

REMIS SCULPTURE COURT

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

The Remis Sculpture Court is a large open space located in the Aidekman Arts Building, an entrance can be found off the Aidekman parking lot behind the building. Performances and rehearsals in adjacent theaters (Balch & Cohen) are given preference over use of this space. This space is designed to be used for rehearsals, events and programming.

- **Capacity:** Seating capacity is **90**; standing capacity is **120**.
- **Furniture:** All chairs, tables, podiums, or any additional needs must be submitted through a facilities work order request at least one week before your event.
- **Food** may be brought into the space as long as it is cleaned after the event; 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 allowed in this space; alcohol must be purchased, sold and distributed through Tufts Catering.
 - Please refer to the [Tufts University's Food Policy](#) for additional information.
- **Lighting:** If you would like the lights to be turned off for your event, you will need permission from the Fire Marshall by e-mail or calling (617) 627-3922. This can be a safety issue so you may need to supply supplemental lighting. If permitted, a request must be submitted through a facilities on-line work order at least one week before your event.
- **Music/Noise:** Needs to be approved due to the possibility of other events in Balch and Cohen.
- **Audiovisual Equipment:** There is no A/V equipment in this space.
 - Any A/V equipment must be ordered through an on-line request to Audio Visual Services at least 10 business days before your event. [A/V On-line Request Form](#)
- **Event Staff / TUPD:** May be required depending on the size and type of event, this will be determined at an Event Registration meeting.

Events are subject to approval by the Gallery Manager. 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 Remis Sculpture Court. 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.