

Events Office Policies 3.1

The WPI Events Office supports approximately 36,000 events on campus every year. This includes everything from small inter-department meetings to weddings, major national conferences, and events drawing as many as 10,000 people to campus. Some events only need a room reservation, but many events need support from Catering, Facilities, Technology or AV, Campus Police, or rental companies.

The goal of the Events Office is to schedule and coordinate events in campus spaces based on suitability and the best interest of the university. The Events Office wants to partner with people to make their events as successful as they can be. In an effort to streamline the process and prevent miscommunication, the Events Office has some guidelines and policies in place. This document outlines the event planning process and provides standard procedures for reserving and enjoying WPI owned spaces.

Planning an Event

The key components that should be communicated to the Events Office as soon as possible are the date and time of the event; the desired location; how many people are expected to attend; and if there is an external speaker, performer, or artist involved. This will allow the Events Office to plan and ensure any resources and support needed as well as to make sure that the event fits the desired location. While WPI does welcome external events, preference will be given to WPI students, faculty, staff, and alumni.

A request for use of space needs to be entered through the [25Live](#) system. Use of WPI owned spaces for events is not guaranteed without a 25Live confirmation number. If a space isn't managed by the Events Office – i.e. athletic or academic spaces – please also send an email to the Events Office to ensure that any resources are added to the reservation. The booked facility must be used for the purpose stated on the reservation form.

Please be aware that there will be no events on campus during the following WPI Holidays:

- Memorial Day Weekend (Saturday through Monday)
- Observed 4th of July Holiday
- Thanksgiving Holiday (Wednesday at noon through Saturday)
- Winter Holiday Break (December/January Break closure)

Please also notice that events will be restricted to internal student events only with limited resource support during the following WPI Holidays:

- Labor Day
- Sunday following Thanksgiving
- Martin Luther King Day
- Patriots' Day

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.

Use of additional resources should also be reflected in the 25Live request in the comments section. If resources aren't known at the time the 25Live request is made, please make sure to circle back with the Events Office as soon as resource needs are known. This includes additional tables or chairs, laptops and other AV equipment, easels and corkboards, food, card access, or parking passes. The Events Office can help coordinate these resources and any support needed from the providers of these services. For additional information, please visit the website of the following service providers: [Chartwells](#), [Facilities](#), [ATC](#), and [Campus Police](#).

Any event including alcohol service in any campus space needs to get approval for it through the Events Office. Applicable fees for the service of alcohol will be charged, including, but not limited to, Campus Police detail, custodial services, bartender service, wait-staff service, and license fees. These events must comply with the laws of the Commonwealth of Massachusetts, the City of Worcester ordinances, and WPI policies regarding the service of alcohol. Further information regarding procedures and regulations can be found [here](#).

Any event that includes external speakers, performers, or artists in any campus space needs to get prior approval from the University before your request can be confirmed through the Events Office. These events must comply with WPI policies regarding external speakers. Further information regarding regulations can be found [here](#).

Any request for use of WPI outdoor space should include an inclement weather plan. Options for this include continuing "rain or shine," a suitable indoor location, an alternate date, or outright cancellation.

Personal functions such as weddings, anniversaries, showers, etc. will be treated as external events. External events booked at WPI are a source of revenue for the university; pricing of such events will include a room rental fee and any other applicable expenses. When appropriate, a certificate of insurance may be requested. A deposit may be required at time of reservation.

Special event requests such as political/government, movie/film industry, public movie showings, etc. need special attention and will require additional university review. Please contact the Events Office to begin the process for a special event request.

Use of the Worcester Polytechnic Institute name in any advertising or public announcement needs prior approval. All advertising, news releases, or other copy must be submitted in writing to the Events Coordinator. The material will be reviewed by the Public Relations Office before approval is granted. The advertisement or other copy for outside distribution must clearly state if the event is sponsored by WPI.

For additional information, please see these planning guides provided by the Events Office:

- [Events Planning Checklist](#)
- [Suggested Planning Timeline](#)
- [25Live Confirmation Process](#)
- [External Speaker Planning Checklist](#)

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.

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. Deposits for external events are non-refundable if cancelled within thirty (30) days of the event. Any group, internal or external, 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.

Please also keep in mind that WPI is a tobacco-free campus. This applies to all members of the WPI community as well as all outside guests and visitors. Additional details about the non-smoking policy can be found [here](#).

WPI is not responsible for personal property.

WPI rules and regulations – along with federal, state, and local laws – 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.

Please contact the Events Office by [email](#) or call them at 508-831-5613 with any other questions.