

MASSART

MASSACHUSETTS COLLEGE
OF ART AND DESIGN

College and Visiting Events

The Office of College and Visiting Events is responsible for the scheduling and logistical organization of on-campus events for both the College and the Community at large. It works to establish fees, evaluate space needs, reserve facilities and coordinate logistics for event stakeholders, while ensuring event compliance with college policies and guidelines. In addition, the Office has direct responsibility for the production of the College's Commencement exercises.

The Office of College and Visiting Events strives to ensure that all events occurring on campus speak to the educational mission and vision of the College. We support programming which appeals to its Student Body as well as its Academic and Administrative components, and work to establish and maintain event policies that foster an environment of transparency and inclusivity within our campus Community.

Moreover, the Office of College and Visiting Events seeks to educate its constituents in their own event planning and production, serving students' academic, personal and social needs while promoting an environment that is both supportive and informative.

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COLLEGE SPACE RENTAL

Massachusetts College of Art and Design facilities are available for use in accordance with the following guidelines. These guidelines establish priorities for the use of college facilities in order to ensure that campus resources are available to serve the interests of MassArt as a whole.

FACILITY USE CLASSIFICATIONS

The following defines the order in which events are prioritized and will be made on a first-request basis:

- College-wide events
- Academic events and uses that are part of the required curriculum of a course and/or program (ex. Film Thesis Screenings)
- Sponsored events directly serving an academic program
- Sponsored events serving Student Government Association (SGA) functions
- Sponsored events serving external relations
- Hosted events serving consortium functions
- Hosted events by college faculty or staff members or by MassArt alumni/alumnae for events not sponsored by the University
- Non-profit organization events not sponsored or hosted by MassArt
- For-profit organization events

SPONSOR AND HOST DESIGNATIONS

Sponsor Designation

The designation of "sponsor" requires that the program have a direct affiliation with a college department(s). In order to qualify for this designation, a Sponsoring Department must have the written approval of their respective Vice President and the event must also support the Massachusetts College of Art and Design mission. The person designated as the sponsor or department representative is required to attend the event.

Host Designation

The designation of "host" requires that the program have an affiliation with a Staff or Faculty member of Massachusetts College of Art and Design. In order to qualify for the Host designation, the program must have a Staff or Faculty who affirms, in writing, that s/he or his or her department will act as Host to the program. This person hosting the event is required to attend the event. These types of programs are not viewed as supporting MassArt's mission, and thus have lower priority than a sponsored program. Some examples are a state agency, a professional organization, a non-profit organization, or a for-profit business organization.

GUIDELINES FOR RESERVING COLLEGE FACILITIES

- Reservations for the use of MassArt facilities by MassArt community members can be made online via the MassArt Reservation Request System (MARRS) at <https://events.massart.edu>
- Reservations for the use of MassArt facilities by external parties can be made by contacting the office of College and Visiting Events (CVE) at 617-879-7861 or by emailing marrs@massart.edu.
- With the exception of those held by the college and its Foundation, no fundraising events may be held on campus.
- Reservations for the use of classrooms are made in collaboration with the Registrar's Office. College and Visiting Events does not manage these rooms.
- All room requests are processed on a first-come, first-served basis per the order of priority.
- College and Visiting Events reserves the right to relocate an event if there is demand for the use of space(s) by a group with a higher priority.
- Policies referencing specific spaces (ex. Kennedy Space Policy) supersede the order of priority. Space-specific policies are available by request from CVE.
- Requests for use of classroom space will not be confirmed until the second week of an active semester.
- Events may be cancelled by the college due to inclement weather, conflicts with college curriculum/programming, or other unforeseen circumstances. Every effort will be made to notify the individual listed as contact on the Facility Use Agreement as quickly as possible should such a cancellation be necessary. Rescheduling will be permitted if space is available.
- The Sponsor or Host must observe maximum space occupancy regulations. Violations will result in cancellation of the event.
- The Sponsor or Host must leave the room set up as they found it upon departing the space.
- Furniture, equipment or individuals may not block entry or exit doors. This must be strictly adhered to in compliance with all fire and safety codes upheld by the college.
- The Assistant Director of Sustainability/Environmental Health and Safety Officer and the Chief of Public Safety reserve the right to modify room and event set-ups and event procedures for health, safety, or security reasons at any time.

EVENT TYPE GUIDELINES

MEETING

- A Meeting is defined as use of a space for the purpose of conducting general institutional or academic business. The defined room set-up type for a Meeting will be its respective default set-up type. Additional personnel is not required for meetings (e.g. A/V support, Facilities, Public Safety, etc).
- Meeting requests made to CVE will be accepted up to (3) business days in advance of the Meeting and will be granted or denied within (2) business days of the submission time. Meeting cancellation requests must be submitted via email to CVE no less than one business day from the reservation date.

- If a Meeting request does not fit within the defined parameters of a Meeting, the request will either be denied or will be upgraded from that of Meeting to an Event. The sponsor will be promptly notified of these changes and sent follow up instructions by the staff in CVE

EVENT

- An Event is a gathering that exceeds the parameters of a meeting but does not meet all critical criteria defining a Complex Event.
- Event requests made to CVE will be accepted up to (30) days in advance of the Event. Requests will be reviewed by CVE within (3) business days of submission.
- Once tentatively approved, CVE will contact the sponsor to review event details, if necessary. Events must be finalized by CVE no less than (15) days from the event date. Event changes requested within the 15-day finalization period must be submitted directly to CVE. Cancellation requests submitted within the (15) day period may result in payment for scheduled services.
- College and Visiting Events reserves the right to deny an Event request if it exceeds defined Event parameters. CVE will upgrade an Event to Complex Event if time permits.

COMPLEX EVENT

- A Complex Event is an Event which includes two or more of the following:
 - Expected or historical attendance to exceed 75
 - The event is held in the Pozen Center or Design and Media Center Atrium
 - Open to the public/non-MassArt attendees expected
 - Includes on-site sales or collection of money/funds
 - The reservation consists of multiple rooms or bookings
 - Public Safety or additional security required
 - Alcohol will be served
**Alcohol Proposal must be submitted/approved. Public Safety presence is mandatory.*
 - Event set up is complex, requiring multiple personnel orders and/or a substantial amount of set up and break down time
 - Use of vendor or service that requires a contract, rider, and/or special delivery accommodations
- Complex Event requests must be submitted no less than (60) days in advance of the event date and must be finalized (30) days in advance of the event date. Change requests or cancellations made within that (30) day window must be submitted directly to CVE.
- Sponsors submitting Complex Event requests are expected to attend a preliminary planning meeting with a CVE staff member, followed by a Complex Event Advising Session. Sponsors or Hosts will be guided through this process.

RESERVATION PROCESS

To reserve a space on campus and initiate the Event Registration Process:

Internal Constituents (MassArt students, faculty, staff) should make a reservation request on the MARRS system via their designated departmental point person. For faculty, this is the Department Assistant. For those not with an account, or to reserve a space not on MARRS, please contact the office of College and Visiting Events.

All External Constituents wanting to reserve space should contact the office of College and Visiting Events directly at 617-879-7861.

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TERMS AND CONDITIONS OF USE

College rules and regulations must be respected and followed by all users of facilities. The following restrictions must be imposed on users of college facilities to protect MassArt's primary functions, public image, institutional integrity and tax-exempt status.

Tax Considerations Massachusetts College of Art and Design complies with all Federal, State and local tax requirements.

Sponsor/Promotion User is not an agent of the college for any purpose. Use of college facilities does not implicate the college as Sponsor or Host of User event. Users may not state or imply MassArt sponsorship or endorsement of their activities without its consent.

Filming/Photography Filming or photography of activities or facilities on school property for external use or purposes requires prior approval by Ellen Carr, Executive Director of Marketing and Communications, ecarr@massart.edu or 617-879-7067

Amplified Sound User must communicate to MassArt in writing any plans for amplified sound during their event. The College reserves the right to restrict or prohibit use of amplified sound.

Publicity and Brochures To ensure that MassArt facilities and services are accurately represented, a draft of any publicity and brochures containing college images or logos to be used in announcing or promoting User's event must be reviewed and approved by MassArt before printing and distribution.

Behavior Participants using college facilities shall adhere to all policies of the college, as well as all local, state and federal laws concerning health, safety, and public order. Users may not engage in activity that interferes with MassArt's programs and freedom of movement by the college community. Users must communicate with members of the MassArt community in an appropriate, courteous, and professional manner.

Non-Discrimination MassArt is committed to providing an inclusive and welcoming environment for all members of its community. User shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

Supervision Any minors who are on campus without their parents/guardians must be supervised by adults who are provided by the group and who are responsible for the behavior and activities of the minors. Supervisors will act as liaisons between college staff and the minor participant in the event of discipline, noise, or destructive or disruptive behavior. User shall provide appropriate levels of child care for minors of participants.

When minors are on campus with their parents, parents shall provide appropriate levels of child care for them. Minors may not be left unsupervised at any time. MassArt is not responsible for providing such care or supervision.

Staffing At least one MassArt staff member will be available, either by phone or in person during the event. If specific hours of coverage are needed, they must be agreed upon in writing between College and Visiting Events and the User no later than (14) calendar days prior to event.

Security If required in the sole judgment of MassArt Public Safety, in order to maintain adequate security measures based on the size and nature of the event, User agrees to pay for said security if assessed.

Solicitation All forms of solicitation on MassArt grounds are strictly prohibited without written prior approval from the college. The User agrees to abide by any and all conditions/restrictions set by the college in cases where solicitation is approved.

Sales Sale of goods or services is not permitted on college property.

Alcohol & Smoking Policy The legal drinking age in Massachusetts is twenty-one. The User is responsible for ensuring that its participants comply with all applicable laws with respect to alcohol consumption. In order to be able to serve alcohol at functions, the User must reserve facilities and make arrangements well in advance with College and Visiting Events, but no later than (60) days prior to any such function.

Events with alcohol must comply with the college's Alcohol Policy. Any event that serves alcohol will have a detail officer assigned for the duration of the event. MassArt has a contracted catering and bartending service that must be used. This service will procure the liquor license and all alcohol served at the event. No donated alcohol is permitted.

College buildings are smoke free. Smoking is permitted only in designated areas on campus grounds.

Americans with Disabilities Act If a participant requires special services or equipment as a result of a disability it will be the responsibility of the User to notify the college as to the equipment or service that is being requested no less than (28) business days prior to check-in. The User shall be responsible for any costs involved in supplying the special service or equipment. MassArt reserves the right to determine meeting locations based on facilities available that comply with accommodation requirements.

Installations User shall not install or remove any artwork from the premises. Unless explicitly arranged with the College, use of gallery space shall be for events occurring within the space and not as exhibition space.

Damage to MassArt Property the User shall not make any alterations to college facilities or property without express prior written consent. Alterations include, but are not limited to, movement of furniture from individual rooms or public lounges. Unauthorized alterations in the individual rooms, common rooms, and bathroom facilities will result in a charge to the User equal to the cost of restoring the area to its original state. The User hereby assumes full responsibility for the acts of all persons using MassArt facilities or property under this Agreement and hereby agrees to reimburse COLLEGE for any and all damages caused by any such person(s).

Liability MassArt assumes no responsibility for injuries to persons and/or loss of property incurred by the User or their participants. In the event that the User fails to remove all personal property from a college facility, MassArt may dispose of it in its sole discretion and shall not be liable to the User for any damages thereby.

Insurance Users may be required by Massachusetts College of Art and Design to maintain and provide evidence of adequate insurance coverage. All organizations not covered by school liability insurance are required to provide certification of general liability coverage of at least \$1,000,000 for the period of use.

Indemnification the User shall defend, indemnify and hold harmless MassArt and its trustees, employees, officers and agents from and against any and all claims, losses, expenses, damages, costs and assessments that any of them may face or incur at any time as a result of the User's own negligence and/or intentional acts while using college facilities. This section shall survive the termination or expiration of this Agreement.

Cancellation In all cases, use of college facilities is granted with the understanding that the use shall be subject to cancellation for college activities, related functions, severe weather conditions, and emergencies.