame lobby chairs (90)
- Round tables; 6' (8)
- Rectangular tables; 8' (4)
- Garbage cans (1)
- Recycle station (1)

Notes/ Answers to Commonly Asked Questions:

- Space can accommodate an additional (7) 6' round tables
- The existing round tables can seat up to 10, but 8 per table is the recommendation for this space
- Please refer to EMS for specific information on capacity and special requirements.

