

Conference & Events Office – Event Guidelines

Purpose

To identify standard operating procedures for any event that takes place in classroom or event spaces.

Scope

To include best practices for paint nights, events with decorations or candles.

Procedure

Paint:

Locations for paint nights or similar events using paint are outside locations to include the Quad, Higgins House lower lawn or Rubin Campus Center grass lawn.

Locations inside include Riley Commons, Alden Hall Great Hall stage, Odeum and CC stage area.

- A tarp is needed underneath the painting and to protect the flooring of the Odeum, Alden Hall Great Hall stage and CC stage.
- Acrylic or water based paints only.
- All paint water needs to be disposed of properly to avoid additional cleaning costs.

Tie-Dye or Powdered Colors:

- Outside use only: tie-dye or powdered colors.

Decorations:

Event Planner can discuss any additional questions regarding specific decorations. The following are not allowed:

- No glitter
- No open flame
- No tape on walls – exception: painters tape on doors
- No hanging decorations or tape on walls of HH

Tablesitting (Indoor):

- **No cooking devices** are permitted for indoor tabling setups. This includes but is not limited to grills, toasters, electric burners or fryers.
- If you plan to **serve food**, all potential **allergens** (such as nuts, gluten, dairy, eggs, soy, sesame, and fish/shellfish) must be clearly labeled at your table.
- Contact **Chartwells** in advance for approval of **any** food distribution.

Tablesitting (Outdoor) :

Tables need to be checked out from the Campus Center Info desk with your WPI ID.

- If you need power, please reach out to the **Conference & Event Services Office**
- If you plan to **serve food**, all potential **allergens** (such as nuts, gluten, dairy, eggs, soy, sesame, and fish/shellfish) must be clearly labeled at your table.
- Contact **Chartwells** in advance for approval of **any** food distribution.

Potlucks:

Student groups should contact Chartwells for ordering food or **any** food distribution at all events.

- Potlucks are not allowed at events.

Large Events:

Announcements to be made regarding emergency exits and meeting locations for all large scale events.

- In person or recorded announcement can be made at event.

EHS:

- For any event that has a component that could be flammable, such as events with grills, cooking devices or religious events with pre-approved ceremonial candles, it is recommended that a fire extinguisher be present at the event. If you do not have access to a fire extinguisher, please reach out to Environmental Health and Safety to acquire one.