

# WPI Events Office

## Reference Guide

Rubin Campus Center 2<sup>nd</sup> Floor Suite 254  
Contact: (508) 831-5613 or [Events@wpi.edu](mailto:Events@wpi.edu)  
<https://www.wpi.edu/offices/events-office>

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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](mailto:events@wpi.edu) with any questions.

### Current COVID-19 Event Policies (subject to change)

- Requests through 25Live will be accepted for internal and community events through the end of the fiscal year (ending June 30, 2022) at this time. Events hosted by external groups will be evaluated on a case by case basis by the Events Office.
- In person events at WPI will be limited according to CERT guidance (below) as of Friday January 28, 2022.

Group	Vaccination/Testing Status Needed?	COVID Events Review Form Needed?
Student Only	N/A	No
Employees or Student/ Employee Only	N/A	No
External Guests	All external guests must show proof of vaccination or a negative COVID Test (see details below)	Yes, if more than 10 external guests

- COVID Events Review Form can be found [here](#).
- External guests will require a proof of negative PCR test within 72 hours prior, negative rapid antigen test within 24 hours prior, or proof of vaccination in order to attend the event. Event hosts are responsible for checking this information. Vaccination and testing information should be presented on site and should not be collected electronically for the safety and security of

people's information.

- Currently, two vaccination doses of Moderna or Pfizer or one dose of Johnson & Johnson is required for acceptable full vaccination status – no booster is required.
- Internal attendees must be in the WPI Testing Protocol or follow the external guests' procedures.
- Social distancing should be practiced whenever possible.
- Registration/attendance tracking **is optional**. Click [here](#) to find the Events Office Attendance Tracking Template and Instructions.
- All federal, state, and local COVID-19 guidelines will apply to events. **Changing MA guidance may occur at any time and may affect your event.**
- Events will follow the [WPI Health Services recommendations](#) for face coverings on campus.
  - Face coverings are required for all indoor events regardless of distancing or vaccination status. Masking for outdoor events is optional but recommended for unvaccinated individuals when unable to socially distance.
- Cleaning and sanitizing high-touch surfaces before and after your event is recommended.
- For WPI Events held at venues off campus, (*i.e.* Donahue Rowing Center, Hockey arena, Polar Park) follow event guidance of either the venue or WPI whichever is stricter.

## 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. 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 do 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.

<b>Service Provider</b>	<b>Contact Information</b>
<a href="#">Facilities</a>	X5500 or <a href="mailto:facilities@wpi.edu">facilities@wpi.edu</a>
<a href="#">Chartwells Catering</a>	X5700 or <a href="mailto:catering@wpi.edu">catering@wpi.edu</a>
<a href="#">ATC</a>	X5200 or <a href="mailto:atc@wpi.edu">atc@wpi.edu</a>
<a href="#">LnL</a>	X5595 or <a href="mailto:lnl@wpi.edu">lnl@wpi.edu</a>
<a href="#">EMS</a>	<a href="mailto:ems@wpi.edu">ems@wpi.edu</a>

## 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, it is recommended that the host group clean and disinfect 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).
- Please visit the Facilities [website](#) for labor and rental costs.
- For billing questions, please contact the Events Office at [events@wpi.edu](mailto: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](#)

### 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>
<b>Chair's Room (129)</b>	Rubin Campus Center 1 <sup>st</sup> Floor	22	-Counter for Catering in room
<b>Taylor Room (128)</b>	Rubin Campus Center 1 <sup>st</sup> Floor	16	-Counter for Catering in room
<b>Morgan Room (208)</b>	Rubin Campus Center 2 <sup>nd</sup> Floor	18	-Counter for Catering in room
<b>Peterson Room (304)</b>	Rubin Campus Center 3 <sup>rd</sup> Floor	10	-Counter for Catering in room
<b>Mid-Century Room (331)</b>	Rubin Campus Center 3 <sup>rd</sup> Floor	20	-Hall of Luminaries Lobby used for catering
<b>Hagglund Room (301)</b>	Rubin Campus Center 3 <sup>rd</sup> Floor	46	-Hagglund Lobby used for catering
<b>1965 Conference Room (207)</b>	Innovation Studio 2 <sup>nd</sup> Floor	14	-Table must be set outside of the room for Catering
<b>Beckett Room (214)</b>	Fuller Labs 2 <sup>nd</sup> Floor	12	-Counter for Catering in room
<b>Forkey (209)</b>	Harrington 2 <sup>nd</sup> Floor	N/A	N/A
<b>GP 3101</b>	Gateway Park - 3 <sup>rd</sup> Floor	10	N/A
<b>GP 4101</b>	Gateway Park - 4 <sup>th</sup> Floor	10	N/A
<b>GP 4104</b>	Gateway Park - 4 <sup>th</sup> Floor	16	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 2<sup>nd</sup> Floor and do not require any additional setup or breakdown time. The client is responsible for returning the equipment to the Info Desk.

# Event Spaces

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

<b>Campus Center</b>		
<b>1<sup>st</sup> Floor</b>		
<i>Space</i>	<i>Estimated Occupancy</i>	<i>What to Know</i>
Grille Area	20	N/A
Patio Area	74	
Grass Area	74	
Stage Area	80	N/A
<b>2<sup>nd</sup> Floor</b>		
'46 Lounge	30	-Public space that is only reservable with special permission from Campus Center Manager
<b>3<sup>rd</sup> Floor</b>		
Odeum (A, B, C)	Open– 200 per section; 640 total Theater – 140 per section; 430 total Banquet – 96 per section; 336 total	-Furniture is included in the space.
<b>Alden Hall</b>		
Great Hall	Open– 700 Theater- 550 Banquet – 320 104 seats on Balcony	-All furniture must be rented except chairs. -Requests to reserve dressing rooms can be accommodated in conjunction with reserving Alden Great Hall.
<b>Higgins House</b>		
Great Hall	Open & Theater – 60 Banquet – 56 Seminar – 40	-No candles, nothing taped or nailed to walls, or any other surface that could deface property. -Custodial detail will be required for coverage during events.
Library	20	N/A
Dining Room – (Quorum)	N/A	N/A
Sun Porch	N/A	N/A

East Courtyard	100	- All furniture must be rented
West Courtyard	100	- All furniture must be rented
Lower Lawn	500	- All furniture must be rented
<b>Riley Hall</b>		
Riley Commons	100	- Must be used as is (set up as an auxiliary academic space)
<b>Innovation Studio</b>		
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	24	-Use of the space approved by the Events Office
<b>Gateway Park (60 Prescott)</b>		
GP 1002	89	-Seminar Lecture Hall for Faculty & Staff.
GP Lobby	50	-Not reservable on 25Live past business hours (5pm). Must be booked directly with Events Office.
GP Break Areas	30	N/A
<b>Salisbury Labs</b>		
SL Lounge	30	N/A
<b>Quad</b>		
Quad	All – 2500 Half – 1250 Quintant - 500	-Can be reserved by the quintant, the half, and the whole. -All activities must be noted in the reservation and be approved by the Events Office.

## Table-Sittings

There are thirteen (13) reservable table sitting locations on 25Live for Student Organizations, Faculty, and Departments.

- Eight (8) Indoor Tables (1-8) on the 2<sup>nd</sup> Floor of the Campus Center.
- Four (4) Outside/West Street Fountain Tables (A-D).
- One (1) Morgan Wedge table sitting area.

The Outside & Fountain table sitting tables are checked out from the Info Desk of the Campus Center. The group or client reserving the table sitting is fully responsible for all cleanup.

**COVID-Reopening Notes:** There are not currently limits on people behind the table. Cash transactions and food are allowed. Reservations are not limited to specific time blocks. Cleaning and sanitizing before and after use are still recommended.

ALL TABLES ARE LABELED — Client must be at the correct table as stated on their reservation.

IF FOOD OR BEVERAGES ARE BEING SERVED – No cooking devices (grills, panini-makers, toasters, fryers, etc.) allowed for indoor table sittings. Certain warming devices are permitted indoors. Clients must receive approval from Chartwells over what food or beverages are being distributed per WPI policy. Please contact [catering@wpi.edu](mailto:catering@wpi.edu) or (508) 831-5700.



## SPACES BOOKED BY OTHER DEPARTMENTS

<i>Space</i>	<i>Location</i>	<i>Department Reserved by</i>
<b>All Classrooms and Lecture Halls</b>	Atwater Kent 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 <a href="mailto:Clb@wpi.edu">Clb@wpi.edu</a> & <a href="mailto:mkborowski@wpi.edu">mkborowski@wpi.edu</a>
<b>RC 61 Mtg Rooms (1 &amp; 2)</b>	Rec Center	Athletics Pam Griffin X5873 <a href="mailto:Griff33@wpi.edu">Griff33@wpi.edu</a>
<b>RC Courts RC Dance Studio</b>	Rec Center	Athletics Meredith Merchant X6068 <a href="mailto:Memerchant@wpi.edu">Memerchant@wpi.edu</a>
<b>Harrington Auditorium (102)</b>	Harrington	Athletics Meredith Merchant X6068 <a href="mailto:Memerchant@wpi.edu">Memerchant@wpi.edu</a>
<b>Gordon Library Spaces</b>	Gordon Library	Library Services Diane Begreen X6003 <a href="mailto:Dbegreen@wpi.edu">Dbegreen@wpi.edu</a>
<b>Goats Head</b>	Goats Head	Not currently requestable

## 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. 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.

### 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.

### 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.
- 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.

## 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"> <li>○ Final Headcount</li> <li>○ Supporting Diagrams</li> <li>○ Timeline</li> <li>○ Catering</li> <li>○ ATC</li> <li>○ Facilities/Trades</li> <li>○ Campus Police</li> </ul>	-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](https://www.wpi.edu/offices/events-office) can be viewed at our website <https://www.wpi.edu/offices/events-office>.

# **BOOKING A SPACE THROUGH 25LIVE**

[25Live Login](#)

## **Confirmation Needed**

Your reservation is not confirmed unless you receive a confirmation email from the Events Office. Please allow us up to three (3) business days for small spaces or events, and two (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](mailto:events@wpi.edu), or look at our [25Live FAQs](#).