

WPI Events Office

COVID-19 Reference Guide

Rubin Campus Center 2nd Floor Suite 254

Contact: (508) 831-5613 or Events@wpi.edu

<https://www.wpi.edu/offices/events-office>

Bill Battelle	Events Director	X4802	battelle@wpi.edu
Amy L'Heureux	Events Planner 1	X6127	ajlheureux@wpi.edu
Jenn Parissi Forti	Events Planner 1	X6150	japarissiforti@wpi.edu
Ali Reed	Events Planner 1	X6882	agreed@wpi.edu
Hannah Poirier	Systems & Event Scheduling Administrator	X4650	hpoirier@wpi.edu

The Events Office has developed this reference guide to provide information, resources, and policies to assist in planning your next event or meeting. This is a working booklet that will continue to be evaluated and updated. Please contact the Events Office at (508) 831-5613 or email events@wpi.edu with any questions.

Current COVID-19 Event Policies (subject to change)

- **Events will be virtual** except events hosted by WPI that are critical to WPI's mission, are essential for WPI's operational business continuity, or have a direct academic element
- All federal, state, and local COVID-19 guidelines will apply to events
- Only accepting event requests for A- and B-term through 25Live
- Only orientation programs, trainings and student events will be considered for the first two (2) weeks of A-term
- Attendance for events will be capped based on the state's guidelines for events, including hosts and service providers present at the event. Larger events or events under the state limit but where social distancing cannot be achieved will need to be reimagined as virtual events or rescheduled
- All locations will have reduced occupancies (see list below) based on the state guidelines for events. Events hosted in classrooms will also have reduced occupancies based on the state's guidelines for events.
- Major event spaces will have set layouts (see list below), no custom setup requests at this time
- No external guests will be allowed. Only WPI students, faculty, and staff will be permitted to attend events.
- Limit of one (1) pre-approved external speaker/performer per event. This speaker/performer will have to go through the Visitor/Vendor Committee Approval process, which includes limits based on the [Massachusetts Travel Order](#).
- No rental furniture will be allowed

- All events must maintain a registration list to track attendance for contact tracing purposes (name, contact information); you will be asked to provide an Excel spreadsheet to the Events Office
- Only contact-less pre-packaged catering through Chartwells is permitted. No external food providers will be allowed
- Social distancing – 6’ spacing between attendees and attendees not gathering in groups of more than six (6) people – and cloth face coverings will be required (WPI policy); the host of the event will be required to be present at the event to assist with onsite monitoring.
- Event hosts and service providers will share responsibility for cleaning and disinfecting shared resources and supplies; shared equipment, tables, and chairs; high traffic areas and high-touch surfaces; and the event space before and after each event. **Facilities will be providing cleaning supplies/hand sanitizer in large event spaces and conference rooms that are booked through the Events Office.** Supplies for department scheduled/approved conference rooms are the responsibility of the corresponding department.
 - Conference rooms – the host(s) will be responsible for sanitizing chairs, light switches, tables, equipment, etc. so that the next group will have a clean space. There will be a cleaning log in each space that must be filled out by the host.
 - Larger event spaces (Odeum, Alden, Higgins House Great Hall) – Facilities custodians will be responsible for cleaning the space and the furniture.
 - Classrooms – the host(s) will be responsible for sanitizing chairs, light switches, tables, equipment, etc. so that the next group will have a clean space. There will be a cleaning log in each space that must be filled out by the host.
- Additional time will be required between events in the same location to ensure sufficient times to clean and disinfect the event space.
- Hosts will be responsible for purchasing all COVID materials and signage, in coordination with Marketing & Communications, to be present at each event.
- Tape and floor marking (*i.e.* masking, gaffer’s, or painter’s tape; no residue) not already present at the site must be provided by the host.
- Encourage frequent handwashing, and hand sanitizer (60% or more alcohol content) will be provided by Facilities in events spaces and common building areas.

Suggestions for A- and B-Term Events under COVID-19 Restrictions

- If your event is usually over the attendance limit (see above), consider splitting your event into multiple sessions, including a virtual portion, to maximize attendees
- Consider rescheduling your event to a later date or reimagining it as a virtual event
- Consider using outdoor locations rather than indoor event spaces. The state’s guidelines for events also apply to outdoor locations, including social distancing and occupancy limits.
- Musical and theater performances (and similar events) are **strongly discouraged** because of very detailed [state guidelines](#).

Planning Questions

What does the Events Office do?

The Events Office schedules WPI event spaces for all on- and off-campus groups. Working with our Service Providers (Facilities, Chartwells, ATC, and Campus Police) we coordinate your event and meeting needs while adhering to University policies. At the conception of your event, you will be given an Event Planning Checklist from your designated Event Planner which will help us determine all of your event needs for a successful experience.

Who sets up my event?

The Events Office requires confirmed, up to date event information at least ten (10) days prior to your event. Your final room set-up details are then communicated to our Service Providers. Any event or meeting reserved on the WPI campus will be set up and broken down by Facilities. **Major event spaces will have set layouts (see list below); we will not be accepting custom setup requests at this time.** Depending on your set up needs, a standard three (3) hours of set up time and three (3) hours of breakdown time are added to most events for our Service Providers.

What if I need a particular service for my event, who do I contact?

If you need Audio/Visual services, Campus Police detail, or any Facilities resources (tables, chairs, easels, cork boards, flipcharts, etc.) currently in the WPI inventory, the Events Office will coordinate what you need through the appropriate Service Providers.

The services that the Events Office does not handle directly are LnL, EMS, and Catering. All menus, tablecloths, and dinnerware are planned directly with Chartwells, our exclusive caterer on Campus. Alcohol service, once approved by the Events Office, is also planned with Chartwells.

All sandwich boards are reserved from the Front Info Desk of the Campus Center, who can be reached at X 5429.

Service Provider	Contact Information
Facilities	X5500 or facilities@wpi.edu
Chartwells Catering	X5700 or catering@wpi.edu
ATC	X5200 or atc@wpi.edu
LnL	X5595 or lnl@wpi.edu
EMS	ems@wpi.edu

SERVICE PROVIDER FEES

Facilities

- Expect all events that require a furniture set-up, catering, or resources will be charged a custodial fee. Some spaces have scheduled staff coverage and event resources available to make rates more cost effective and efficient for service.
- Even if the event does have a custodial fee assessed, the host group will be responsible cleaning and disinfecting shared resources and supplies; shared equipment, tables, and chairs; high traffic areas and high-touch surfaces; and the event space in coordination with Facilities (see above). Failure to do so will result in a custodial fee at the expense of the host group.
- Please visit the Facilities [website](#) for labor and rental costs.
- For billing questions, please contact the Events Office at events@wpi.edu.

Catering

- Chartwells provides catering services consistent with the state's restaurant guidance.
- All Catering fees depend on the individual menus worked out directly with Chartwells.
- To place an order, please visit [Catertrax](#)
- No external food providers may be used or requested at this time

ATC

- ATC equipment checked out and supported during business hours will not be billed. All events after business hours and on weekends will be subject to a fee determined by ATC.
- All resources requested will be subject to ATC's cleaning and sanitizing guidelines.

SPACES BOOKED BY THE EVENTS OFFICE

Conference & Meeting Rooms

* Estimated Occupancy is subject to change based on state and WPI guidelines

<i>Room Name</i>	<i>Building</i>	<i>Estimated Occupancy</i>	<i>What to Know</i>
Chair's Room (129)	Rubin Campus Center 1 st Floor	8	-Counter for Catering in room
Taylor Room (128)	Rubin Campus Center 1 st Floor	5	-Counter for Catering in room
Morgan Room (208)	Rubin Campus Center 2 nd Floor	6	-Counter for Catering in room
Peterson Room (304)	Rubin Campus Center 3 rd Floor	3	-Counter for Catering in room
Mid-Century Room (331)	Rubin Campus Center 3 rd Floor	7	-Hall of Luminaries Lobby used for catering
Hagglund Room (301)	Rubin Campus Center 3 rd Floor	16	-Hagglund Lobby used for catering
1965 Conference Room (207)	Foisie Innovation Studio 2 nd Floor	4	-Table must be set outside of the room for Catering
Beckett Room (214)	Fuller Labs 2 nd Floor	6	-Counter for Catering in room
Forkey (209)	Harrington 2 nd Floor	8	-Only reservable by Faculty & Staff -Not reservable on 25Live- must book directly with the Events Office -Unlocked by Campus Card Access
GP 3101	Gateway Park - 3 rd Floor	3	N/A
GP 4101	Gateway Park - 4 th Floor	3	N/A
GP 4104	Gateway Park - 4 th Floor	5	N/A

* All existing conference room layouts are as-is. All conference rooms contain a projector and screen as well as A/V compatibility.

* Excludes any requests for IQP, MQP, or academic meetings in all Campus Center Conference Rooms.

* Any meetings requesting catering or ATC setup, require 30 minutes of setup and breakdown time added to the requested meeting time. Please note these resource requests in the Event Details of your 25Live reservation.

* All requests for laptops, conference phones, or HDMI/VGA cables for conference rooms in the Campus Center can be checked out by the Info Desk on the 2nd Floor and do not require any additional setup or breakdown time. The client is responsible for returning the equipment to the Info Desk; all equipment must be cleaned and disinfected before returning.

Event Spaces

* Estimated Occupancy is subject to change based on state and WPI guidelines

Campus Center		
1st Floor		
<i>Space</i>	<i>Estimated Occupancy</i>	<i>What to Know</i>
Grille Area	N/A	N/A
Patio Area	9	
Grass Area	Tent – 26	
Stage Area	N/A	N/A
2nd Floor		
'46 Lounge	N/A	N/A
3rd Floor		
Odeum (A, B, C)	A+B jointly – Banquet – 25 C – Theater style - 14	-Furniture is included in the space.
Alden Hall		
Great Hall	Banquet – 25	
Higgins House		
Great Hall	Theater Style - 8	-No candles, nothing taped or nailed to walls, or any other surface that could deface property. -Custodian coverage required for all weekend events.
Library	Default – 6 Conference style - 8	N/A
Dining Room – (Quorum)	N/A	N/A
Sun Porch	N/A	N/A
East Courtyard	Tent – 13	N/A
West Courtyard	6	N/A
Lower Lawn	50	N/A

Riley Hall		
Riley Commons	Banquet – 19	-Not supported by ATC. Clients must manually pickup, setup, service, and return all technological equipment. -No air conditioning.
Foiesie Innovation Studio		
Amphitheater	N/A	N/A
Screen		-Directly requested through the Events Office with special permissions granted by FIS Director & Marketing.
I & E Incubator	N/A	N/A
Diamond Lounge	8	-Use of the space approved by the Events Office
Gateway Park		
GP 1002	N/A	-Seminar Lecture Hall for Faculty & Staff.
GP Lobby	17	-Not reservable on 25Live past business hours (5pm). Must be booked directly with Events Office. -All furniture will be rentals.
GP Break Areas	10	N/A
Salisbury Labs		
SL Lounge	10	N/A
Quad		
Quad	All – max 50 Half – max 25	-All activities must be noted in the reservation and be approved by the Events Office.
Bartlett Terrace - South	Tent – 3	
Harrington Green	Tent – 3	

Table-Sittings

Please remember: Everything that can be virtual should be virtual.

There are reservable table sitting locations on 25Live for Student Organizations, Faculty, and Departments.

- Four (4) Indoor Tables (1-4) on the 2nd Floor of the Campus Center.
- Four (4) Outside/West Street Fountain Tables (A-D).
- NOTE: No tables allowed in the Morgan Wedge

Outside table sitting tables are checked out from the Info Desk of the Campus Center.

COVID-19 Guidelines – Everyone must follow these additional guidelines due to COVID restrictions:

- Only one (1) person behind each table at a time; that person must remain behind the table for the length of their coverage
- Face coverings must be worn at all times
- Physical sign ups and cash transactions will not be permitted
- Table guests must follow the 6' social distancing rules. Floors will be marked.
- Tables must be cleaned and disinfected at the beginning and end of each sitting or with any change in coverage. Supplies will be provided by Facilities.
- No food or beverage can be served at table sittings
- Up to three (3) table sitting reservations per week per student group or department
- Reservations will be limited to three-hour blocks at the following times: 10am-1pm, 1pm-4pm, 4pm-7pm
- All reservations will end at 45 minutes to the hour to allow 15 minutes for cleaning and disinfecting and a transition between groups
- Clients/students will be required in 25Live to provide the name of the actual person/student who will *be sitting at the table* for contact tracing purposes (an actual check-in at the Events Office may be necessary)
- Pop-up tents will not be permitted at outside table sittings

SPACES BOOKED BY OTHER DEPARTMENTS

<i>Space</i>	<i>Location</i>	<i>Department Reserved by</i>
All Classrooms and Lecture Halls	Atwater Kent Foisie Innovation Studio Fuller Labs Goddard Hall Higgins Labs Kaven Hall Olin Hall Stratton Hall Salisbury Labs Washburn Labs	Academic Scheduling Cathy Battelle & Michelle Borowski X6002 Clb@wpi.edu & mkborowski@wpi.edu
RC 61 Mtg Rooms (1 & 2)	Rec Center	Athletics Pam Griffin X5873 Griff33@wpi.edu
RC Courts RC Dance Studio	Rec Center	Athletics Meredith Merchant X6068 Memerchant@wpi.edu
Harrington Auditorium (102)	Harrington	Athletics Meredith Merchant X6068 Memerchant@wpi.edu
Gordon Library Spaces	Gordon Library	N/A
Goats Head (During the Academic Calendar PM Dining Hours)	Goats Head	N/A

Event Concept Questions:

1. What is the goal of your event?
2. What do you want your guests to take away from your event?
3. What is the most important thing you want and need for your event?
4. The 5 W's:
 - What type of event would you like to host: business meeting, lecture, performance, or a social event?
 - Who will be attending your event, and how many do people do you expect?
 - Where do you want your event to take place?
 - When do you want to host your event?
 - Why are you having this event?

Planning Detail Questions:

Before you contact the Events Office please have the following details and information readily available, so that the staff can help you begin planning your event. All requests should be done in a timely manner (certain requests may take up to 30 days to plan). Please keep in mind that details or requests made within less than 10 business days cannot be guaranteed.

1. What is the title of your event or meeting?
2. What department or student group is sponsoring and/or planning this event? Multiple departments or groups may share the cost of the event, but having more than one department or group on the reservation can be confusing. Whoever enters the request through 25Live will be the primary point of contact for information regarding the event. If this point of contact changes, please notify the Events Office before the change takes effect.
3. Do you plan on having food or beverages served at your event? If you are planning on having alcohol served at your event, first you must determine if it be hosted or a cash bar. **Cash bars will not be available until further notice.** If it is a cash bar (where cash is physically transacted between the customer and Chartwells at the time of the request for the beverage), only Higgins House, the Goat's Head, and the Campus Center, can serve alcohol without the need for a special one-day alcohol service license. All other locations desiring a cash bar must obtain a one-day alcohol license through Chartwells from the City of Worcester at a minimum of a 90-day request time. When having a consumption bar (where the WPI department or group is paying through an account number for all of the beverages consumed at the end of the event) is desired, then no special licenses are needed - but all campus service rules and state regulations apply. Please review our Alcohol Policies [here](#).

4. Are you going to need a laptop, cable, or recording device for a presentation or performance? Do you plan on showing a video or PowerPoint? All of these resources are to be ordered through the Academic Technology Center or LnL.
5. Are you planning on having a guest speaker at your event? Does this presenter need any special accommodations including audio visual or logistical needs? If you are planning to have an external guest speaker, performer, or artist at your event, you will need to complete the External Speaker, Performer, or Artist Checklist to have approved and signed by your Department Head or the Student Activities Office and returned to the Events Office for final approval before we can confirm your event. **This speaker/performer will have to go through the Visitor/Vendor Committee Approval process.**

Finalizing the Event

- All major changes - any change that impacts the resources or services of an event – need to be relayed to the Events Office no later than ten (10) business days prior to the date of the event.
- Changes requested after the required deadline will not be guaranteed.
No changes will be accepted within 48 business hours of the event.
- In the case of a cancellation, the Events Office should be contacted as soon as the decision has been made to cancel an event in order for the space to be released for use by other groups.
- Any group that fails to cancel their event is responsible for all costs and fees associated with that event.

At the Time of the Event

- Please use common sense with all decorating decisions and avoid things that could cause damage to WPI property – e.g. tacks, tape, staples, or glitter. Battery operated and electric candles are permitted for use during events on campus, but flame candles are not permitted unless a request is made and approved through the Events Office prior to the event.
- WPI rules and regulations – along with federal, state, and local laws, regulations, and guidelines – must be observed for all events.
- All social distancing rules must be maintained including, but not limited to, keeping 6' distance between attendees, limiting groups of attendees to no more than six (6) people, wearing face coverings at all times, washing hands frequently for at least 20 seconds or using alcohol-based hand sanitizers with at least 60% alcohol, cleaning and disinfecting resources before and after use, monitoring symptoms, staying home if you are sick, and tracking event attendees for contact tracing purposes.

Following the Event

- If the event does not include a custodial detail, the space should be returned to its original table/chair configuration and cleanliness. This includes all trash produced being collected and removed from the building, not just the space. **It will also include cleaning and disinfecting based on the policies listed above.**
- Charges could be incurred for any custodial actions necessary to return the space to its original state.
- All internal events incurring charges will be billed directly to your account by the individual department/provider of those services. All external groups, including personal functions, will be invoiced by the Events Office based on current university pricing.
- **An attendance list must be shared with the Events Office for contact tracing purposes.** Please provide to your Events contact or as a reply to your 25Live confirmation email.

Suggested Planning & Communications Timeline

Beginning Planning of Event	30+ Days Prior	14+ Days Prior	Requested Changes Less Than 10 Business Days
-Request a suitable location through 25Live -Notification if external speaker, performer, or artist is involved -Include inclement weather date/location if necessary -Notification if alcohol present or served	-Identify set-up needs and resources to include: catering, furniture, technology or contracted A/V -Seek approval from University for external speaker, performer, or artist -Initial timeline of Conference or Event -General Headcount -Campus Card Access requests -Wireless Guest access -Parking requests	-Receive approval from University about external speaker, performer, or artist and communicate to the Events Office -Confirm event details: <ul style="list-style-type: none"> ○ Final Headcount ○ Supporting Diagrams ○ Timeline ○ Catering ○ ATC ○ Facilities/Trades ○ Campus Police 	-Any adjustments to details and resources will be requested, however cannot be guaranteed -No changes will be accepted within 48 business hours of the event

All of this information, including the [Events Office Management Policies](#) can be viewed at our website <https://www.wpi.edu/offices/events-office>.

BOOKING A SPACE THROUGH 25LIVE

[25Live Login](#)

The Event request form has been updated to reflect reduced COVID-related capacities for locations and details that need to be submitted in order for your event to be confirmed.

Confirmation Needed

Your reservation is not confirmed unless you receive a confirmation email from the Events Office. Please allow us up to 3 business days for small spaces or events, and 2 weeks for larger events.

The Events Office also has a step by step requesting guide posted on [our website](#).

If you have any questions regarding 25Live, please contact the Events Office at (508) 831-5613, email events@wpi.edu, or look at our [25Live FAQs](#).