

CURTIS HALL: Multi-Purpose Room

All student organization requests for the Curtis-Hall Multi-Purpose room need to be submitted at least two weeks in advance through the on-line EMS Reservation System. A representative of the student organization hosting the event will be required to attend an Event Registration Meeting prior to the event. Once the reservation is received, you will be contacted regarding attending an upcoming Event Registration Meeting held every Friday at 10 am in Campus Center 203.

Guidelines for using the Curtis Hall Multi-Purpose Room:

- **Capacity:** 100.
- **Standard set-up** is empty room. **Please adhere to photos, rules, and regulations posted in the space for setting up or breaking down events. Users may set up themselves or place a work order with Facilities.** (NOTE: there may be a cost for Facilities to do a set-up or breakdown).
- **Furniture:**
 - 60 Chairs
 - 20 6ft rectangular folding tables on wheels
 - 18 3 ft round folding tables on wheels
 - 2 white boards on wheels
 - Permanent counters for food service
 - Furniture should never block fire lanes, entrances, or egresses.
 - **Please adhere to photos, rules, and regulations posted in the space for setting up or breaking down furniture for events.**
- **Access and Security:** The space is on card access. When you arrive for your event, you may contact the Tufts University Police at 617-627-3030 who will be able to remotely open the doors. Organizers are responsible for calling TUPD at end of event to lock doors. The room is equipped with 3 security cameras.
- **Food:** You may bring in your own food or use Tufts Catering. If having food the student organization sponsoring the event is responsible for cleaning appropriately, wiping counters and tables, and properly discarding all trash. Depending on the size and type of event a Facilities cleaning request may be required.
- **A/V:** Full AV services in space. Refer to direction signage posted in space.
- **TUPD:** TUPD is usually not required for this space. However, depending on the size and type of event, TUPD may be required. Additional needs will be determined at the Event Registration Meeting.
- **Event Staff** is usually not required for events in this space. However, depending on the size and type of event, Event Staff may be required. Additional needs will be determined at the Event Registration Meeting.
- **Ticketed Events:** Student Organizations may have ticketed events in this space, but must following student organization ticketing guidelines and use tuftstickets.com through the Office for Campus Life.
- **Decorations:** Use of the signs, posters, or other materials **may NOT be taped or tacked to walls, doors or drapes. Helium Balloons are NOT permitted.** Remember to remove all items that are property of the sponsoring organization, and make sure that personal belongings are not left behind. Personal items will be discarded if left behind.

It is important to remember that the event sponsoring organization is responsible for the proper use of the Curtis Hall Multi-Purpose Room. Organizations 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.