



COPPIN
STATE UNIVERSITY
EST. 1900

Events and Conference Services
Campus Space Usage

**Policy and Procedure Manual
and
Resource Guide**

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SECTION I: INTRODUCTION

A) PURPOSE

This document pertains to the scheduling of space for all events taking place on the campus of Coppin State University (CSU), with the only exceptions being academic classes for Coppin students and athletic competitions scheduled and sponsored by Coppin Athletics. This document is meant to provide guidance and consistency throughout the entire event process, including scheduling, planning, and execution for internal and external events.

B) OFFICE OF EVENTS AND CONFERENCE SERVICES

The Office of Events and Conference Services (ECS) is a Division within the Office of Business Services. ECS is responsible for reviewing requests for event space, approvals (or denials) of those requests and scheduling events in appropriate space, coordinating with campus partners to resources necessary to execute events on University property and billing for the use of campus resources needed to ensure the success of the events. . ECS also markets Coppin spaces for use by non-University customers.

This document is a body of policy designed to facilitate the mission of the *Events and Conference Services (ECS)* and its role at Coppin State University. The mission of ECS is embodied in the following goals:

1. Support the University in two primary functions: 1) Generate revenue from renting University space and providing event coordination services to affiliate and external clients, and 2) Support department and student organizations hosting CSU centered events in University space.
2. Increase the use of campus spaces, thus providing additional revenue to the University.
3. Centralize the process for scheduling various spaces throughout the campus by receiving requests and information from all campus and non-campus departments and organizations.
4. Maintain and enforce consistent scheduling policies, priorities and procedures. Minimize scheduling conflicts throughout the campus community.
- 5.
6. Maintain and enforce contracts for rental spaces.
7. Increase the degree of campus-wide communication relative to scheduling.
8. Increase the degree of campus awareness with regard to campus events.
9. Provide a designated liaison to the local community with regard to scheduling of programs and events.
10. Provide efficient and timely information to coordinate campus events.
11. Aid in the coordination of academic and non-academic scheduling priorities.

12. Ensure Event Coordinators are equipped to assist in organizing security, housekeeping, parking services, audio/visual needs, catering, and other essential support services needed for successful event execution.
13. Meet with campus partners on a weekly basis to discuss operation and execution of upcoming events in an effort to discuss efficiencies and challenges, as well as develop best practices for event coordination on University property.

SECTION II: GENERAL POLICIES AND PROCEDURES

A) CATEGORIES OF EVENTS

Events and Conference Services categorizes the events that are handled through our office in three separate categories. These categories are vital to understanding the process of evaluating and processing requests, handling event logistics, determining liability and billing for resources.

University Event is defined as an event for a Coppin State University Department or student group (recognized by the SGA) where the charges are applied to a CSU PeopleSoft Account. This would include events “Hosted” by University departments or student groups, without other entities assuming a predominant role in the event, and so long as their target audience remains the Coppin State University students, staff, and/or faculty. University Events do not require a Facility Use Agreement, but an Internal Event Request Form signed by the Department/Division Head. University Events are conducted at cost, meaning there is no rental space charge. Any costs related to the execution of the event will be invoiced and charged to the “Host” department or student group’s CSU PeopleSoft Account. Account billing information must be provided to ECS in advance of the scheduled event in order for the event to take place.

Affiliated Event is defined as any of the following: external organization’s event coordinated with a CSU Department or SGA recognized student group; State of Maryland Agencies; Baltimore City Agencies; USM Institution; charitable community organizations; and university professional associations; and non-profit/not-for-profit organizations. Also included are CSU alumni and employee events for individual/personal use. Affiliated Events require Facility Use Agreement and proof of liability insurance to cover any potential damages or claims related to the event. . Affiliated Groups are eligible for a reduction in space rental fees. Affiliated parties are responsible for the full price for all other expenses, included but not limited to: audio-visual, housekeeping, dining services, parking, security and facilities over time charges.

External Event is defined as a non-University organization hosting an event on University property for any other purpose not listed under the University or Affiliated definitions. These events must be organized through Events and Conference Services, will require a signed and executed Facilities Use Agreement, certificate of insurance and payment prior to the start of the event.

Points of clarification for determining category of event:

- If being paid for by means other than Coppin Department Codes and Accounts, an event cannot be considered a University Event. Depending on other factors, it is either an **Affiliated Event or an External Event**.
- For an event to be considered “Hosted,” a member of the sponsoring University’s academic or administrative unit must be A) designated as the “University Host,” B) involved in planning the program; C) In attendance for the event in its entirety to ensure that it is conducted in accordance with University policies and safe/proper use of spaces.
- The final decision of the category under which an event falls is at the sole discretion of Events and Conference Services. Any inquiries regarding events categories should be directed to the Manager, Events and Conference Services.

B) REQUESTING USE OF UNIVERSITY SPACES

a. UNIVERSITY EVENTS – STUDENT GROUPS

STUDENT EVENT REQUEST PROCEDURE

- 1) Fill out **Student Event Request Form** as completely and accurately as possible. Sign when completed.
- 2) Form must be signed by Student Organization’s Advisor and submitted to Student Activities staff for review.
- 3) Student Activities staff will submit reviewed forms to ECS via email every Monday by 5pm.
- 4) A member of Events and Conferences Services staff will
 - a. approve request and reserve space appropriate for the type/occasion of event by the Friday following receipt of the event request,
 - b. deny request and communicate denial to Student Activities Staff via email, or
 - c. Request Student Activities staff contact student organization’s advisor for more information.

STUDENT EVENT REQUEST POLICIES

- 1) Request must be submitted to the Office of Student Activities **at least fourteen (14) days before the start of the requested event. NO EXCEPTIONS!**
- 2) All spaces used for Student organizations include STANDARD SET-UP. For a full list of Standard Set-Ups, contact Event Services.
- 3) Any set-up requests other than Standard may incur labor costs. All Non-Standard Set-Up requests require a Floor Plan be turned into Event Services for approval, no less than 10 days prior to the event. Event Services has right to deny any Non-Standard set-up request.
- 4) All food served or distributed at student events must be provided by the University’s exclusive Dining Services vendor, unless a waiver from the vendor has been provided in writing and submitted to the Office of Events and Conference Services.
- 5) Housekeeping fees are incurred for events meeting ANY of the following conditions:

- a. Large events (estimated attendance of 100 or more);
 - b. Events serving or distributing food;
 - c. Events occurring after 5:00pm Monday – Friday or anytime Saturday/Sunday/Holidays.
- 6) All events where money will be collected at the entrance, online, in advance OR throughout the event will require of the presence of Coppin State Police Department, with fees for services charged directly to the “Host” student organization.
 - 7) Other additional services may be required to ensure a safe, successful student event. Such services will be charged to the “Host” organization. If such services are required for your event, funds must be secured by ECS at least three (3) business days prior to your event. Failure to do so may result in event cancellation.
 - 8) Failure to adhere to any of the above policies may result in suspension/revocation of your space rental privileges for the student club/organization not being able to reserve this space for future events.

b. UNIVERSITY EVENTS – STAFF AND ORGANIZATION REQUESTS

STAFF AND ORGANIZATION REQUEST PROCEDURE

- 1) Fill out **Internal Event Request Form** as completely and accurately as possible.
- 2) Form must be signed by Department Head or Chair, as applicable.
- 3) Return the form via email to any member of the ECS OR by delivery to the ECS office on the 2nd floor of the Talon Center.
- 4) Once processed, ECS will either:
 - a. Reserve the space, and, if needed, follow up with a meeting to discuss event logistics;
 - b. If further clarification is not needed, provide you with a confirmation of the reservation and, as needed, an internal invoice
 - c. If event dates/spaces are unavailable, look at alternative options, based on availability and type of event.

c. AFFILIATED and EXTERNAL EVENTS

The process for requesting space for Affiliated Events and External Events is the same.

- 1) Obtain a **Rental Application Form** from the ECS Office or from an ECS Event Coordinator. Form can be found in the Appendix of this document.
- 2) Fill out form to best of ability, and return to ECS Office or any ECS Event Coordinator.
- 3) ECS will review and process the application within five (5) business days of receipt. A response will be one of the following:
 - a. Denial of use, based on either content of event or resource limitations;
 - b. Further questions to help understand proposed event;
 - c. An Event Cost Estimate, followed by a Facility Use Agreement and Space Usage Guidelines upon acceptance of estimated costs. An event is not

confirmed until a signed and executed Facilities Use Agreement and deposit have been received.

Priority Usage Statement: All reservations will be reviewed on a first come, first serve basis, regardless of category of event. If at any point there becomes a conflict in scheduling of space, priority will be given in the following order:

- 1) University Event
- 2) Affiliated Event
- 3) External Event

Once an event has been CONFIRMED by Events and Conference Services, it may not be moved without written consent from either the executing party OR a member of the University Cabinet.

C) APPROVAL/DENIAL OF REQUESTS FOR USE OF UNIVERSITY SPACES

Generally, the ECS will authorize requests for use of University spaces based on factors including, but not limited to:

- 1) Availability of space;
- 2) Date request is received;
- 3) Space use based on priority;
- 4) Appropriateness and general feasibility of space for specified use;
- 5) Potential conflict with other activities;
- 6) Fulfillment of necessary requirements, including but not limited to payment of fees, proof of insurance, existence of current Facilities Use Agreements, etc.;
- 7) Availability of requested resources (chairs, table, audio-visual, etc.);
- 8) Availability of staff to set-up, break down or work at the event.

Note: All Coppin State University spaces are subject to the Bylaws, Policies and Procedures of the University System of Maryland, the laws of the State of Maryland and rules and regulations issued pursuant thereto. Any use of such spaces in violation of such laws, rules, and regulations may subject an offending party to civil and/or criminal liability. Further, any person who enters into a contract on behalf of the State of Maryland or Coppin State University for use of spaces, without specific contractual authority therefore, could be held personally liable for such contract. Notwithstanding these guidelines for use of spaces, the governing authorities of the University reserve the right to deny use of any space for any reason deemed necessary to comply with applicable law or otherwise to promote or protect the University.

D) RESPONSIBILITIES OF THE SPACE USER

The Space User shall:

1. Follow all provisions of the Coppin State University Campus Space Usage Manual. Failure to comply with provisions may jeopardize future privileges. When a signed contract is involved, adhere to all points in the contract.

2. Terminate activities on premises at or before the time indicated on the Facility Request Reservation form and use only the space reserved. A Space User is permitted access of the premise only during the hours specified and approved on the facilities reservation form. CSU is not responsible for items left after the event.
3. Receive authorization from the ECS prior to bringing external vendors on campus.
4. Identify an individual to serve as the space user who will be present at the activity conducted on the premises and will assume responsibility for adherence to University regulations.
5. Use the space only for the purpose stated during the reservation process and for a purpose that is not unlawful or in violation of federal, state, municipal ordinance of law or university policy. CSU has the right to terminate any event using the facilities for purposes other than those listed on the Event Request Form/Online Request Form.
6. Notify Events and Conference Services (410) 951-3571 of intention to cancel immediately. Events requiring additional personnel must be canceled at least 72-hours prior to the scheduled event. In order to avoid being responsible for fees associated with the event, it must be canceled in advance.
7. Agree to solely contact Dining Service vendor (410) 951-1229 or (410) 951-1231 to secure food and beverages needed for the event
8. Be responsible for the care, repair, and replacement of all University-owned furniture and/or equipment used on the premises. The Space User shall provide financial restitution for damages to equipment and/or property incurred during the activity in the facility by the Space User, its officials, employees, contractors, agents, attendees or representatives.
9. Adhere to and follow guidelines governing the appropriate occupancy (seating/standing) capacity as posted on campus. A Space Capacity Chart can be found in the Appendix of this document for reference.
10. Follow all guidelines for food and beverage in assigned space(s).
11. Refrain from using any décor, and/or lighting techniques which may cause potential hazard to the campus, this includes but is not limited to candles, sky lanterns, fireworks, incense, torches and oil lamps, confetti, glitter, balloons (as posted)
12. Refrain from smoking on the university campus, using or possessing illegal drugs and or firearms and explosives.
13. Not bring animals on campus except authorized service animals.
14. Follow University policy regarding the displaying and distributing of promotional literature on campus grounds and/or bulletin boards. This action is prohibited unless space has been approved through a written notification from the ECS. Only then should the applicant post flyers that have been approved.
15. If the Space User fails to comply with any of the above, or neglects to exercise appropriate care and control of the event, the cost of any damages or other additional costs incurred, including additional personnel costs, shall be the responsibility of the Space User or, if applicable, the unit or group that the Space User represents.

16. Coppin University will not tolerate conduct which sexually harasses any member of the University community on University premises or at any other location where there may be assigned or University-sanctioned activities. Your organization is expected to ensure compliance with this policy, or the University will take appropriate action if you fail to do so.
17. In compliance with fire and safety codes, hallways and stairwells must be free and clear of unauthorized items. An unauthorized item is defined as anything that is not a permanent fixture such as a trash receptacle. Easels, display boards, or other items are not to be stored in hallways and stairwells.
18. Sound/music is to be kept to a minimum due to surrounding offices and other events that may be occurring. Event cannot, limit, restrict, disrupt or in any way inhibit the normal instructional and noncredit programs or activities of the University
19. Coppin Security/Police should be contacted immediately at 410-951-3900 in the event an accident or emergency arises. Please Note: Campus Police have the authority to terminate an event if the space user is not in compliance with facility use and procedures
20. Those preparing for or attending events must provide for their own office supply needs (i.e., paper, pens, tape, and scissors, printing, and copying). Should you need office supplies and ECS can assist a fee will be charged. CSU offers digital printing, copying, postal, and graphic design services in Mail and Print Services located in the Physical Education Complex. You can contact them directly for information, 410-951-3750 or afmailservices@coppin.edu.
21. In order to provide each event with the most effective service possible, all those who receive approval to use Coppin State University campus space will be held accountable for the agreements made between the requestor and ECS staff regarding the event. Meetings and events, including meeting or event set-up and breakdown, may only be held during the agreed upon times.

E) CANCELLATIONS

a. UNIVERSITY EVENTS

The University has limited spaces for meetings and programs. If your event is canceled for any reason, please notify ECS in writing immediately. This helps prevent the performance of unnecessary tasks and allows the space to be available for other interested parties.

Events that require the scheduling of catering (please check with Aramark's policies on cancellations), audio visual equipment or additional personnel (housekeeping, event staff, and campus police) must be canceled within 72-hours of the scheduled event or fees will be applied.

In the event the campus is closed on the day of your event due to inclement weather or university closing, the space user will be granted the choice of selecting another date to hold your event.

b. AFFILIATED AND EXTERNAL EVENTS

Note the contract terms. Sample Contract is available in the Appendix of this document.

F) INFORMATIONAL/MARKETING TABLES

a. UNIVERSITY EVENTS

The following outlines the procedure for the sale or distribution of products, services or information in all Coppin State University (CSU) spaces and outdoor spaces and are in addition to the applicable procedures outlined elsewhere in the CSU Campus Space Usage Manual and any policies that may apply due to the type of event.

1. The request for space for Informational/Marketing Tables must be made to Events and Conference Services. Informational/Marketing Tables are provided from 9:00 a.m. to 4:30 p.m. to any University Department/Program or Student Organization of CSU at no additional fee.
2. Approval must be granted by the Manager of ECS prior to the sale of any items.
3. Informational/Marketing Table reservations are limited to two (2) tables per organization per day with up to two (2) chairs per table. Additional equipment may be reserved through Events and Conference Services. Additional fees may apply.
4. No alcohol, drugs, tobacco or firearms may be given out, promoted or sold at Informational/Marketing Tables.
5. Requests for space from Credit Card vendors, either as individuals or as co-sponsorship, **will not** be granted.
6. Amplified sound is permitted at a reasonable level, but must not interfere with daily operations of campus facilities or with the teaching and learning aspects of the University. ECS Staff reserves the right to turn down the sound level if complaints are received and the organization has not adhered.
7. Informational/Marketing Tables must be staffed by members of the group for the entirety of the reservation. Informational/Marketing Tables left unattended will have the materials and tables removed.
8. Posting of materials is allowed on the table(s) only.
9. Spaces, groups, and or distribution of materials must not obstruct normal facility traffic flow. Users of the Informational/Marketing Table must remain within the area reserved. Passers-by must approach the table of their own free will. ECS Manager may use discretion in determining normal facility traffic flow.
10. Informational/Marketing table reservations are limited to Talon Center Lobby, Tawes Lobby, and HHSB Lobby.

Failure to abide by the guidelines may result in the removal of materials, event shut down and or being ineligible for future Informational/Marketing Table reservations.

b. AFFILIATED AND EXTERNAL EVENTS

In addition to all policies in place for Informational/Marketing Tables for Internal Users, External Users:

1. Follow terms of signed contract. No marketing may take place prior to signed contract.
2. Insurance is required for all external informational/marketing tables placed on campus. Non-university organizations must provide a certificate of insurance as required by the CSU Campus Facility Use Policy and Procedure Manual. Coppin State University must be named additional insured at a minimum of one million dollars (\$1,000,000) per occurrence. A certificate of insurance must be presented to the Office of Events and Conference Services at least five (5) business days prior to the use of the informational/marketing table or the reservation will be canceled.
3. Organizations selling merchandise or services must provide a valid copy of a business license issued in the name of the reserving organization.

SECTION III: SERVICES

A) ROOM SET-UPS

Rooms are set up by Facility Management. They can alter, reset, add to, or subtract from furniture and existing set-ups of rooms. However, they should only receive work orders from Events and Conference Services. No space user should be contacting Facilities Management Directly. For complex set-ups, ECS Event Coordinators should allow for set-up time and break-down time as needed. Room set-up requests that come less than five (5) business days before the scheduled event may not be granted.

a. UNIVERSITY EVENTS

Unless otherwise approved, in writing, by Events and Conference Services, University Events are required to use standard room set-ups. Depending on staff and availability, rooms may be allowed special setups, but set-up fees may apply. Costs will be presented to you by your ECS Event Coordinator, and must be signed and completed by the event sponsor prior to services being rendered. A list of rooms with existing setups can be found in the Appendix of this document for your reference. ECS encourages you to use this information when requesting which space to hold your event. Here is a brief synopsis of the pre-set rooms:

Talon Center Atrium:	Theatre
Talon Center 210:	Classroom
Talon Center 214:	Conference
Talon Center 218:	Banquet Rounds
Talon Center Café:	Banquet Squares
Talon Center Dining Hall:	Banquet Squares
Tawes Ballroom:	Banquet Squares
Tawes Fireside Lounge:	Reception
Tawes Conference Room:	Conference
All Classroom Space:	Classroom

Requests for Non-Standard Set-Up:

If you require a special set-up, notify your ECS Event Coordinator immediately. If Special Requests is approved, in writing, a work order and floor plan must be submitted to ECS and Work Control no less than 5 business days before your event. University representatives are free to alter set-ups of rooms themselves as they see fit, so long as the room is returned to the set-up in which they found it. Failure to do so may result in a resetting labor fee.

b. AFFILIATED AND EXTERNAL EVENTS

Affiliated and External Event room set-ups will be coordinated through the ECS Event Coordinator assigned to the event. ECS Event Coordinators will act as the liaison between the space user and Facilities Management to ensure set-up of the room meets the standards expected by the space user, and/or outlined in the contract. Room set-up fees may be charged as part of the contracted costs. ECS Event Coordinators are expected to use the online reservation system to ensure room availability, and the Room Capacity Chart to ensure the event space is suitable for the event.

B) AUDIO/VISUAL EQUIPMENT AND TECHNICAL SUPPORT

Audio Visual equipment is maintained and operated by Events and Conference Services. There are limitations in equipment, staffing, and availability.

a. UNIVERSITY EVENTS

Audio/Visual equipment (in inventory) and staffing for University Events is available free of charge Monday through Friday, 9:00a-5:00p. If equipment needs to be rented, or if staffing is required prior to, or after, normal business hours, fees will be incurred. Costs will be presented to you by your ECS Event Coordinator, and must be acknowledged and signed and by the event sponsor prior to services being rendered. It is vital to submit audio/visual requests with your event request form so ECS Event Coordinators can arrange for audio/visual set-up. It is the responsibility of the event sponsor to ensure arrangements are made in advance of the scheduled event. Any questions about potential service, please call the ECS office at x3571 or e-mail the office at eventservices@coppin.edu

b. AFFILIATED/EXTERNAL EVENTS

Affiliated and External Event Audio/Visual requests will be coordinated through the ECS Event Coordinator assigned to the event. ECS Event Coordinators will act as the liaison between the space user and the Audio/Visual team to ensure CSU meets the standards expected by the space user, and/or outlined in the contract. Audio/Visual fees will be administered as part of the contracted costs. Rates and available services can be found in the Appendix of this document for your reference.

C) HOUSEKEEPING:

WFF Housekeeping has a general services contract with the University. However, any work considered out of the scope of general coverage is a billable service, which includes event coverage. WFF Housekeeping services are billable under the following conditions:

- 1) If the any portion of an event takes place outside of normal coverage hours, Monday-Friday, 9:00am – 5:00pm,
 - a. AND the event is serving or providing food,
 - b. OR has an anticipated attendance of more than 100 people,
 - c. OR there is a foreseeable need for additional housekeeping services, above and beyond standard coverage, based on the nature of the event.

- 2) If the entirety of an event takes place during normal coverage hours, Monday-Friday, 9:00am-5:00pm
 - a. AND the event is serving or providing food,
 - b. AND has an anticipated attendance of more than 100 people,
 - c. OR there is a foreseeable need for additional housekeeping services, above and beyond standard coverage, based on the nature of the event.

- 3) Costs for Events with Billable Housekeeping Services, based on location of event:
 - a. PEC Arena - \$650.00/day
 - b. All other spaces - \$200.00/day/space

Housekeeping rates can be found in the Appendix of this document for your reference. If additional housekeeping is not assigned to your event, please continue to be mindful that the campus is our home and resources are limited. Please share in the responsibility of keeping the CSU space, furnishings, and equipment in the best condition possible. ECS must be notified of needed furnishing repairs and/or damage.

D) CATERED FOOD SERVICES

Please Note: Aramark has an exclusive food service contract with Coppin to handle all of the University's dining service needs. All food service requests on campus should be directed to Aramark.

a. GENERAL ARAMARK POLICIES

The following information serves as a summary of some of the campus food service policies. Please refer to Aramark, www.coppinstate.catertrax.com or 410-951-1229 for a complete list of their policies and procedures.

- 1) In order for you to receive food service the location of your special event needs to be confirmed with the ECS before catering is delivered and/or set-up.
- 2) We strongly recommend that you make your food service request early. We request that your orders be placed (7) days prior to your scheduled event date in order to provide you

with the best quality and service. If orders are being paid via Purchase Order, please place your order (14) days in advance.

- 3) All payments shall be made via credit card (Visa, MasterCard accepted), or by check drawn to Coppin State University. An Internal User has the option of paying by Purchase Order or P-Card. Based upon procedures set forth by the University, catering services are not able to be provided unless all appropriate billing information is provided, all related forms completed and submitted, and the proper authorized signature(s) and approvals are received by Coppin State Catering (Aramark) prior to your scheduled event.
- 4) For your convenience automated online ordering is available (24) hours a day, (7) days a week at <http://www.coppinstate.catertrax.com/>. We request that all orders be submitted electronically, as this is the most accurate way to place and track your orders. Telephone and fax orders are discouraged.
- 5) Go to <http://www.coppinstate.catertrax.com> and click on "Need an Account." Complete the information requested and your account will be activated. Please forward any questions or requests for assistance to howington-caitlin@aramark.com or call (410) 951-1229.
- 6) Please note all orders received during normal business hours of 9:00 a.m. – 5:00 p.m. Monday through Friday will be processed in 24 hours. Requests received after hours and during scheduled holidays and breaks will not be processed until the next scheduled day of normal business operations

b. **ALCOHOL POLICY**

Coppin State University is an alcohol-free campus. The consumption, distribution and/or sale of alcohol On CSU's campus is strictly prohibited.

c. **FOOD SERVICE DELIVERY**

In an effort to provide your food service at a time that is convenient to your event, we ask that you carefully plan the food service component of your event. Due to food handling health concerns, your food should not be available to your guests for more than two hours. Your food service set-up time should be 30/45 minutes before your function. You must provide a specific and accurate location. A staff member from your department must be at the location to receive and sign for your order.

d. **REMOVAL OF FOOD FROM THE PREMISES**

To protect you and your guests from potential food-borne related illnesses, we cannot allow you to remove food from the premises of the serving location. In compliance with proper food handling procedures, all food must be consumed at the function. For additional information regarding this and other practices please contact Aramark. We encourage you to eat all you can at the function during the two-hour serving period. The use of containers and packaging to remove food from the premises is prohibited. Please plan your function carefully to minimize the ordering of excess food.

E) OFFICE OF PUBLIC SAFETY

The Coppin State University is staffed 24-hours a day by sworn police officers certified by the Maryland Police Corrections Training Commission. Coppin Police have access to all facilities.

If determined by the University that the proposed activity warrants the presence of security personnel, a representative from the Police Department shall make a recommendation as to the number and function of said personnel and the hours such personnel would be needed. Security personnel will be provided at the Space User's expense. The Space User must agree with the recommendation which may include CSU Police Officers and outside law enforcement agents.

In addition, additional Police Officers/Safety personnel may be requested by Space Users. Space User must agree to all potential charges when requesting additional safety personnel.

F) PARKING AND TRANSPORTATION SERVICES

Parking and Transportation Services (PTS) monitors the use of all the parking lots on campus. They also provide assistance and services when community members or guests are in need of transportation. If you have any specific questions about what can be offered, please reach out to PTS directly at parking@coppin.edu or 410.951.3556.

Parking permits are required on campus. If you are anticipating external guests to attend your event, arrangements will be needed to ensure spaces are reserved and services are rendered. ALL Events including non-Coppin Community guests require additional fees for parking. Costs are based on space rented and classification of event. All ADA laws and parking postings must be observed at all times.

a. UNIVERSITY EVENTS

When University Events are expecting non-community members, Space Users are required to arrange their own parking needs. All fees and expenses will be administered directly by PTS.

b. AFFILIATED AND EXTERNAL EVENTS

All affiliated and all external events require parking arrangements. It will be the responsibility of the ECS Coordinator working with the space user to provide price quotes and estimates. PTS will bill ECS directly for all services related to affiliated and external events.

SECTION IV: CLOSING

The objectives of the staff of Events and Conference Services are to provide on-campus community members with Event Support, and to provide a centralized representative for external space users looking to host events on campus. Please let us know if there are ways we can improve our service. Feel free to contact us at 410.951.3571 or eventservices@coppin.edu.

SECTION V: APPENDIX

Student Event Request Form

Internal Event Request Form

External Rental Application

Default Floor Plans

Space Capacity Chart



Office of Student Activities
410.951.3922
Coppin State University
2500 West North Avenue
Baltimore, MD 21216

Event Request Form

All event forms must be submitted **TYPED** (aside from signatures) and **submitted at least 14 days** prior to the event. All catered events must use Aramark, unless a waiver is provided. University policy prohibits students from signing contracts. **Approvals/denials of event requests will be placed in your mailbox in Student Activities.**

Official Use Only

Student Activities Approved: Yes _____ No _____ Date: _____

Events and Conference Services Approved: Yes _____ No _____ Date: _____

If ECS no, reason: Conflict in time/location Other: _____

Revised IRM 11/17

Club/Organization: _____

Date of Event: _____

Event Title: _____

Event Description: _____

Event Type: Party Variety Show Meeting Forum/Speaker Performance

Will admission be charged for the event? Yes No

Does your event have food? Yes No

1st Choice Location: _____

2nd Choice Location: _____

Set Up Time: _____

Start Time of Event: _____

Break Down Time: _____

End Time of Event: _____

Does your event have decorations? Yes No

Does your event require amplified sound? Yes No

Does your event require special parking? Yes No If yes, how many anticipated spaces? _____

Set up requests:

of tables: _____ #of chairs _____ Podium Empty Room Auditorium Style

U-Shaped Classroom

Audio/Visual Needs:

Does your event require special technology? Yes No

If yes, please indicate your needs: Outdoor power Microphone/s How many mics? _____

PA System Projector Screen Laptop Other: _____

Some events may require additional services that are the financial responsibility of the sponsoring club/organization. **Submitting this form indicates that your club/organization accepts all financial responsibility of the event and understands and agrees to all policies set forth with holding a function.** ALL RESERVED SPACES MUST BE RETURNED TO THEIR ORIGINAL SET UP AFTER THE EVENT. Failure to adhere will result in your club/organization's denial of future events.

Club/Organization Representative (print): _____ **Sign:** _____ **Date:** _____

University Email: _____

Phone: _____

Advisor (print): _____ **Sign:** _____ **Date:** _____

University Email: _____

Phone: _____

**Coppin State University
Events and Conference Services
Department/Staff Event Request Form**

Please fully complete this form to request a facility reservation for University Sponsored Events and University Meetings ONLY. Entries in all fields are required for processing. Return the form via email to eventservices@coppin.edu. Once received, Events & Conference Services will process your request and respond with approval or denial within 5 business days.

Sponsoring Department/Organization: _____

PeopleSoft Billing Code: (7 Digits): _____

Requestor Name: _____

Contact Number: _____ Email Address: _____

Name of Event: _____

Description of Event: _____

Is this event sponsored by this department ONLY?

If yes, Chair or Head of Department Signature Here: _____

If no, is this event in partnership with a NON-CSU Department? YES or NO

Date of Event or Start Date: _____

Multiple Dates? YES or NO If YES, list other dates needed:

Is Date Flexible? YES or NO If YES, list potential alternatives:

Is the event open to the public? YES or NO If YES, describe intended audience:

Estimated number of attendees: _____

Expected Client Set Up time: _____ Event Start Time: _____ Event End Time: _____

Requested Space #1: Building: Room(s):

Requested Space #2 (If Applicable): Building: Room(s):

Requested Space #3 (If Applicable): Building: Room(s):

Space Set up Request: NOTE: All Spaces, unless otherwise noted, will be used in their **STANDARD SET-UP**
All Non-Standard Set-Up requests require a Floor Plan and Work Order be turned into ECS when submitting this form. ECS has right to deny any Non-Standard set-up request. If you require a non-standard setup request, please attach to this request.

Describe any audio/visual needs you would like to request:

Will Food be served at your event? YES or NO

All food must be ordered through Aramark. Please contact Mr. Heckstall or Ms. Headen at 410-951-1229

All events serving food are subject to additional housekeeping charges.

Are any outside visitors attending this event? YES or NO

If yes, parking fees will apply. Please contact Parking Services.



Event Request Form (External Clients)

Instructions and Procedure:

- 1) Please type or print in ink. Please provide as much detail as possible.
- 2) Return the completed form to Coppin State University Events and Conference Services (ECS) by dropping off at Talon Center Room 202, or e-mailed back to the Event Manager who provided the form.
- 3) Once received, ECS will process. Please allow five (5) business days for processing.
- 4) Once processed, ECS will do one of the following:
 - a. Reserve the space, and, if needed, follow up with a meeting to discuss specifics.
 - b. If further clarification is not needed, provide you with a price quote and contract.
 - c. Look at alternative options, based on availability.
- 5) If presented with a contract and price quote, please keep in mind of the following:
 - a. Coppin State University is a SMOKE FREE Campus. No Exceptions.
 - b. All food and beverage served or distributed on campus must be bought and serviced through our on-site caterer, Aramark.
 - c. All parties hosting contracted events must hold of General Liability insurance, for up to \$1,000,000.

Basic Information:

Name & Title: _____

Business/Organization Name (If applicable): _____

Federal Tax ID or (SSN for Individual) # **(REQUIRED)**: _____

Address: _____

Phone: _____ E-mail: _____

On-Site Contact for Event: _____

Brief Description of Event: _____

Estimated Attendance: _____

Is target audience Coppin State Students/Staff/Faculty? YES NO

If NO, please explain who the target audience is: _____

Requested Date(s) of Event: _____ Requested Time of Rental: _____ to _____
Alternative Dates, listed in order of preference (1 being top alternative, 3 being worst alternative)

Alternative Date #1: _____

Alternative Date #2: _____

Alternative Date #3: _____

Venue(s) Requested:



Event Request Form (External Clients)

Talon Center

- Second Floor Atrium
- Conference Room 210
- Conference Room 218
- Dining Hall (Lower Level)
- First Floor Foyer
- Café (Upper Level)

Parlett Moore Library

- Parren J. Mitchell Conference Room
- Quad

Classroom Buildings

- Grace Jacobs Lobby
- Classroom Space
- STC Lobby
- HHSB 3rd Floor Atrium
- HHSB 5th Floor Atrium

James Weldon Johnson Auditorium Building

- James Weldon Johnson Auditorium
(Includes Ticket Booth, Dressing Rooms)
- Classrooms

J. Millard Tawes University Center

- Fireside Lounge
- Executive Conference Room
- Lobby
- Ballroom

Physical Education Complex

- Arena
- Auxiliary Gym (Room 109)
- Concourse
- VIP Suite (President or Alumni)
- Track & Field
- Softball Field
- Tennis Courts
- Pool
- Multipurpose Gym (Room 108)
- Classroom or Computer Lab
- 2nd Floor Lounge

Other

- (describe) _____
- (describe) _____

If unsure of venue, please describe what type of venues you would be looking for (Example: Theatre, Conference Room, Tabling, etc): _____

Equipment Needs:

Please identify any Audio/Visual needs, any Audio/Visual you plan to supply, any specific furniture needs, or any equipment you would need for your event:

ECS Audio Visual Needs: _____

Audio Visual Equipment you plan to provide on your own: _____

Specific Furniture needs (Example: High Top Tables, Pipe and Drape, etc): _____

Other Needs (Example: Public Safety Staff, Specific Table Linens) _____



Event Request Form (External Clients)

Food:

Do you plan on serving food at your event?

YES NO

If Yes, elaborate on type of meal (Example: Buffet Lunch; Coffee Break; Plated Dinner):

NOTE: All food and beverage served or distributed on campus must be bought and serviced through our on-site caterer, Aramark. To view menu, visit <https://coppinstate.catertrax.com/> .

Miscellaneous Questions:

Have you or your organization previously used Coppin State facilities in the past? YES NO

If so, tell us name of event, and when it took place: _____

Which best describes admission?

Free/Open Tickets Registered Guests/Invite Only Other: _____

Do you require overnight accommodations (Summer Groups Only)?

NO YES, Staff Only YES, Staff and Participants

Signature: _____ Date: _____

Printed Name: _____

Key:

- = Space cannot be set up in that design
- * = Default set up for the space.
- ^ = Rental furniture may be needed, at client expense.
- # = PEC 108/109 are used together, capacity is 1120

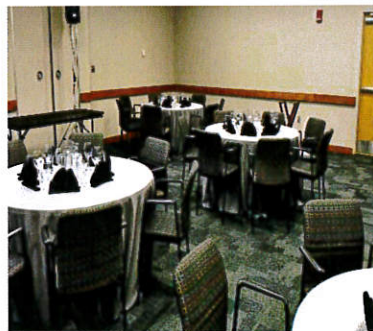
Event Space Capacity Chart

Building	Room	Square Footage	Dimension (L x W)	Theatre	Classroom	Banquet (People)	Conference/ Open Square	Reception (Standing)	Exhibit (Tables)
Talon Center	Atrium	1980	90' x 22'	150*	---	100	---	150	25
Talon Center	210	792	24' x 33'	50	40*	---	25	---	---
Talon Center	218A	756	27' x 28'	80	50	56*	---	70	---
Talon Center	218B	324	27' x 12'	---	---	---	25*	---	---
Talon Center	218AB	1080	27' x 40'	125	60	70	---	75	---
Talon Center	214	864	36' x 24'	---	---	---	25*	40	---
Talon Center	Café	1200	48' x 25'	---	---	75*	---	---	---
Talon Center	Dining Hall	3200	80' x 40'	---	---	400*	---	---	14
Talon Center	Lobby	750	25' x 30'	---	---	---	---	---	10
Moore Library	Conference Room	960	24' x 40'	---	---	---	35*	---	---
Moore Library	Quad	15000	150' x 100'	---	---	200^	---	1000	50^
STC	Lobby	400	40' x 10'	---	---	---	---	---	8
HHSB	3 rd Floor Atrium	1296	36' x 36'	75	30	70	---	75	12
HHSB	5 th Floor Atrium	900	30' x 30'	50	20	50	---	50	12
Johnson Building	Auditorium	10800	120' x 90'	950*	---	---	---	---	---
Tawes Center	Fireside Lounge	1190	34' x 35'	---	---	---	---	75*	---
Tawes Center	Conference Room	500	20' x 25'	---	---	---	20*	---	---
Tawes Center	Lobby	1200	75' x 16'	---	---	---	---	---	30
Tawes Center	Ballroom	4756	58' x 82'	300	---	200	40	300	25
Phys. Ed. Complex	Arena Floor	8500	125' x 68'	600^	---	350^	---	600	60^
Phys. Ed. Complex	109	10800	90' x 120'	450^	---	450^	---	720/1120#	45^
Phys. Ed. Complex	Concourse (Suite) Concourse (Main)	4260	10' x 102' 120' x 27'	250	---	150	---	250	60^
Phys. Ed. Complex	Concourse(Outside)	4200	140' x 30'	---	---	---	---	150	25
Phys. Ed. Complex	Camphor Suite	450	30' x 15'	25	---	---	---	25*	---
Phys. Ed. Complex	108	5985	95' x 63'	300^	---	275^	---	400/1120#	40^
Phys. Ed. Complex	102	840	30' x 28'	---	35*	---	---	---	---
Phys. Ed. Complex	144	350	25' x 14'	---	20*	---	---	---	---
Phys. Ed. Complex	2 nd Floor Studio	1500	50' x 30'	---	---	---	---	75	---
Phys. Ed. Complex	207	840	30' x 28'	---	25*	---	---	---	---
Phys. Ed. Complex	226	840	30' x 28'	---	25*	---	---	---	---
Phys. Ed. Complex	228	840	30' x 28'	---	25*	---	---	---	---
Phys. Ed. Complex	2 nd Floor Lounge	1020	34' x 30'	80	---	40	---	75	10

Phys. Ed. Complex Concourse



Talon Center Room 218AB

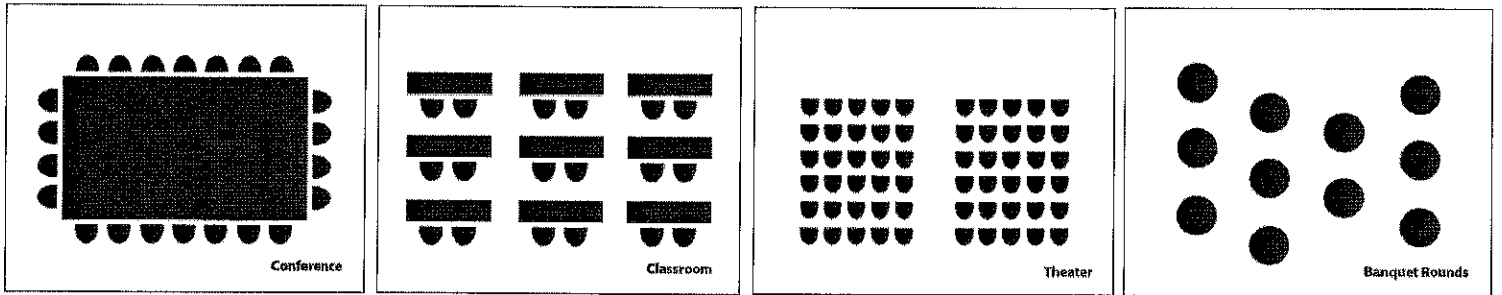


Tawes Center Ballroom

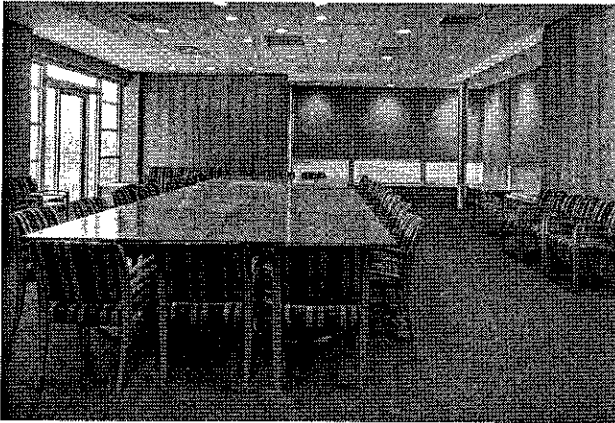


Standard Room Setups

Events and Conference Services (ECS) uses 4 main setups for special events (below). To assist you with determining the right location for your event please refer to the following diagrams and locations below. If you have any questions feel free to contact ECS at 410-951-3571 or email eventservices@coppin.edu.

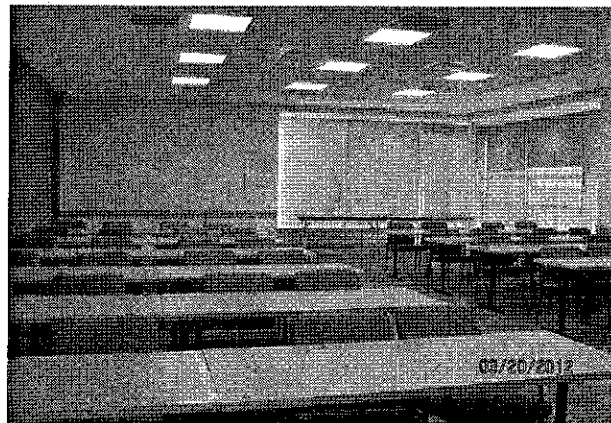


Talon Center Rooms



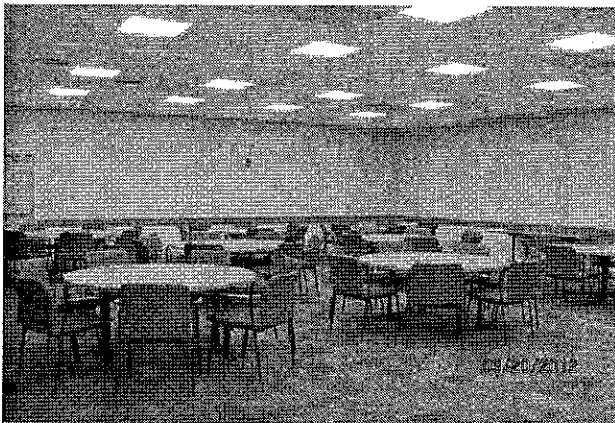
Talon Center Room 214

Setup: Conference Capacity: 20, plus additional seating on the wall.



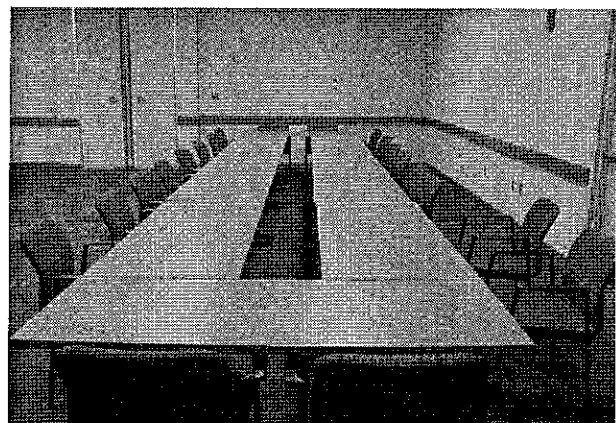
Talon Center Room 210

Setup: Classroom Capacity: 44



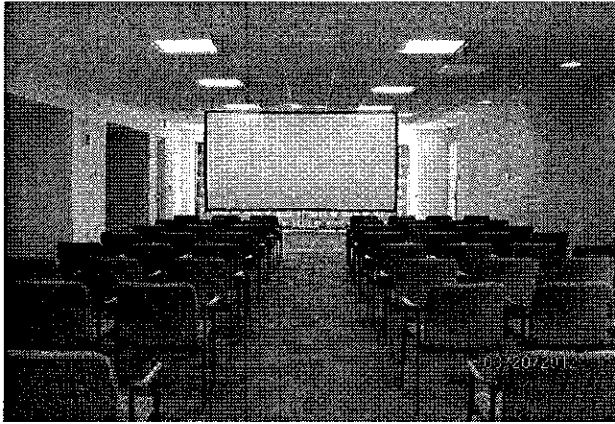
Talon Center Room 218 A

Setup: Banquet Capacity: 56

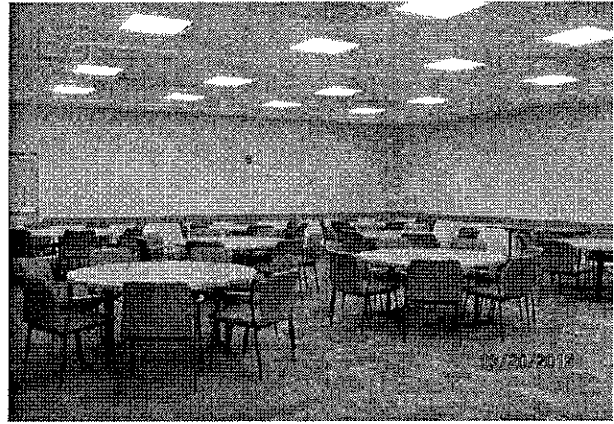


Talon Center Room 218 B

Setup: Conference Capacity: 20

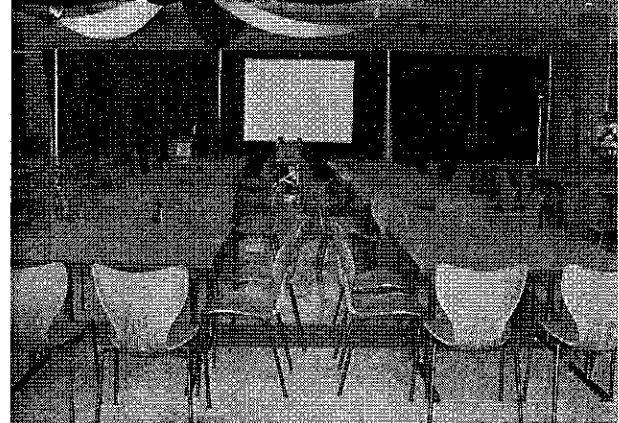
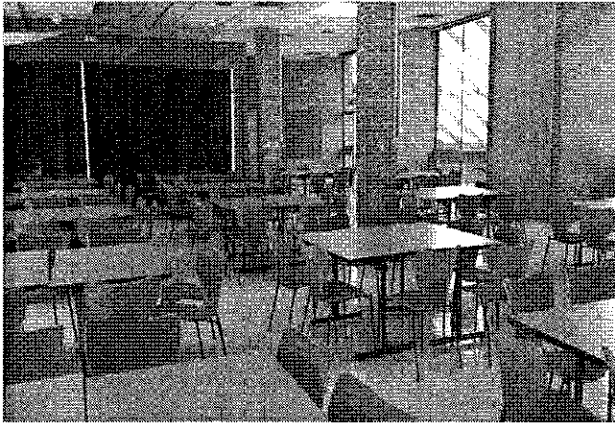


Talon Center Atrium
Setup: Theater Capacity: 150



Talon Center 218 A and B
Setup: Banquet Capacity: 72

J. Millard Tawes Building



J. Millard Tawes Ballroom
Setup: Banquet Squares Capacity: 200/250

Please Note: ECS and the Facilities Dept. will make every effort to accommodate setups for HHSB and the PEC. Please be mindful that moving furniture from building to building is not encouraged. If you have any questions feel free to contact ECS at 410-951-3571 or email eventservices@coppin.edu.