

SOPHIA GORDON MULTI-PURPOSE ROOM

NOTE: All student organization requests for Sophia Gordon need to be submitted three weeks in advance; a representative of the student group will be required to attend an event registration meeting.

The Sophia Gordon Multi-Purpose room is located on the east side of Sophia Gordon Residence Hall on the first floor. The space is designed to be multi-functional and provide a wide range of options, including theatrical lighting, floor plan options, and technology.

Sophia Gordon Hall is primarily a residential facility. It is important to remember when planning your event that there are specific quiet hours that must be followed. During these periods noise should not be heard outside the room in which it originates. Quiet hours are Sunday to Thursday 11 p.m. - 8 a.m. and Friday and Saturday 1 a.m. - 9 a.m.; Sophia Gordon multi-purpose space will not be scheduled during quiet hours.

- **Capacity:** Seating capacity is **80** chairs, **60** tablet chairs; standing capacity is **120**.
- **Furniture:** The Sophia Gordon Multi-purpose room is equipped with: 72 stackable chairs, 60 tablet chairs, 3 boardroom tables, 10 6ft banquet folding tables, 1 podium, 1 whiteboard, & 1 chalkboard.
 - To arrange for additional chairs/tables or reconfiguration, submit an on-line work order to facilities; the OCL office can assist you with entering your work order.
 - Please return the room back to the way you found it and factor in set-up/take down time to your reservations.
 - Use of furniture from the storage closet in the space requires setup/take down by group, unless requested through Facilities. The storage room **MUST** be put back the way it was found. See layout of storage room located on the back of the storage room door.
 - For storage closet access, contact the Tufts Campus Police at (617) 627-3030.
- **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 not permitted in this space.
 - Remove trash at the end of the event.
 - Please refer to the [Tufts University's Food Policy](#) for additional information.
- **Audiovisual Equipment:** The space is setup with audiovisual equipment.
 - Existing A/V includes laptop connection cable (PC only), projector, theatrical lighting, DVD player, automatic drapes, option for sound/microphone hookup, and a TV tuner (instructions on how to use are taped right above the touch panel). [A/V Equipment Instructions](#)
 - Any additional 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](#)

Events are subject to approval by the Office of Residential Life & Learning. 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 the Sophia Gordon multipurpose space. 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.