

## 574 Boston Ave - EVENTS

The following is a list of regulations for use of the space in the Collaborative Learning & Innovation Complex located at 574 Boston Avenue. Future use of this space is contingent on satisfactory compliance with these regulations.

Most space in this building is scheduled on-line through the EMS Space & Resource Reservation System found at: <http://roomscheduling.tufts.edu>. To reserve space not listed on EMS (e.g. 1<sup>st</sup> Floor Lobby, 4<sup>th</sup> Floor Atrium, etc.), please contact the Manager of Administrative Services at [Lorin.Polidora@tufts.edu](mailto:Lorin.Polidora@tufts.edu) or (617) 627-1108. Events must be booked *at least* two weeks prior to the event date to allow for adequate arrangements with Facilities and any other servicing departments.

A departmental representative must fill-out and e-mail the below reservation form to [Lorin.Polidora@tufts.edu](mailto:Lorin.Polidora@tufts.edu) within 2 weeks of the event date. Events which do not submit this form are subject to cancellation. Confirmation of your reservation is dependent on final approval by the Manager of Administrative Services at 574 Boston Avenue.

- **Intended Use**

- The space at 574 Boston Avenue is intended to be used for meetings, presentations, receptions, and dinners. It is not a performance or rehearsal space.
- Events cannot disrupt the normal business operations of the building including classes, exams, seminars, and academic meetings.

- **Event Supervision**

- A representative from your department/organization must be on-hand to serve as event coordinator to answer questions and troubleshoot any problems for the duration of your event. One event coordinator is recommended per every 20-25 participants.
- If a department/organization representative is not available to coordinate and oversee event activities, the Tufts Conference Bureau must be contacted to manage the event.
- A police detail is required for **all** functions with an anticipated attendance of 100 or more, regardless of the scheduled day and time of the event.
- Events that require the building's exterior doors to be unlocked outside of regular building hours (Monday-Friday 8am-8pm) will require additional building staff or a security guard.

- **Use of the Space**

- No signs, posters, pictures, or other materials may be taped or tacked to the walls or doors. Storage at 574 Boston Ave is not permissible; all items that are the property of the sponsoring organization must be removed at the end of the event.
- Building windows should remain closed at all times. If you lower the window shades, raise them before leaving the space.

Initials \_\_\_\_\_

- **Departmental Requisitions**

- When Tufts Conference Bureau, Facilities, Public Safety, Catering, or A/V are needed for an event, you must prepare and forward the necessary requisition to these departments.
  - Conference Bureau: <http://conferences.tufts.edu/>
  - Facilities: <https://fsrequest.tufts.edu/WebMaint/>
  - Public Safety: <http://publicsafety.tufts.edu/police/detail-request/>
  - Catering: <http://catering.tufts.edu/ordering-and-event-planning/ordering/>
  - A/V: <https://it.tufts.edu/class-avrequest>
- It is the responsibility of the booking party to arrange for management and removal of food, trash, etc., and for rearrangement of furniture to its original layout after each function. These arrangements should be included in your requisitions.
- Failure to remove trash, erase whiteboards, or rearrange furniture will result in a **\$200** fee (per offense) that will be charged *in addition* to the regular Facilities work order cost.

- **Food & Drink**

- Tufts Catering must be used for any event where alcohol is served, and a Tufts police detail is required. Outside caterers may be used for events, but all trash and food waste must be removed from the room/space at the end of the event. This is the responsibility of the group using the space, not Tufts Custodial Services.
- A Facilities work order must be submitted if extra garbage cans and cleaning is necessary for your event. Failure to adequately clean a space after an event will result in a **\$200** fee that will be charged *in addition* to the regular Facilities work order cost.
- If you handle your own event clean-up, trash cannot be piled near common area garbage cans; trash must be removed from the building. Dumpsters are located outside the large door of the loading dock.

- **Furniture**

- Rolling chairs and tables may be rearranged by event coordinators, however, couches and lounge furniture cannot be moved. Only Tufts Facilities is authorized to remove and store furniture from the rooms/spaces at 574 Boston Ave.
- Event coordinators are responsible for returning the room/space to its original configuration, and erasing/cleaning any whiteboards that have been used by event participants. Failure to return the room to its original layout, or clean whiteboards, will result in a **\$200** fee that will be charged *in addition* to the regular Facilities work order cost.
- Any repairs required for damages or cleaning will be charged to the sponsoring group who used the space.

- **Damages**

- In the event of damage, loss, or cleaning that results in any additional cost to Tufts University, the user will be assessed for such costs. Report any damage or breakage to staff in the administrative suite at 574 Boston Avenue. On evenings, weekends, or holidays, notify the Campus Security Office of damage before leaving campus.

Initials \_\_\_\_\_

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# 574 Boston Ave - EVENT REQUEST FORM

### *Event Details*

Event Title: \_\_\_\_\_

Day & Date: \_\_\_\_\_

Space(s) Requested: \_\_\_\_\_

\_\_\_\_\_

Event Set-up Time: \_\_\_\_\_

Event Start Time: \_\_\_\_\_

Event End Time: \_\_\_\_\_

Departure Time: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Participant Charge, Tufts/Non-Tufts: \$ \_\_\_\_\_

Brief Audience & Event Description:

YES NO

Event is open to Tufts Community: \_\_\_\_\_

Exterior doors need to be unlocked\*: \_\_\_\_\_

Food/Beverages will be served: \_\_\_\_\_

Caterer: \_\_\_\_\_

Alcohol will be served: \_\_\_\_\_

Furniture will be rearranged: \_\_\_\_\_

Furniture will be rented: \_\_\_\_\_

\* Additional staffing is necessary for events that require the exterior doors to be unlocked outside of normal building hours.

### *Event Contact*

Name: \_\_\_\_\_

Tufts Affiliation: \_\_\_\_\_  
*(Faculty / Staff / Student)*

Tufts Department/Organization: \_\_\_\_\_

\_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Non-Tufts Co-Sponsor Name/Organization: \_\_\_\_\_

\_\_\_\_\_

### *Event Coordination*

\_\_\_\_\_  
**DeptID for incidentals/damages**  
*(Required for all events)*

\_\_\_\_\_  
Tufts Conference Bureau Contact  
*(Required for events without a dedicated coordinator)*

\_\_\_\_\_  
Tufts Catering Requisition #  
*(Catering is required for any alcohol service)*

\_\_\_\_\_  
Tufts Facilities Requisition #  
*(Facilities is required to remove/store any furniture provide rentals, and clean the space)*

\_\_\_\_\_  
Tufts Public Safety Requisition #  
*(A police detail is required for all events with an attendance of 100+, or alcohol service)*

I have read the above regulations governing the use of the space at 574 Boston Avenue. I understand, and agree to abide by these rules throughout the entire program or function that I and my group occupy the space.

\_\_\_\_\_  
Sign & Print Name

\_\_\_\_\_  
Date