



EMMANUEL COLLEGE

POLICIES FOR RESERVING SPACE ON CAMPUS 2018-2019

Before requesting a date:

- Please check the link to the [Master College Calendar](#) on the My Saints portal; every effort should be made to avoid conflicts with previously scheduled events or programs that target the same audience.
- If guest parking is required for the event, please contact Campus Safety to determine parking availability.

For current College faculty, administrators and staff:

- Please read "Room Reservation Procedures" for detailed instructions on how to reserve campus classrooms or meeting spaces. This document is in the [Room Reservation Team Site](#), and includes a full list of available meeting spaces on campus.
- To reserve residence hall spaces, please contact Denise Rugman at 617-735-9963 or rugmade@emmanuel.edu.
- To reserve spaces in the Yawkey Center, please complete the [Room Reservation Form](#) on the Room Reservation tab. For questions please contact the JYC Student Managers at 617-735-9994 or jycmanagers@emmanuel.edu.
- To reserve the College Chapel, please contact Campus Ministry at 617-735-9703.
- *Note: SGA-Approved Student groups must reserve space through the online form provided at SGA Planning Day each term.*

For requests from external individuals or groups:

- Persons or groups not directly affiliated with Emmanuel College may request space on campus during the academic year only with the written co-sponsorship of a faculty member or member of the College administration. Please submit all requests for approval via the [Room Reservation Form for External Groups](#) found on the My Saints Portal.
- Persons or groups not affiliated with Emmanuel College that wish to reserve campus facilities for workshops or conferences to be held outside of the academic year should contact Kristen Zapata at zapatak@emmanuel.edu, or 617-735-9954. Fees will normally apply for this type of facilities use.

Once a room request has been approved:

- Parking needs should be submitted to Campus Safety at parking@emmanuel.edu.
- Audio visual needs should be arranged by contacting the IT Helpdesk at 617-735-9966, or helpdesk@emmanuel.edu.
- Food service needs should be arranged directly through Bon Appetit at 617-735-9952, or bonapt@emmanuel.edu.
- Food is not allowed in any classroom or meeting space except: Auditorium, Avenue Commons, Fenway Room, Wilkens Atrium in the Jean Yawkey Center, and the Jean Yawkey Center for Community Leadership.
- Because of limited space and large demand, it is important to notify the appropriate College staff as soon as possible if there are any changes or if your meeting/event has been cancelled.
- If you are reserving space for an event, lecture, or workshop of any kind, please notify the Office of Marketing Communications for inclusion on the College's master planning calendar at 617-735-9906.



INTERNAL ROOM RESERVATION PROCEDURES 2018-2019

The Office of the Registrar oversees room reservations and has the authority to adjust reservations if necessary. Please see the attached Inventory of Rooms for detailed descriptions and contact information for available function and meeting rooms on campus.

Calendars have been created for all function and meeting rooms; these can be found in the [Room Reservation Team Site](#) of the My Saints Portal. The campus community has “**view-only**” access to these calendars.

To reserve on campus classrooms and meeting spaces:

- View the room calendar to check availability for the date you are requesting.
- Complete the [Room Reservation Form](#) found on the [Room Reservation Tab](#) of the My Saints portal with the following information:
 - ❖ Your Name and Department
 - ❖ Name of the Event
 - ❖ Number of Attendees
 - ❖ Event Start Time, End Time
 - ❖ Room setup requirement ... click **NEXT**
 - ❖ Number of chairs
 - ❖ If you would like a specific room
 - ❖ Click **FINISH**
- If the date is open for the specific room, the reservation will be made.
- Confirmation will be sent via email.

Room Set Up

- If there is a need for a specific room setup, the person requesting the reservation **must indicate that in the room request**. Please include the required information noted on page 3. The facilities staff requires at least a one hour window of time prior for room setups. If you request a start time within an hour of an existing reservation, the two events needs to have the same room setup. Please note that room setups cannot be changed after facilities leaves for the day at 3 pm, or over the weekend. Because of limited space and large demand, it is important to notify the appropriate College staff as soon as possible if there are any changes or if your meeting/event has been cancelled.
- Campus Safety will need to be notified if the room needs to be opened after the hours of operation (Monday-Friday from 8:00am-4:30pm.)

All faculty, administrators, and staff may reserve the following conference rooms by booking them directly through the [Room Reservation Tab](#) of the My Saints Portal.

- ❖ ADM 337
- ❖ ADM 351
- ❖ ADM 352
- ❖ ADM 426

- ❖ ADM 445
- ❖ LIB G09
- ❖ WSC 103
- ❖ WSC 113

Please be aware of “double-booking” a room. Reservations for these rooms will be regularly monitored to assist in preventing scheduling conflicts.

Reservations are not needed for the breakout rooms located at the end of the corridor on the second, third, and fourth levels of the Wilkens Science Center. These rooms may be accessed for use by anyone with a College ID.

Inventory of Meeting Rooms

All classrooms, as well as the meeting rooms below, may be reserved by completing the [Room Reservation Form](#) - located on the [Room Reservation Tab](#) of the My Saints Portal.

Building	Room #	Type	Capacity	Technology	Contact
Modular Unit	Avenue Commons	Empty large room with sport court flooring	90	On Cart Media: Projector, PC, and DVD/VCR Player. Tripod screen, PA system w/mic, TV cart with DVD player, and Overhead projector	Ellen Still
Administration Building	Muddy River Café ADM 142	Moveable table and chairs	198 Seats	Two flatscreen monitors	Ellen Still
Administration Building	Fenway Room ADM 232	Moveable table and chairs	80 Lecture, 48 Banquet	Built-in Media System: PC, Document camera, DVD/VCR player, Podium mic, Wireless handheld/lapel mics, and laptop connection	Ellen Still
Administration Building	Chapel ADM 239		432	Podium mic, Wireless handheld/lapel mics	Campus Ministry
Administration Building	Auditorium ADM 250	Empty large room	300 Lecture, 264 Banquet	Built-in Media System: PC, Document camera, DVD/VCR player, Podium mic, Wireless handheld/lapel mics, and laptop connection	Ellen Still
Administration Building	ADM 326	Conference table with chairs around	6	No Media	Academic Affairs
Administration Building	ADM 337	Conference table with chairs around	12	Built-in Media System: PC, HDMI/VGA Laptop connection, AUX connection, Cisco Phone	Self-bookable
Administration Building	ADM 351	Conference table with chairs around	12	Built-in Media System: PC, HDMI/VGA Laptop connection, AUX connection, Cisco Phone	Self-bookable
Administration Building	ADM 352	Conference table with chairs around	12	Built-in Media System: PC, HDMI/VGA Laptop connection, AUX connection, Cisco Phone	Self-bookable
Administration Building	ADM 426	Conference table with chairs around	10	No Media	Self-bookable
Administration Building	ADM 445	Conference table with chairs around	8	No Media	Self-bookable
Library	LIB G09	Moveable table and chairs	12	No Media	Self-bookable
Wilkens Science Center	WSC 103	Conference table with chairs around	8	No Media	Self-bookable
Wilkens Science Center	WSC 113	Conference table with chairs around	12	Built-in Media System: Laptop connection, DVD/VCR player	Self-bookable

Wilkens Science Center	WSC 209E	Conference table with chairs around	6	No Media	Faculty
Wilkens Science Center	WSC 309E	Conference table with chairs around	8	No Media	Faculty
Yawkey Center	Gymnasium		1200-1400 bleachers, 2500 max	Built-in Sound System	Zach Pelletier
Yawkey Center	Yawkey Atrium	Various tables and chairs	71	No Media	Zach Pelletier
Yawkey Center	Jean Yawkey Center for Community Leadership (JYCL)	Moveable table and chairs	20	No Media	Zach Pelletier

Additional Notes:

- Food is prohibited in all classrooms, and is allowed in select rooms only as noted.
- For security purposes, Classrooms and Meeting Rooms with media require a code or Emmanuel ID to enter. Please contact the Office of the Registrar for entry codes.
ADM 337, 351, 352, WSC 103, and WSC 113 may be accessed with a college ID.
ADM 426 and 445 may be accessed by contacting Campus Safety at 5-9710.
LIB G09 may be accessed by keys held by the library front desk.
- Yawkey Center reservations must be requested through the [Room Reservation Form](#), found on the [Room Reservation Tab](#). Please contact Zach Pelletier with any questions at pelletierz@emmanuel.edu, or 4-7608.
- For Chapel reservations, please contact Rev. John Spencer at spencerj@emmanuel.edu, or x5-9780.

Room Reservation Required Information

- Your Name
- Department
- Extension
- Room Requesting
- Date/Start & End Time of Event
- Description of Event
- Number of People Attending
- Include any of the items below that are required:
 - Podium
 - Microphone
 - Coat racks
 - Other
- Campus Safety Arrangements
 - Number of guests on campus
 - Time the room needs to be unlocked
 - If parking is necessary, please make a reservation through parking@emmanuel.edu.
- Room Set-Up (please choose one of the following)
 - Set-up 1 = U-shaped
 - Set-up 2 = Rectangle
 - Set-up 3 = Lecture style
 - Set-up 4 = Dinner/Lunch/Reception
- Catering
 - Please contact Bon Appetit (bonapt@emmanuel.edu) at least two weeks before the event to plan menu, cost, etc. You must confirm all arrangements one week before the event. A final guaranteed count must be confirmed 72 hours before the event.
- Audio Visual
 - Please contact the IT Helpdesk at 617-735-9966, or helpdesk@emmanuel.edu.
- Facilities hours: 7:00 AM - 3:30 PM
 - All set-ups before or after these hours will be charged back to department at the rate of \$20 per hour, per person, at a minimum charge of four hours.