

## MAYER CAMPUS CENTER: HOTUNG CAFE

**NOTE:** All student organization requests for Hotung Cafe need to be submitted three weeks in advance; a representative of the student group will be required to attend an Event Registration meeting.

Hotung is an event space in the Mayer Campus Center with basic A/V equipment. All events in this space can start as early as 8:30 PM, depending on event space set-up.

**Office for Campus Life sponsors all events in this space on Thursday, Friday and Saturday Nights.**

- **Capacity:** Hotung: Standing capacity is **150**.
- **Furniture:** Hotung: The current set-up has 95 seats.
  - To order more chairs or any additional needs, a facilities on-line work order request must be submitted; the OCL office can assist you with entering your work order
  - **NOTE: Only Event Staff are allowed to move the furniture in Hotung.**
- **Food:** Tufts Catering only, no outside food is permitted.
  - To order Tufts Catering, call (617) 627-3411. A completed Interdepartmental Requisition (IDR), with the appropriate department number to be charged, must be sent to the Catering Office at 89 Curtis St.
  - Events with alcohol are allowed in this space; alcohol must be purchased, sold and distributed through Hotung Café.
  - Please refer to the [Tufts University's Food Policy](#) for additional information.
- **A/V:** Equipped with two cordless microphones, sound, access to basic event lighting & access to set up a computer to the TVs. Event staff will set-up all existing A/V for your event.
  - Any additional A/V equipment must be ordered through an on-line request to Audio Visual Services at least 10 business days prior to your event. [A/V On-line Request Form](#)
- **TUPD:** Required depending on the size and type of event, this will be determined at an Event Registration meeting.
- **Event Staff** is required for events in this space. Thursdays, Fridays & Saturday nights, the OCL will provide Event Staff free of charge; Sunday-Wednesday there is a charge depending on the type of event.
- **Free Admission:** Organizations cannot charge for Hotung events, you may ask for a “suggested donation” which can be collected by Event Staff.
- **Guest List:** Maximum of 25 non-Tufts guests & e-mail to the [OCL](#) at least 72 hours before your event.
- **Tufts + One Guest Event:** May be approved depending on the event, this will be determined at an Event Registration meeting

Events are subject to event registration committee approval. Student events will require attendance at the weekly Event Registration meetings (Friday 10 a.m., Mayer Campus Center Room 203).

Use of the signs, posters, or other materials may NOT be taped or tacked to walls, doors or drapes. Remember to remove all items that are property of the sponsoring organization, and make sure that personal belongings are not left behind.

**It is important to remember that you and your organization are responsible for the proper use of Hotung Cafe. Groups that do not adhere to the room policy may lose the privilege to use the space in the future and may be charged for damages.**