



GEORGETOWN UNIVERSITY
School of Continuing Studies

STANDARD OPERATING PROCEDURE FACILITY AND EVENT SPACE PROTOCOL

We are committed to providing the highest quality service to assist in planning your next SCS event.
Please contact Director of Events for audio visual, catering, and event rentals.
Please contact Director of Operations to reserve space.

Operations will plan to open the requested space at your designated reservation begin time. Please plan on having someone affiliated with this event there at that time. Anyone providing services in conjunction with this event should be told of the designated reservation setup time and clean up time that you have scheduled.

All trash associated with the event should be clearly marked. This is especially important for catered events. Please make your caterer aware of this rule. Failure to dispose of trash could result in a cleaning fee being assessed to your host's program budget.

If needed, security can be provided through the Department of Public Safety. Please visit this link, <http://publicsafety.georgetown.edu/programsandservices/eventsecurity/>, for specific details. To reserve security, please contact the Director of Events

1. Access to Facilities

The sponsor of an event is classified under one of three categories: internal, co-sponsored or external.

A. Internal

Internal events are official SCS activities. Internal events require a representative from their department or organization in attendance throughout the event.

Internal departments and organizations are not permitted to use their SCS cost center to schedule facilities for events that are of a personal nature (i.e. wedding receptions, private parties and banquets). Using facilities for personal purposes or under the pretense that there is a substantive relationship between the SCS department/organization and the event is considered to be "false representation", which is not permitted. For personal events, SCS faculty and staff members may request to reserve SCS space as an external requestor.

Faculty and student organizations requesting the use of any facility as an internal user must have the request submitted by program staff.



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B. **External** (non-SCS, but another GU group)

Some facilities and spaces are available to members of the GU community for programs related to and consistent with university functions and purposes. External requests for reservations may be granted if the event does not conflict with other SCS activities.

C. **External** (non-GU group)

Some facilities and spaces are available to individual members of the SCS community and non-SCS individuals or groups for programs related to and consistent with university functions and purposes. External requests for reservations will be granted if:

1. The event does not conflict with a campus activity;
2. The event is appropriate to the mission of Georgetown University;
3. The event is appropriate to the ambience of the facility; and
4. The event is not in conflict with Georgetown University standards as a Jesuit institution.

The School of Continuing Studies reserves sole discretion to accept or deny any groups.

D. **Co-Sponsorship**

Facilities are available to outside organizations for a reduced fee if the event is co-sponsored by a University department/organization. It is the responsibility of the sponsoring University department/organization to:

1. Be directly involved in the coordination of the event from beginning to end and to accept all costs incurred, including the facility fee, housekeeping, security, traffic, table and chair rental, etc. These costs will be charged to the sponsoring SCS department's/organization's budget.
2. Ensure that the outside individual or organization adheres to all policies and guidelines. Special attention should be given to compliance with the University's policies regarding alcohol use, noise control, and the handling of money.



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3. Ensure that all publicity and advertising include the name of the sponsoring school/department. For example, "School of Continuing Studies, the World Bank Group and the International Monetary Fund present a benefit reception for The United Way of the National Capital Area"
4. Have an SCS representative in attendance, from the beginning of the event until the end.

2. Scheduling Priorities

The following SCS events are given priority for scheduling:

A. Welcome Activities

Three (3) Welcome Weeks are held throughout the academic calendar year. Fall welcome activities begin in August and extend through the first week in September. Spring welcome activities take place throughout the month of January and, summer welcome activities take place throughout the month of May. During this period, Office of the Dean events have scheduling priority.

B. Commencement and Program Completion Ceremonies

Office of the Dean events have scheduling priority during Commencement week. Please see the Georgetown University website for scheduled dates and locations.

C. Office of the Dean Events

Events sponsored by the Office of the Dean may take priority over other events in case of conflicting schedules.

3. Insurance

Insurance is required for those individuals or organizations not associated with SCS who are approved to use the 640 Massachusetts Avenue NW facilities. The requestor must provide evidence of Comprehensive General Liability insurance in the minimum limits of \$1,000,000 each person, \$1,000,000 each occurrence, and \$50,000 property damage. Such insurance will name as insured both the individual or organization and the "President and Directors of Georgetown University and its agents and employees as their interests may appear." The University reserves the right to require limits above these minimums when, in the sole opinion of the University, such higher limits are justified. Coverage must be with a company



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satisfactory to the University and a policy or certificate of insurance must be forwarded to the Director of Events within a minimum of (5) business days prior to the event.

4. Event Hours

It is the responsibility of event organizers to schedule events at times and in locations that will not disrupt members of the SCS community who are not event participants. As you plan an event, we ask you to be sensitive to the peace and privacy concerns of your colleagues, students and neighbors.

To this end, events held in facilities located at the 640 Massachusetts Avenue NW campus must end by 9:30 p.m. Monday through Friday. Building security will always be present at the reception desk during scheduled event hours.

5. Vendors

Vendors who represent organizations external to Georgetown University are not permitted to sell or solicit at 640 Massachusetts Avenue NW.

Student organizations are allowed to sell items with the approval of the Assistant Dean of Planning. Student organizations may also enter into relationships with external vendors under the following circumstances:

- a. The relationship between the student organization and the vendor is initiated by the student organization.
- b. A contractual arrangement, approved in advance by the Assistant Dean of Planning, governs the relationship between the vendor and the student organization.
- c. The vendor's presence is part of a larger program and directly relates to the purpose of the student group or program.
- d. The vendor is providing a commodity or service not generally available at commercial operations at 640 Massachusetts Avenue NW.
- e. The Georgetown organization is not providing false representation for an external vendor.
- f. Students or SCS employees staff the vending site for the duration of the sale or solicitation.

6. Publicity and Advertising

- a. All advertising must be approved by the Director of Communications for external groups.
- b. Flyers should not be posted on windows, doors, or walls.



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- c. Organizations/individuals who do not comply with this policy may have their advertisements removed.
- d. Monitor advertisements will be managed by the Marketing and Communications Department.

7. Alcoholic Beverages

Individuals planning events should be thoroughly familiar with Georgetown University's alcohol policies and will be held accountable for implementing and enforcing them throughout the event.

The laws of the District of Columbia as well as the University's Alcohol and Drug policies must be strictly observed in all University facilities and outdoor space. The University reserves the right to approve or disapprove the dispensing of alcoholic beverages at any function in its facilities. An ABC license is required if alcohol is sold at an event or included in the admission charge or "contribution" to an event. Obtaining an ABC license is the sole responsibility of the requestor. Information about obtaining an ABC license is available from the Center for Student Programs and the Office of Campus Activity Facilities. A copy of the license must be provided to the Director of Events a minimum of (5) business days prior to the event.

Alcoholic beverages are not permitted inside classroom spaces.

8. Food and Beverage

Use of the pantries and catering kitchen is highly recommended during events. All catering ordered must be submitted to Director of Events, so that security can be properly informed of incoming deliveries and SCS can ensure we are using approved, preferred vendors. All trash associated should be discarded at the end of the event. This is especially important for catered events. It is the responsibility of the program staff to ensure student groups and faculty adhere to this policy. Please make your event hosts and caterers aware of this rule. Failure to dispose of items could result in a cleaning fee being assessed to the hosts' program budget.

9. Audiovisual services

Our new, downtown campus offers in-house audio visual for presentation packages in most rooms. Should your event need additional audio visual services, (microphones, podiums, etc.) we ask that you work with our preferred vendor, Optimum Audio Visual. Should you select an alternative vendor, please inform the Director of Events and the Director of Operations of your selected vendor as this information will be added to your event file. Proper insurance will be required and operations will need to make arrangements for use of the loading dock.



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10. Smoking Policy

Georgetown University's School of Continuing Studies is committed to a smoke-free environment. In accordance with District of Columbia laws, smoking is prohibited in all indoor locations.

11. Controversial Topics

Controversial or politically sensitive activities, as determined by Georgetown University, are limited to the sponsorship of the Office of the Dean.
