

Tufts University

# Sophia Gordon Hall Multipurpose Room (MPR) Policies for Use

(updated 09.2009)

The Sophia Gordon Multipurpose Room (MPR) is located on the East side of the Sophia Gordon Residence Hall. This multifunctional space was designed with a variety of options including theatrical lighting, floor plan arrangements, and multimedia technology access. Please review the following policies and procedures for use of this space. Adherence to these guidelines is imperative, as future use of the Sophia Gordon MPR is contingent upon satisfactory compliance with these regulations.

### Quiet Hours

Sophia Gordon Hall is primarily a residential facility. It is important to remember when planning your event that there are specific quiet hours. **As such, all events must conclude (including cleanup and break-down) by 11:00pm Sunday through Thursday nights and by 1:00am Friday and Saturday nights.**

### Reservations

All reservations for the space, including weekend and evening use, must be reserved through the R25 Reservation System found at:

<http://uss.tufts.edu/registrar/Resource25.asp>.

Reservations are made on a first-come, first-serve basis. Due to the high volume of requests for the Sophia Gordon MPR, **interested groups must submit their request at least one week prior to the event**, otherwise, their event will not be confirmed or approved.

### Reservations – Blackout Dates

**No events are permitted to be held in the space during the period of Reading Days and Final Exams at the end of each semester.** Please consult the Academic Calendar for the most current dates of Final Exams.

### Event Registration

**All student groups and organizations** requesting to use this space must register their event through the official Event Registration process through the Office of Campus Life. **Note: Academic/departmental admin staff do not need to complete this process.** Event Registration meetings to approve or deny events are held every Friday from 10am-12 pm in the Zamparelli Room on the second floor of the Mayer Campus Center. You will receive more information about which specific Event Registration Meeting to attend upon making your reservation online. For more information regarding the Event Registration process, please consult the latest version of “The Roadmap” online at <http://ocl.tufts.edu/?pid=10&c=3>.

### Capacity

The Sophia Gordon MPR can hold a maximum of **80 people seated** and **150 people standing**. Please consider this carefully when making your request.

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## **Furniture**

There is a limited amount of furniture provided for use in the Sophia Gordon MPR. Access to the storage closet (day, evening, or weekend) may be obtained by calling TUPD at x7-3030.

	<b>Seating</b>		<b>Tables</b>		<b>Misc.</b>
80	Stackable chairs (no arms)	2	6' Boardroom tables	1	Lectern
48	Tablet chairs (with desks)	5	2' Round side tables	1	Chalkboard
9	Club chairs			1	Music stand

Use of any furniture other than what is in the storage closet must be requisitioned through Residential Facilities at a cost. Please contact Facilities directly to arrange this at 617-627-3857 (x73857). Use of furniture in the space requires setup and take-down by the requesting group (unless requisitioned through Facilities). The storage closet must be put back in the way it was found.

## **Audio/Visual Equipment**

The space is equipped with extensive audiovisual technology to serve your multimedia needs, including the following: laptop-ready overhead projector and screen, theatrical lighting, internet ports, VGA and S-Video cables, audio rack and microphone hookups, automatic window shade controls, and cable TV input. Contact Tufts ITS for more information:

<http://ase.tufts.edu/its/trainguideclassroom.htm>.

## **Food**

Food may be brought into the space so long as it is entirely cleaned and disposed of after the event. If you would like to contact Catering Services for assistance, a completed Interdepartmental Requisition Form (IDR) is required. Additionally, when requesting Catering Services, you may want to submit an IDR for an additional setup table, as extra tables are not provided in the space. You may contact Catering Services at <http://catering.tufts.edu/> or 617-627-3411 (x73411).

## **General Usage**

Signs, posters, or other materials may not be taped or tacked to the walls, doors, or drapes. Please remember to remove all items that are property of the sponsoring organization upon completion of the event, and ensure that no personal belongings have been left behind. Please dispose of all trash in the appropriate trash or recycling bins within the space. It is important to remember that you and your organization are responsible for the proper use of the space. Organizations that leave excessive trash or belongings, damage the floors, furniture, or A/V equipment may forfeit their privilege of reserving the Sophia Gordon MPR in the future.

## **Sophia Gordon Multipurpose Room Layout (not to scale)**

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## Sophia Gordon Multipurpose Room Layout (not to scale)

