

Collaborative Learning & Innovation Complex

574 Boston Ave - Tufts Event Agreement

The Collaborative Learning & Innovation Complex (“CLIC”) at 574 Boston Avenue is intended primarily as an educational and research resource for Tufts University (“University”).

The facilities at 574 Boston Ave will also be made available to other organizations on an individual rental basis for purposes that are compatible with, or enhance the mission of the University, and in the interest of the community (i.e. meetings, presentations, seminars, symposiums, receptions, and dinners; CLIC is not a performance or rehearsal space).

All individuals or groups who wish to use the Collaborative Learning & Innovation Complex (“Users”) will comply with the rules and regulations outlined in this document. Future use of this space is contingent on satisfactory compliance with these regulations. The management of CLIC will consider requests for scheduling on the basis of the following use priority:

- **Priority I** - Executive offices;
- **Priority II** - Academic Residents: events and activities that are a direct product of or sponsored by one of CLIC’s Academic Residents;
- **Priority III** - Other University activities: appropriate public events and activities by other campus entities (student, departmental, or administrative);
- **Priority IV** - Other External Users

A sponsoring University department and/or organization assumes complete responsibility for the event, including but not limited to maintenance related to misuse of the facility, direct reimbursement, and legal liabilities. The representative of the University department/organization must be authorized to commit resources and funds on behalf of their department/organization. The representative of a student organization completing the Event Agreement must be listed on the organization’s registration form on file with the Office of Campus Life.

Scheduling

Conflicting Dates: Events cannot disrupt the normal business operations of the University including classes, exams, research activities, seminars, and academic meetings. It is the Manager of Administrative Services’ policy to not comment on the nature of conflicting dates.

Courtesy Hold: As a courtesy, the Manager of Administrative Services may hold a date without a completed Event Agreement for one week. In order to confirm this date, a completed Event Agreement must be submitted during this time. If an Event Agreement has not been signed within one week of the date the hold was placed, the date will be released.

Limitations on use of Event Venues: The Manager of Administrative Services will retain certain days for restoration and general facility maintenance. The facilities will not be available for use during these times.

General Regulations for all Tufts Users

The following are general regulations that apply to all Tufts Users of CLIC:

Alteration and use of the premises: User shall not alter, add to, deface, or in any way change the facilities at 574 Boston Ave. The rooms and spaces shall be maintained and vacated, as and when required, in as good condition as it is upon entry of User therein. If damage or regulation violation occurs, the CLIC management reserves the right to charge User for that damage and/or violation.

User accepts responsibility for management and removal of food, trash, event materials, etc. from reserved spaces. User acknowledges building furniture (tables and rolling chairs) must be returned/arranged per posted layouts. Failure to remove trash, erase whiteboards, or reset approved furniture will result in **\$200 fee** (per offense) to be charged *in addition* to Facilities work order costs. User acknowledges Tufts Facilities as sole agent authorized to modify couch/lounge furniture arrangements at CLIC.

Supervision: Users hosting events scheduled outside normal operating hours will be charged event staffing fee from “set-up” to “departure” times. University police detail required for all functions with anticipated attendance of 100+, regardless of scheduled day/time of event.

Representative from User department/organization must be on-hand to serve as event coordinator, and be available to answer questions and troubleshoot problems for duration of event.

Food and Beverage: Tufts Catering must be used for any alcohol service in CLIC. It is understood and agreed that User, its agents, employees, guests and patrons, will be subject to Massachusetts laws and the University’s policies on alcohol and other drugs. A University police detail is required for all events where alcohol will be served.

Outside caterers may be used for events. User will remove, or make arrangements for the removal of, trash and food waste from the reserved space(s) upon departure - this is not the responsibility of building custodial workers. Trash cannot be left in hallways or amassed near garbage cans, and must be removed from the building - dumpsters are located in the parking lot adjacent to 574 Boston Ave. Additional custodial services should be requested via Facilities work order for events with food and beverage for over 10 people. Failure to properly remove trash will result in a **\$200 fee** (per offense).

Displays and Decorations: Displays and decorations within the building may only be erected in designated areas. No signs, posters, pictures, or other material may attached to the walls, windows, ceiling, or floors of the building by any method. Failure to remove event materials will result in a **\$200 fee** (per offense).

Storage: Storage at the Collaborative Learning & Innovation Complex is not permissible. Event materials cannot be shipped to CLIC ahead of scheduled events; deliveries will be turned away. All items that are the property of User must be removed at end of event.

Service Coordination: User accepts responsibility for, and timely coordination of event and service requests. University contacts for reference:

- [Facilities](#) - Furniture rentals, garbage can deliveries, custodial cleanings, room resets
- [Public Safety](#) - Police details, parking passes
- [Catering](#) - Bar service, hot food service requiring Stenro use
- [A/V](#) - PA systems, TV carts, microphones, video conferencing, recording

Event Details

Event Title: _____
 Day & Date: _____
 Space(s) Requested: _____

 Event Set-up Time*: _____
 Event Start Time: _____
 Event End Time: _____
 Departure Time*: _____
 Estimated Attendance: _____
 Participant Charge, Tufts/Non-Tufts: \$ _____

Brief Audience & Event Description:

	YES	NO
Event is open to Tufts Community:	_____	_____
Food/Beverages will be served:	_____	_____
Caterer: _____		
Alcohol will be served:	_____	_____
Furniture will be rearranged:	_____	_____
Furniture will be rented:	_____	_____

* Building staff is required for events scheduled outside normal hours of operation at additional cost to User. Provided DeptID will be charged.

Event Contact

Name: _____
 Tufts Affiliation: _____
(Faculty/Staff/Student)
 Tufts Department/Organization: _____

 E-mail Address: _____
 Phone Number: _____

	YES	NO
You will be present at the event*:	_____	_____
Your group will be handling the room reset yourselves?	_____	_____

*If NO, provide day-of event contact name/phone number:

Event Coordination

DeptID _____
(Required for ALL events in case of damage/incidentals or event agreement violations)

Tufts Facilities WO# _____
(Required to provide trash cans, cleaning/trash removal, room reconfiguring, furniture rentals, moving lounge furniture at 574, etc.)

Tufts Catering Req# _____
(Catering is required for any alcohol service)

TUPD Detail Request Date _____
(Police detail required for events with 100+ guests, or if alcohol is to be served)

I have read the above regulations governing the use of the space at the Collaborative Learning & Innovation Complex. I understand, and agree to abide by these rules throughout the entire program or function that I and my group occupy the space.

 Sign & Print Name

 Date