

PAIGE HALL: CRANE & TERRACE ROOM

NOTE: All student organization requests for Crane & Terrace Room need to be submitted two weeks in advance; a student group representative will be required to attend an Event Registration meeting.

Crane Room is a classroom with a small stage at the front of the room equipped with A/V. There is no access to restrooms or the main building when using this space. Terrace Room is a classroom equipped with A/V.

- **Capacity:** Crane Room & Terrace Room seating & standing capacity is **75**. If tablet chairs are stacked in the back of the classroom, standing capacity is **90**.
- **Furniture:**
 - Crane Room: 75 tablet chairs, a podium and a small stage. Furniture may be rearranged within this space and put back after use, but all chairs must stay within the room.
 - Terrace Room: 75 tablet chairs. Furniture may be rearranged within this space and put back after use, and all chairs must stay within this room.
- **Food** may be brought into the space as long as it is cleaned after the meeting or rehearsal; certain events may require a facilities cleaning after the event. (Outside food & Tufts Catering 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 not permitted in this space.
 - Please refer to the [Tufts University's Food Policy](#) for additional information.
- **Audiovisual Equipment**
 - **Crane Room:** Laptop Connection (PC, not Mac), projector, PC, DVD player, VCR, and audio [A/V Equipment Instructions](#)
 - **Terrace Room:** Laptop Connection (PC, not Mac), projector, PC, DVD player, VCR, and audio [A/V Equipment Instructions](#)
- **Event Staff / TUPD:** Required depending on the size and type of event, to be determined at an Event Registration meeting.

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 Crane & Terrace Rooms. 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.