

COLGATE UNIVERSITY

Facilities Department

Guidelines for Event Service Requests/Work Orders

What types of events warrant a service request/work order?

- If you are having food at your event:
 - **Why?** Even if you plan on cleaning up yourself, Facilities should have a work order in case there are accidental spills. A work order also lets Facilities know that they have to go back and check the room before the next person uses it. There may be cleaning and/or trash removal needed after your event as well. Some rooms only get cleaned 1 time per day, so it may not get checked after your event unless there is a work order.
 - If there ends up being minimal (under a half hour) clean up, the work order will be canceled and you won't be charged.
 - This helps Facilities with scheduling. If Facilities is aware of an event, they will avoid routine maintenance in that space.
- If you are rearranging the room and/or need extra tables/chairs or other items:
 - **Why?** If you rearrange the room and are not planning on putting it back how you found it, you should be putting in a work order. As with food events, a work order lets us know that we have to go back and check the room to make sure it is clean and reset it before the next group comes in.
 - As with food events, if the reset is minimal then we will cancel the work order and you will not have to pay anything.

Special event work orders require AT LEAST ONE WEEK ADVANCE NOTICE. If work orders have failed to be submitted with at least a one week notice, it is not guaranteed that Facilities is able to support your event. Your work order may require overtime to be scheduled and is another important factor on why work orders should be submitted with a week notice. Work orders should be submitted via Workorders.colgate.edu. Only faculty/staff can submit work orders for special events, not students. If students submit these events, they will be rejected.

When submitting a work order for an event please include the following information with the submission:

- Attached a diagram to the request form. Room templates can be found attached to this guide. **DO NOT SEND DIAGRAMS DIRECTLY TO CUSTODIAL STAFF AS THE CUSTODIAN IN THE BUILDING IS NOT GUARANTEED TO BE THE ONE TO SUPPORT THIS EVENT.**
- A department budget code.
- The start/end date, event time and, set up/tear down time.
- All locations that are being used
- Whether or not you would like custodial coverage during the event
- Who the contact(s) for the event is for any follow up questions.

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- Provide us with their Office phone, and Cell phone number
- Is there a caterer? If so,
 - Facilities will need to know when the Caterer will be removing their equipment from the room.
 - If your caterer is unable to come back right after the event and remove their equipment you must coordinate a location where that can be stored until they arrive.
 - Departments are responsible for ensuring that the catering equipment is moved to the coordinated location.
 - What time the caterer plans on setting up (this will affect the time we do the set up)
 - Knowing the caterer and the type of food being served will assist the team with developing a timeframe for clean-up.
 - Please note that Dining Services has exclusive rights to Frank Dining Hall, Coop Dining Room, and Donovan's Pub, and they are responsible for cleaning those areas. Additionally, Dining Services is responsible for cleaning the kitchen and dining areas in Merrill House when they cater events in that space. (The event planner should still submit a work order to clean the bathrooms and lobby, though.)
- If you are having rentals delivered we need to know the date/time of drop off and pick up.
 - If the rental company is unable to come back right after the event and remove the items, it is your responsibility to coordinate with any other people who have reserved the space between the time your event ends and their event.
- If you are having a band or DJ, please send their Rider sheet to confirm we can provide the proper electrical support
- If you are requesting a podium be moved from another location, you must first check with ITS for availability. Be sure to include the logistics of where the podium can be picked up, delivered, and returned to.

Additional Event Planning Tips/Suggestions:

- Does your event require temperature, lighting, or HVAC adjustments? If so, be sure to include that on your work order.
- Facilities only have 8 ft banquet tables, plastic folding chairs, carpet runners, and garbage/recycling receptacles available for use. We do not have cocktail tables, linens, lighting, soft seating, generators, barstools, or tarps.
- When reserving spaces, please consider setup and cleanup time. Your reservation should begin early enough for the first rental item to be dropped off or the first setup to begin, and it should end late enough for the last item to be picked up and the final cleanup to be complete. If your event is back to back with another event, consider coordinating and using the same set-up.
- Go visit the event space and become familiar with it. Make sure it is going to work for your event. Please note that the majority of the Facilities staff work 6am-2:30pm and don't work over the weekend. We do have an after hours emergency contact, but they are responsible for maintenance emergencies, not event issues.

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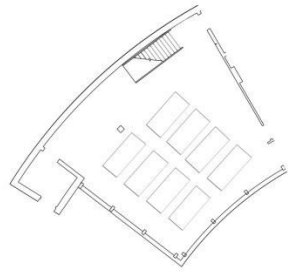
Facilities Department

- Facilities has an assortment of items that will help assist with events. These items are all based on availability and will require the event coordinator to order tables and chairs in advance.

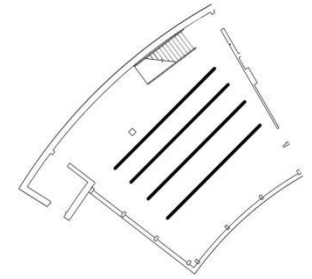
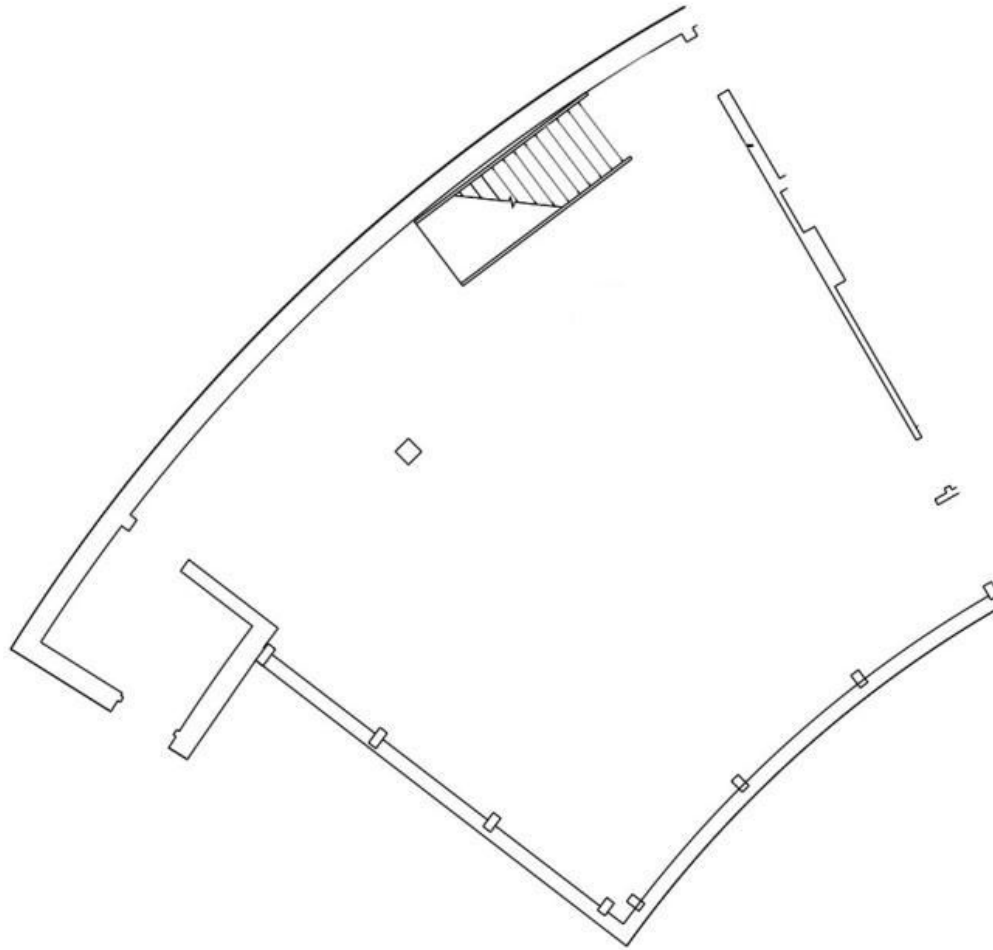
Below are the following items that are available to use for your event:

- 15 eight foot tables
- 10 72-inch round tables (these are only reservable for Parker Commons and Merrill House)
- 300 folding chairs
- If you need something different, you will need to contact a vendor. You can contact Purchasing for assistance in requesting quotes from vendors.

ALANA Cultural Center – Multi-Purpose Room



Example of table set up



Example of theatre style set up of chairs

Existing Items in Space:

- Chairs – plastic stacking (80)
- Podium
- Trash cans (4)
- Recycling Bins (4)

Notes/ Answers to Commonly Asked Questions:

- Existing furniture cannot be removed from the space as there is no storage for it anywhere in the building.
- Maximum of (8) 8foot tables and 80 chairs or (4) round tables and 40 chairs can be put into the space for dining (10 people per table)
- Or room can be set up theatre style with the 80 chairs
- Please refer to EMS for additional photos of the room as well as specific information on capacity and special requirements.

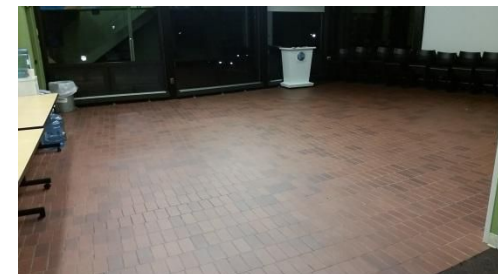
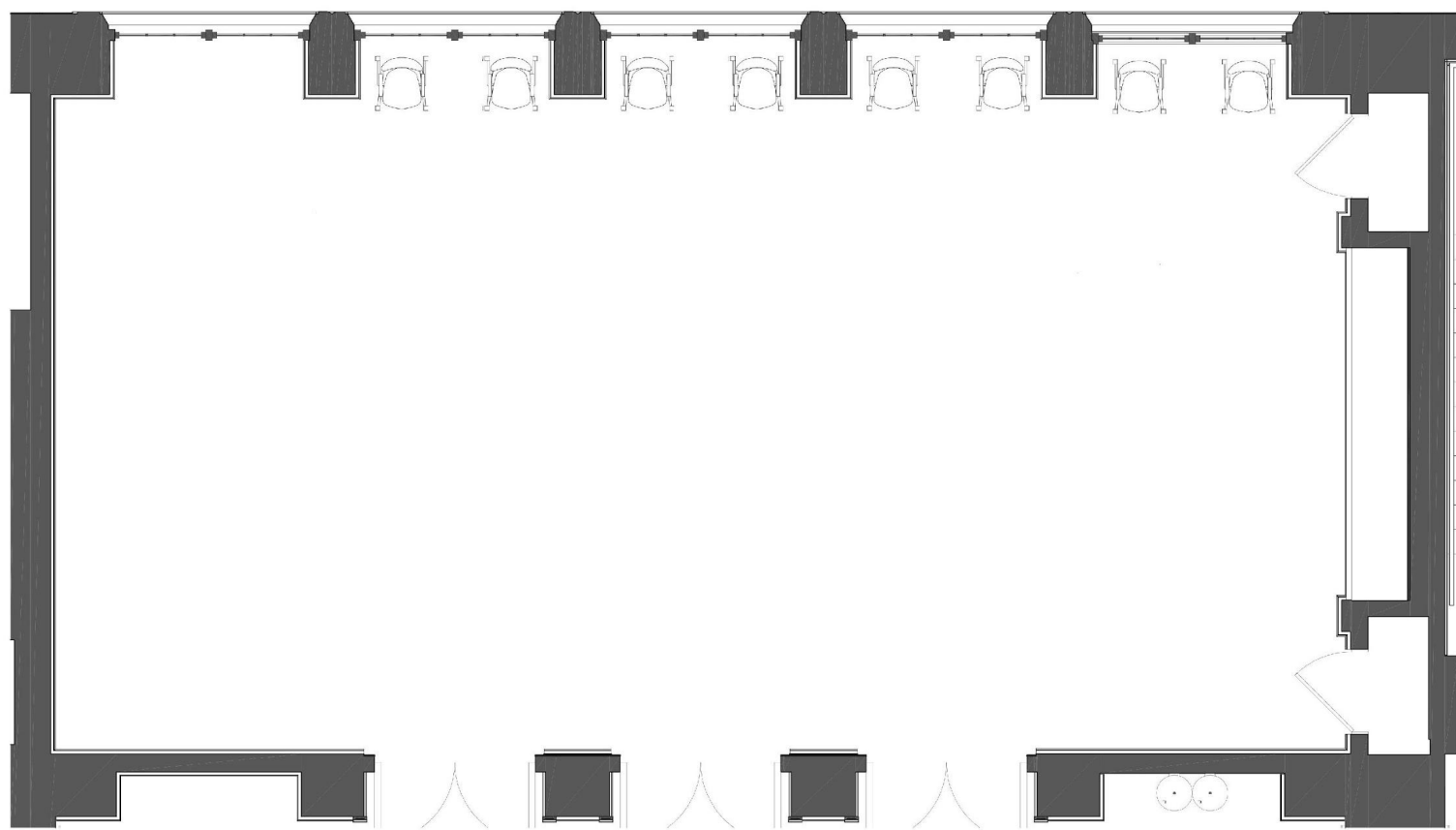


Photo of space

Benton Hall – 213 (Career Commons)

Benton Hall Room 213 has 4 pre-designed set ups that are recommended. This is a blank floor plan that can be used if none of those set up options are appropriate for the event.



Existing Items in Space:

- Rectangular tables (24)
- Curved tables (4)
- Half-circle tables (4)*
- Trash brutes (1)
- Tall chairs (22)
- Chairs – cloth style (8)
- Rolling chairs; (66)

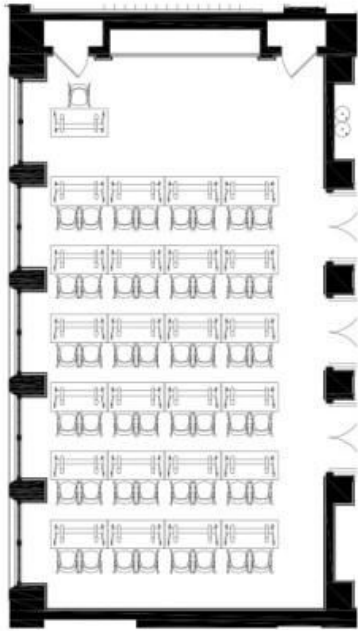
Notes/ Answers to Commonly Asked Questions:

- Set up of tables & chairs must be coordinated through Facilities with a work order
- Set up of the podium and mobile TVs must be coordinated through ITS
- There are 8 soft-seating chairs and several tables in the room that will stay in the space (pushed to the side if not being used)
- Please refer to EMS for photos of the room as well as specific information on capacity and special requirements.

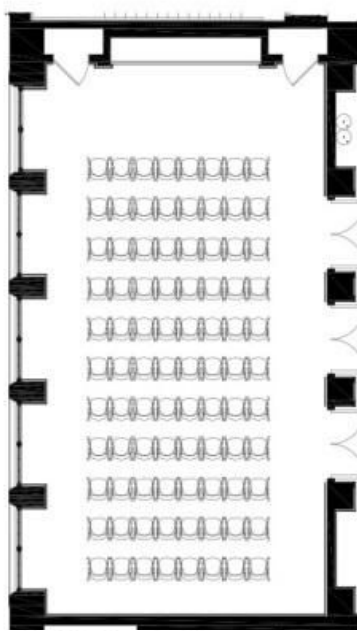
* Please note that the half-circle tables are shared between 213 & 200. This means that if two events are booked at the same time, only one will be able to use these tables.

Benton Hall – 213 (Career Commons)

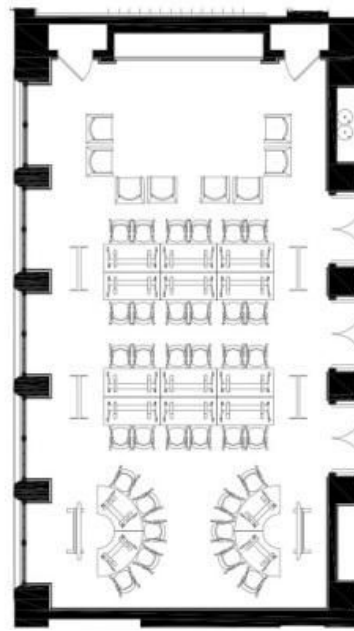
Benton Hall Room 213 has 5 pre-designed set ups that can be chosen from using furniture existing in the space. Please mark off which you would like to use and include any additional items needed.



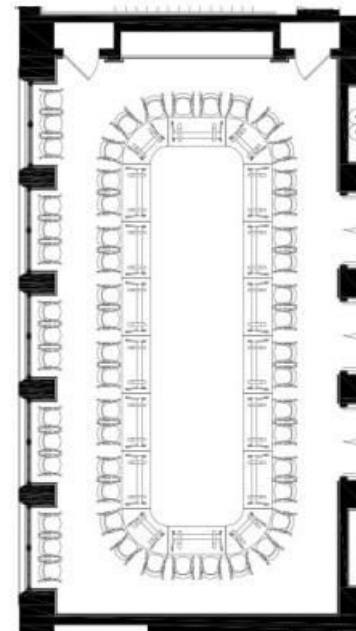
Lecture Seating
24 tables
Seating for 49 (includes front seat)



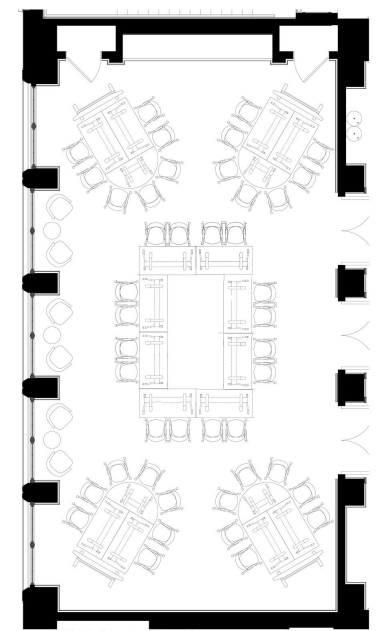
Auditorium Seating
Seating for 88 (includes 66 rolling chairs and 22 tall seats for back rows)



Study / Team Seating
16 tables
Seating for 42 (includes soft seating)



Board Meeting Seating
18 tables (includes 4 curved)
Seating for 40 (around tables)



Workshop Seating
20 tables
Seating for 50 (includes soft seating)
Please note: This is the standard way the room is set.

Existing Items in Space:

- Rectangular tables (24)
- Curved tables (4)
- Half-circle tables (4)*
- Trash brutes (1)
- Tall chairs (22)
- Chairs – cloth style (8)
- Rolling chairs; (66)

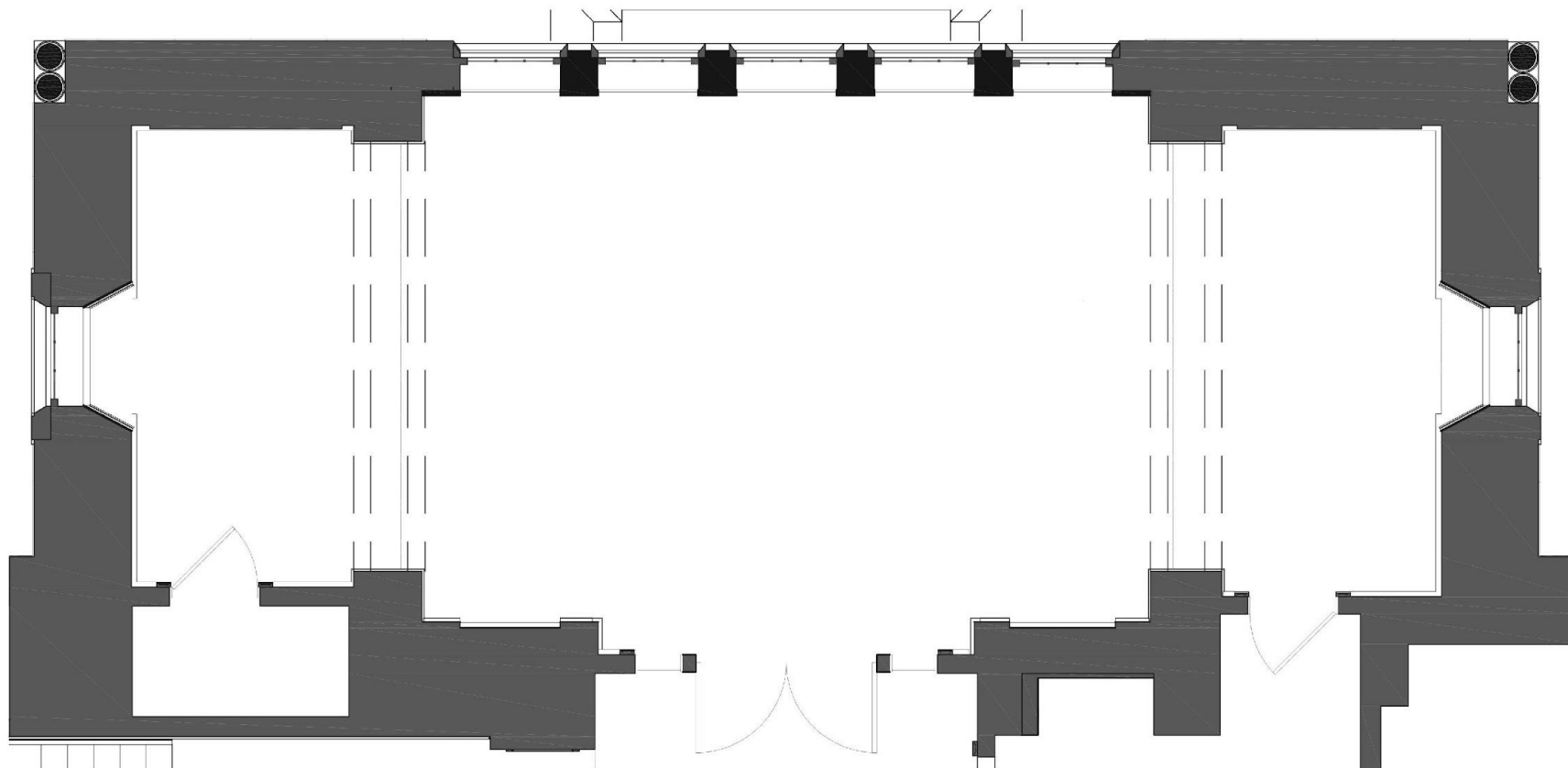
Notes/ Answers to Commonly Asked Questions:

- Set up of tables & chairs must be coordinated through Facilities with a work order
- Set up of the podium and mobile TVs must be coordinated through ITS
- There are 8 soft-seating chairs and several tables in the room that will stay in the space (pushed to the side if not being used)
- Please refer to EMS for photos of the room as well as specific information on capacity and special requirements.

* Please note that the half-circle tables are shared between 213 & 200. This means that if two events are booked at the same time, only one will be able to use these tables.

Benton Hall – 200 (Seminar Room)

Benton Hall Room 200 has 4 pre-designed set ups that are recommended. This is a blank floor plan that can be used if none of those set up options are appropriate for the event.



Items Available For Use:

- Rectangular tables (16)
- Half-circle tables (4)
- Small trash can (1)
- Chairs – cloth style (8)
- Rolling chairs; (50)
- Mobile dry-erase boards (2)
- Mobile TV stands (2)

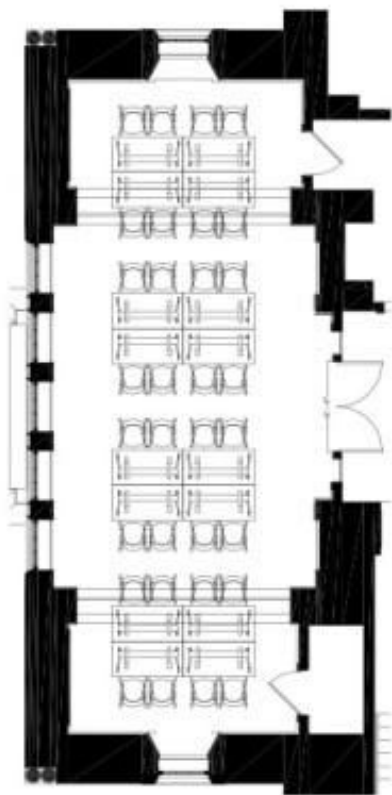
Notes/ Answers to Commonly Asked Questions:

- Set up of tables & chairs must be coordinated through Facilities with a work order
- Set up of podium and mobile TVs must be coordinated through ITS
- There are 8 soft-seating chairs and several tables in the room that will stay in the space (pushed to the side if not being used)
- Please refer to EMS for photos of the room as well as specific information on capacity and special requirements.

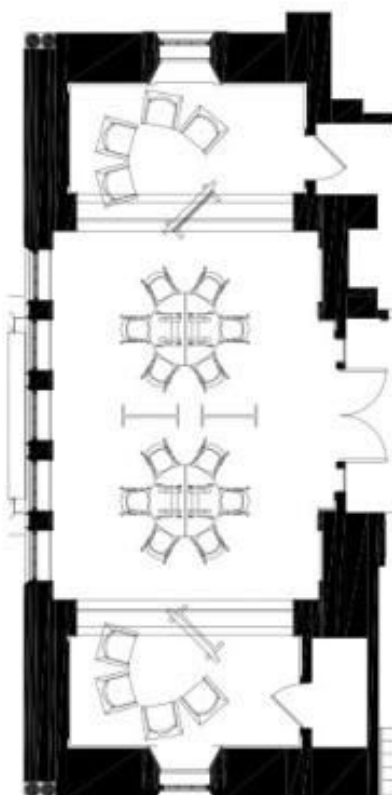
* Please note that the half-circle tables are shared between 213 & 200. This means that if two events are booked at the same time, only one will be able to use these tables.

Benton Hall – 200 (Seminar Room)

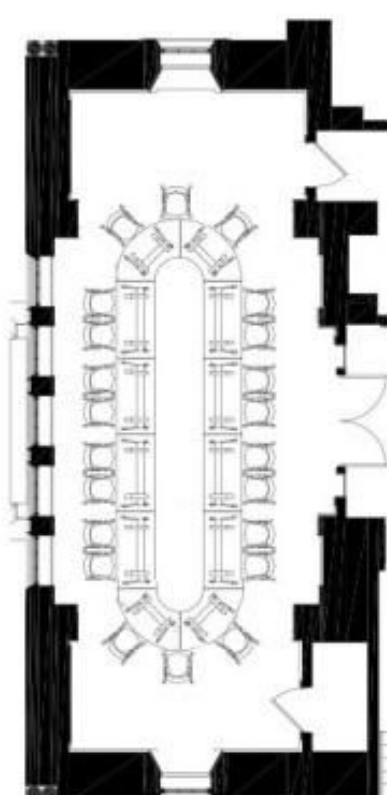
Benton Hall Room 200 has 4 pre-designed set ups that can be chosen from using furniture existing in the space. Please mark off which you will be using and also include any additional items needed.



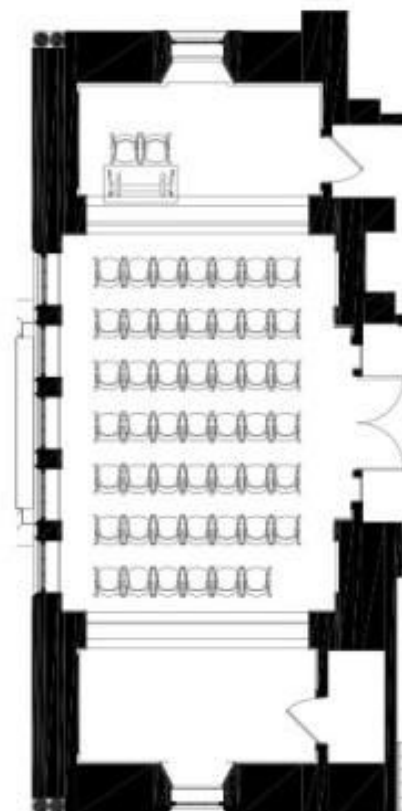
Workshop Seating
16 tables
Seating for 32



Study / Team Seating
4 half-circle tables*
Seating for 20 (includes soft seating)



Seminar Seating
12 tables
Seating for 22
Note: This is the standard way the room is set.



Auditorium Seating
1 table
Seating for 50 (includes 2 front seats)

Items Available For Use:

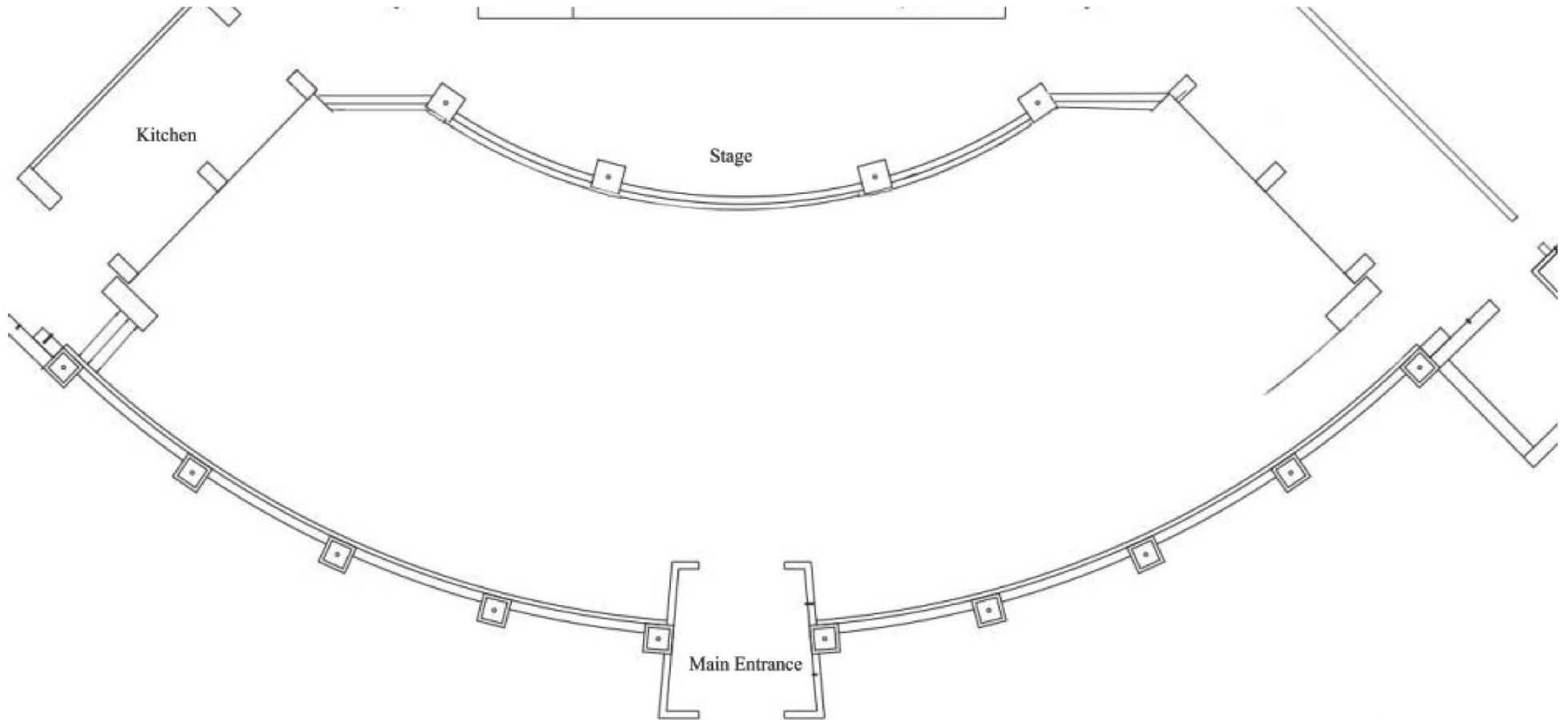
- Rectangular tables (16)
- Half-circle tables (4)
- Small trash can (1)
- Chairs – cloth style (8)
- Rolling chairs; (50)
- Mobile dry-erase boards (2)
- Mobile TV stands (2)

Notes/ Answers to Commonly Asked Questions:

- Set up of tables & chairs must be coordinated through Facilities with a work order
- Set up of podium and mobile TVs must be coordinated through ITS
- There are 8 soft-seating chairs and several tables in the room that will stay in the space (pushed to the side if not being used)
- Please refer to EMS for photos of the room as well as specific information on capacity and special requirements.

* Please note that the half-circle tables are shared between 213 & 200. This means that if two events are booked at the same time, only one will be able to use these tables.

Bryan Complex - Edge



Existing Items in Space:

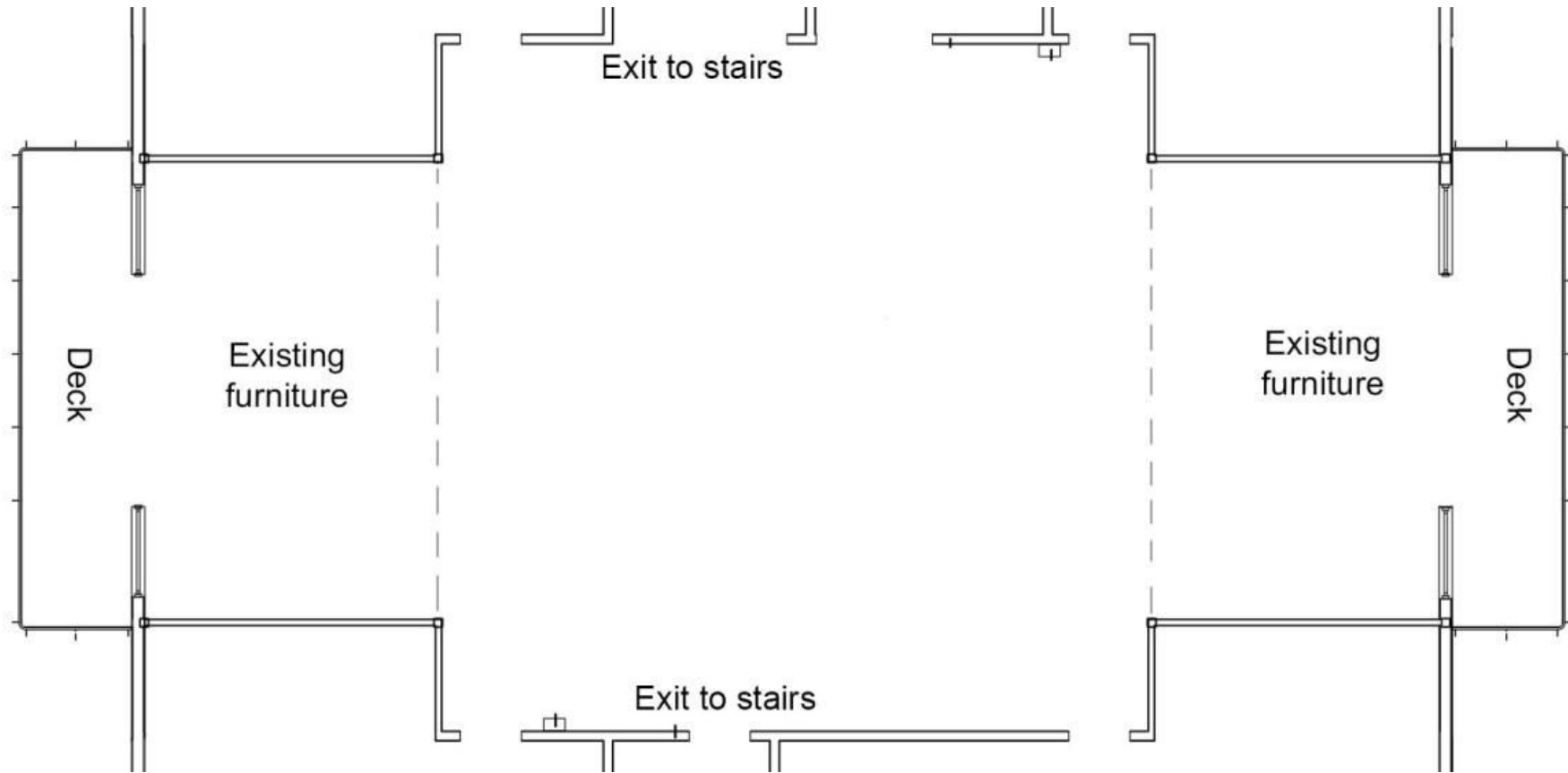
- Chairs – lobby style (25)
- Soft seating chairs (11)
- Round tables; 3.5' (6)
- Recycle / trash stations (2)
- Tall chairs (8)
- Square tables; 3'x 3' (25)
- Tall round tables; 2.5' (4)

Notes/ Answers to Commonly Asked Questions:

- Square tables can accommodate 4 people; regular round tables can accommodate 4 people; tall round tables can accommodate 2 people.
- Existing furniture may not be removed from the Edge area
- Please refer to EMS for specific information on capacity and special requirements.



Boat House – Multipurpose Room



Existing Items in Space:

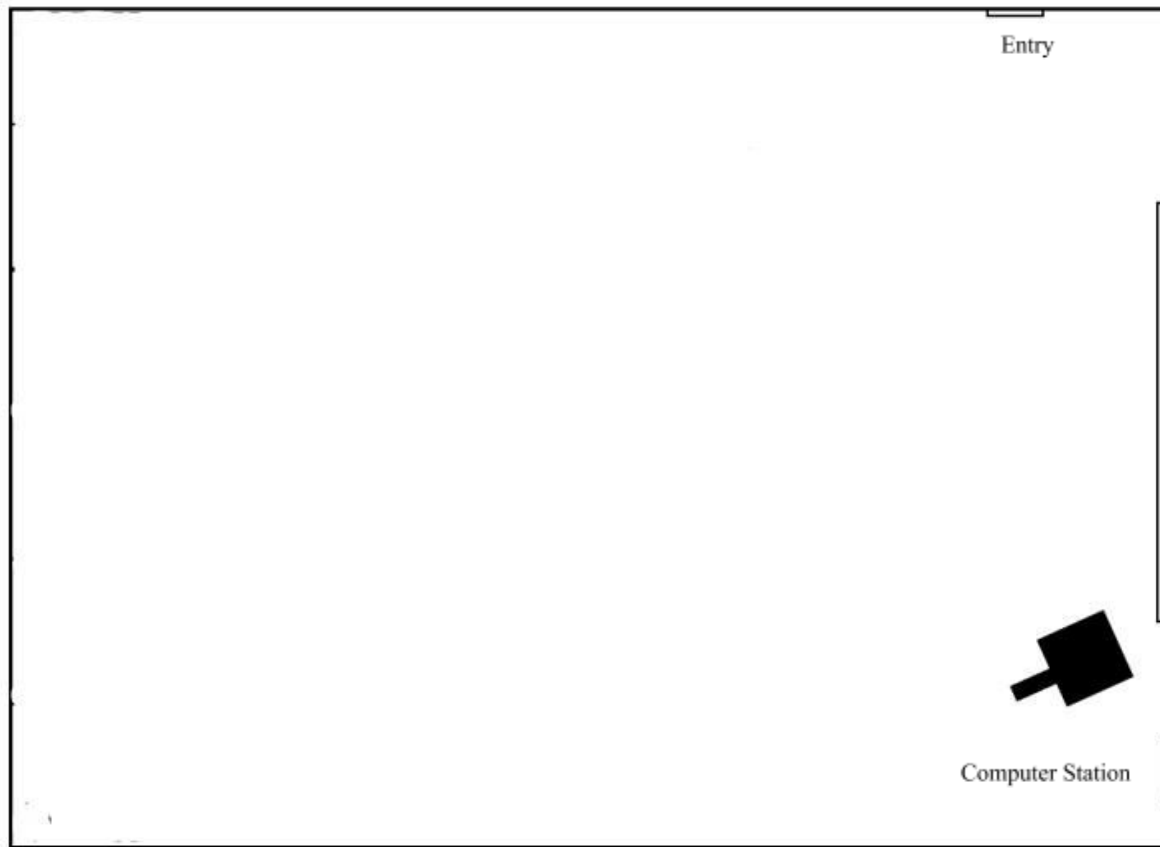
- Wooden chairs: (10)
- Wooden couch (2)
- End tables (4)
- Coffee tables (2)

Notes/ Answers to Commonly Asked Questions:

- The maximum occupancy for this space is 49, so this space should not be used for larger events.
- Please refer to EMS for additional photos of the room as well as specific information on capacity and special requirements.



Case Library – Batza Room (560)



Existing Items in Space:

- Chairs – folding desk chair style (72)
- Tables for seating; 5' x 30" (18)
- Tables for catering (4)
- Computer Station
- Garbage Cans (2 large, 2 small)
- Recycle Bins (2)

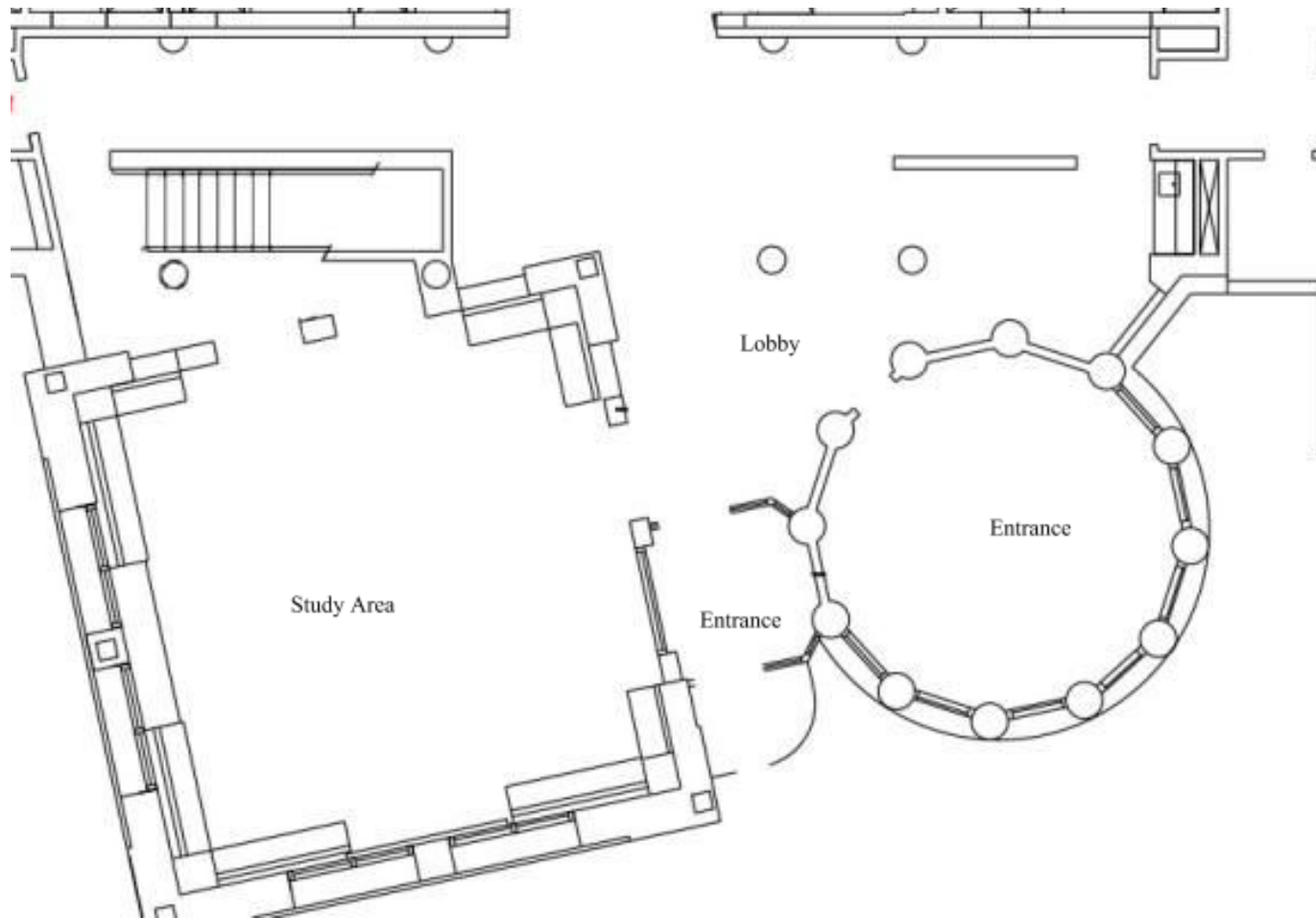
Notes/ Answers to Commonly Asked Questions:

- The standard room set up is shown in the photo on the right.
- There are always 4 tables set up in the back of the room that can be used for catering needs
- Tables can accommodate 4 people (2 per side)
- Existing furniture may not be removed from the room
- Please refer to EMS for specific information on capacity and special requirements.



Room photo

Curtis Hall – Lobby

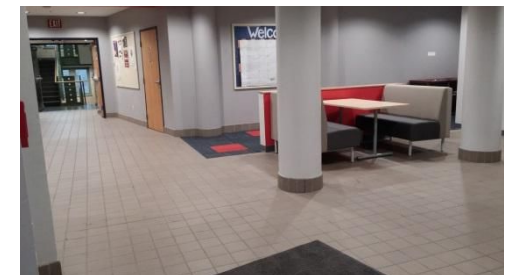


Existing Items in Space:

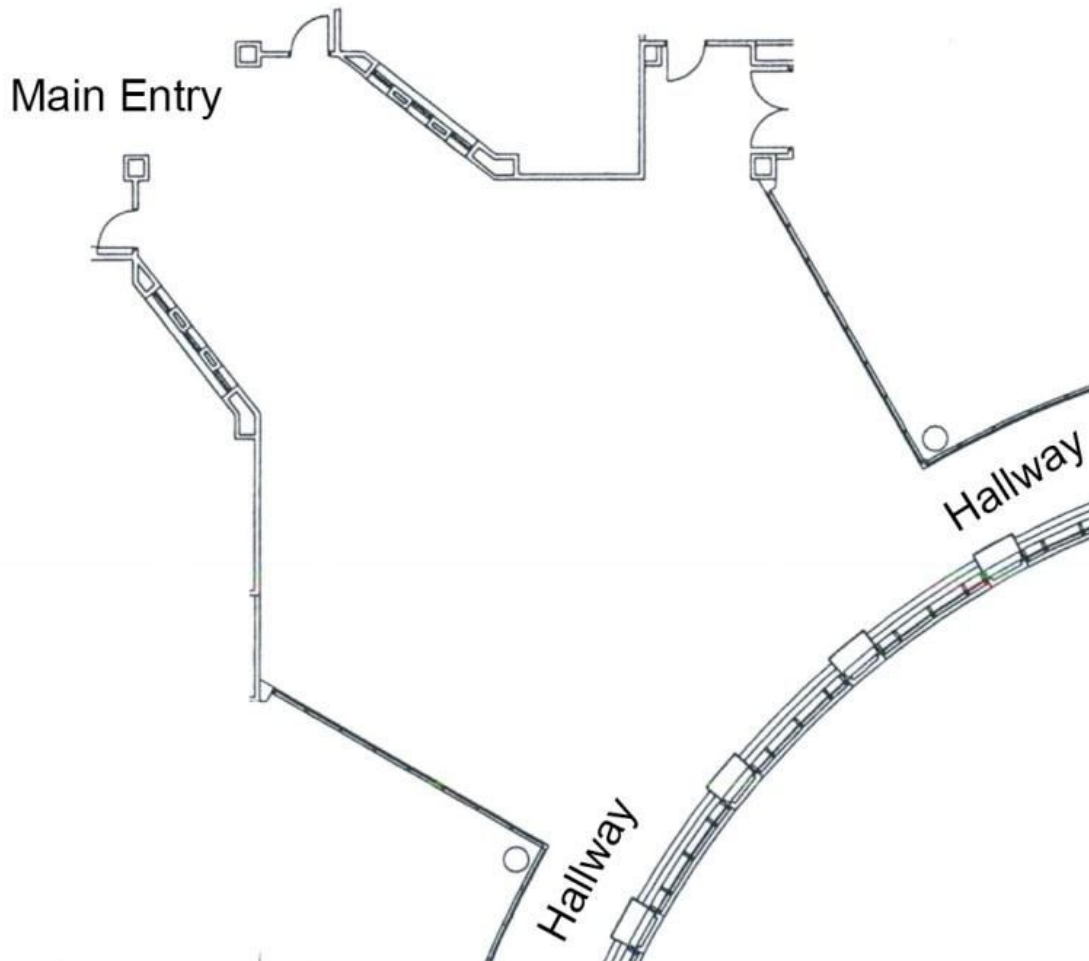
- Soft seating chairs (9)
- Bench seats; seating for 2 (2)
- Table; between bench seats (1)
- Garbage / recycle stations (2)

Notes/ Answers to Commonly Asked Questions:

- **This space is to be used by Residential Life only for Ciccone Commons programming**
- Any events taking place in this space need a work order



Ho Science Center Atrium



Existing Items in Space:

- Chairs – metal lobby style (40)
- Small square tables; 3' x 3' (10)
- Soft seating chairs (20)
- Small round coffee tables (7)
- Couches (2)
- Trash cans (2)
- Recycle bins (2)

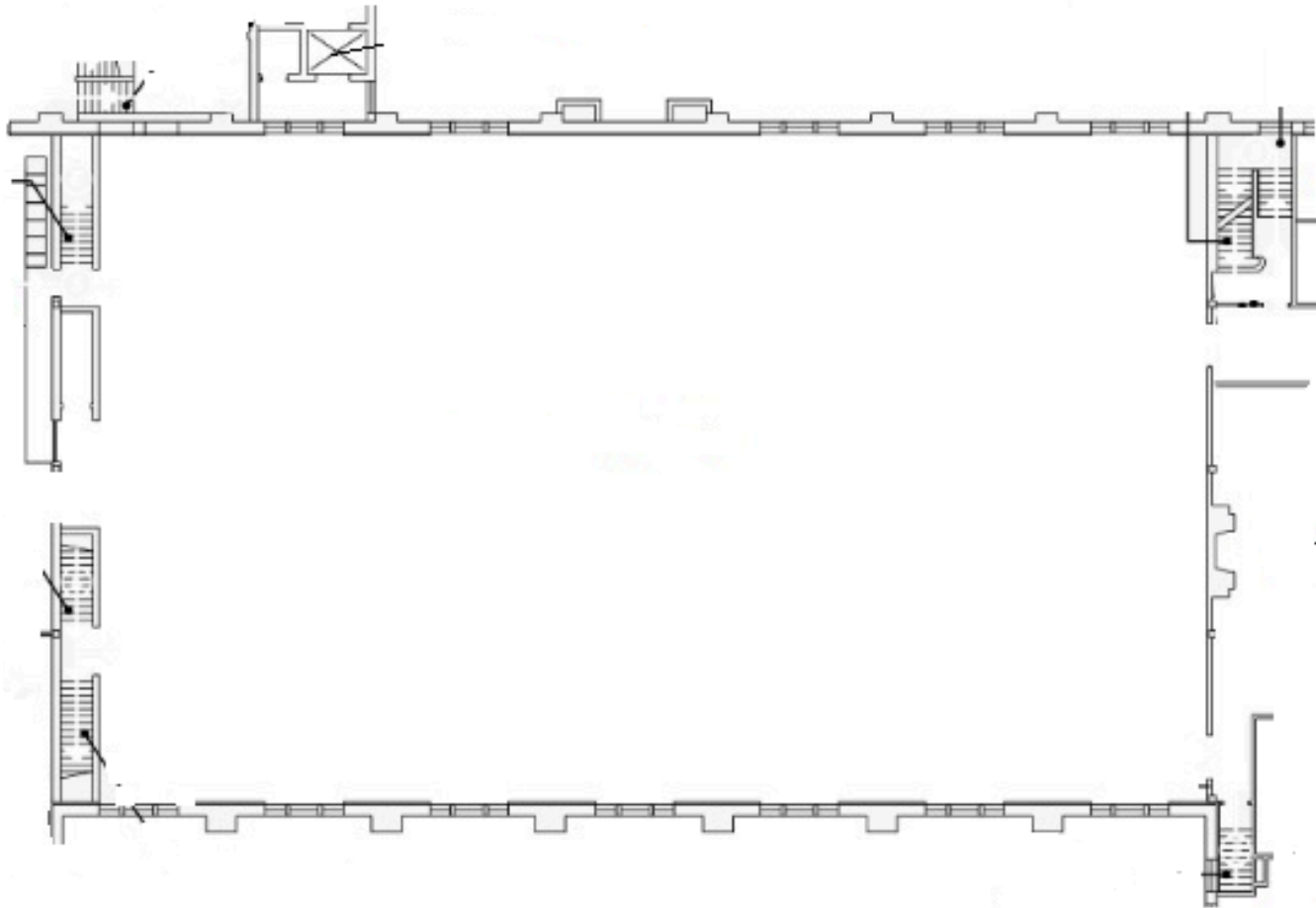
Notes/ Answers to Commonly Asked Questions:

- Each table existing in the space can accommodate 4 chairs.
- Existing furniture cannot be removed from the space as there is no storage for it anywhere in the building
- (4) 8ft tables and 40 chairs can be added to the space to make the seating 80 total (not including soft seating).
- Please refer to EMS for additional photos of the room as well as specific information on capacity and special requirements.



Photos of space

Huntington Gym



Items Available For Use:

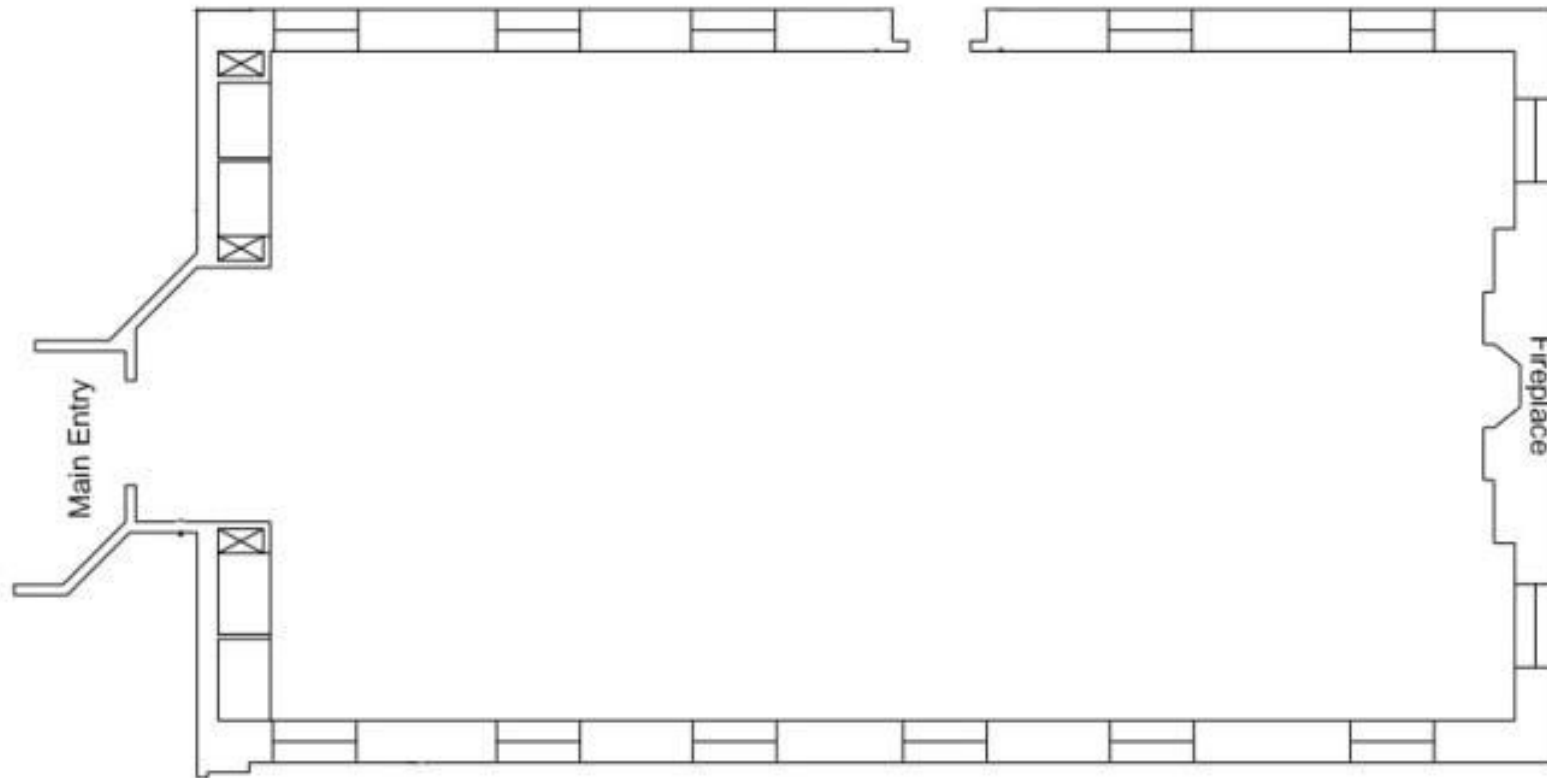
- There are no items available for use in this space. Items needed here will need to be rented unless its minimal (15 tables or under and / or 120 chairs)

Notes/ Answers to Commonly Asked Questions:

- Any use of tables / chairs or other furniture in this space will require the placement of floor mats and / or a tarp. These will be set by Facilities and time spent will be charged to the department
- Any soiling of the mats (for example with food, traffic, or from furniture etc...) will require mat cleaning and drying to occur. The space user is responsible for coordinating the time required for this with the athletic department as well as paying for the time spent on this task
- Some events may not be allowed in this space if there is a risk of damage to the gym floor
- Departments will need to coordinate the setup and tear down of any rentals with the rental company for this space



J.C. Colgate – Clark Room

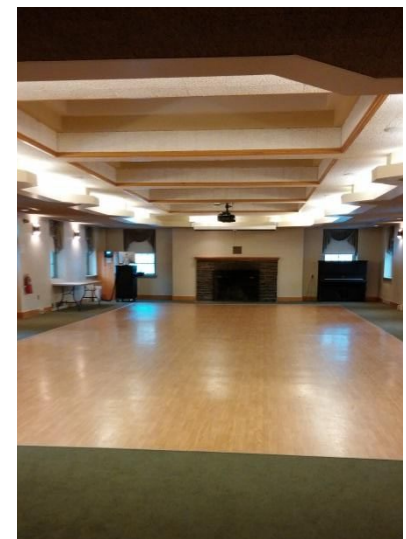


Existing Items in Space:

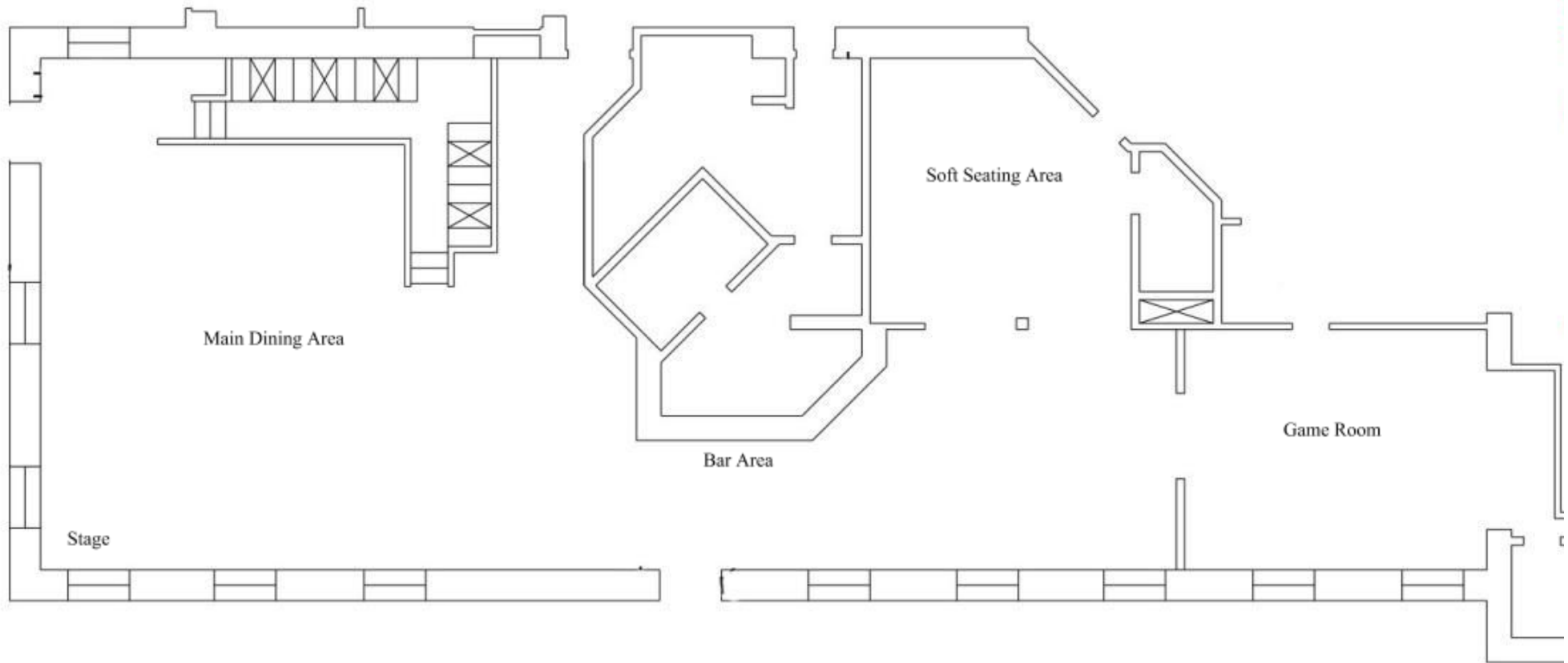
- Rectangular banquet tables; 8' (1)
- Rectangular banquet tables; 6' (35 from HOP)
- Round tables; 6' (30 from HOP)
- Chairs – cloth dining style (348 from HOP)
- Trash brutes (1)
- Recycle brutes (1)
- Coat rack (3)

Notes/ Answers to Commonly Asked Questions:

- Set up of tables & chairs must be coordinated through Facilities with a work order
- A maximum of 10 chairs can be placed around a round table
- A maximum of 6 chairs can be placed around a rectangular banquet table
- Set up of podium must be coordinated through ITS
- Please refer to EMS for photos of the room as well as specific information on capacity and special requirements.



J.C. Colgate – Donovan's Pub



Existing Items in Space:

- Soft seating chairs (8)
- Soft seating couches (2)
- Chairs – dining style (48)
- Tall chairs – bar style (27)
- Bar stools (28)
- Square tables (12)
- Tall square tables (14)
- Round table (1)
- Tall round tables (4)
- Pool table (1)

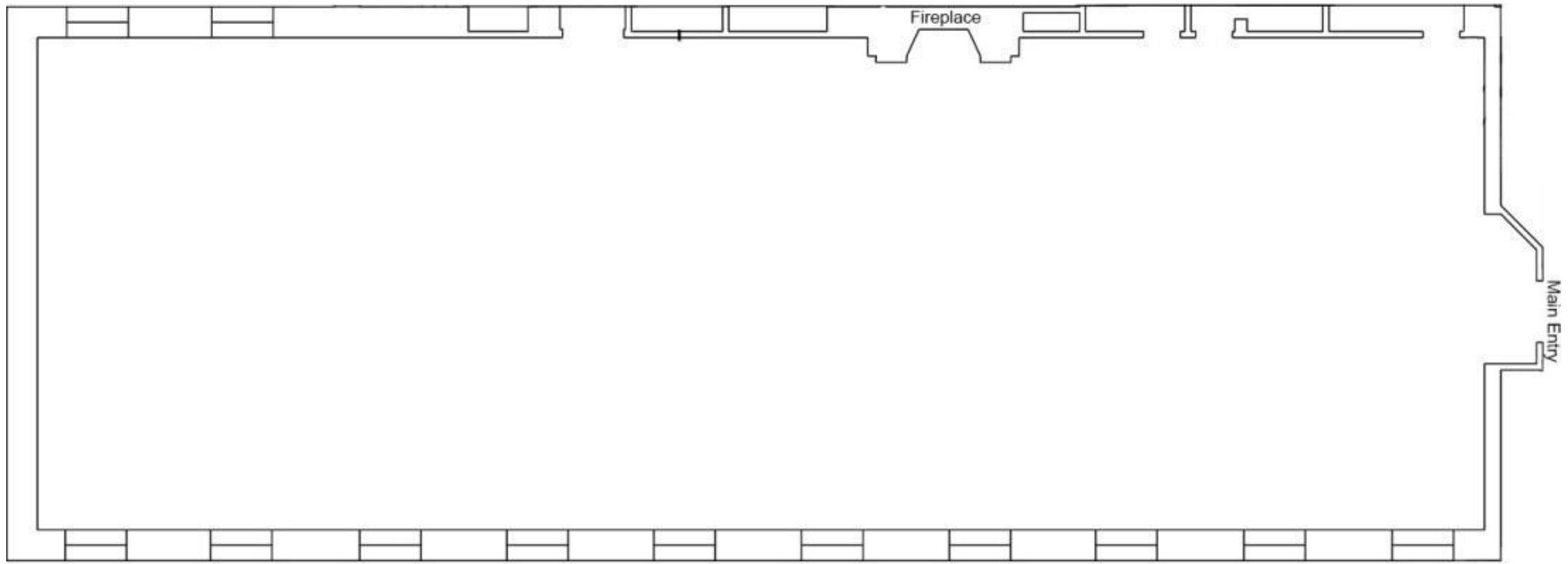


Notes/ Answers to Commonly Asked Questions:

- **This area cannot be used without coordination through Chartwells**
- A wooden cover is available for pool table if needed to be used as a buffet for food
- Existing furniture cannot be removed from the space as there is no storage anywhere in the building
- If this space needs to be unlocked that should be coordinated through Chartwells. Facilities staff members are unable to unlock the space because it falls under the responsibility of our dining service.



J.C. Colgate – Hall of Presidents



Existing Items in Space:

- Round tables; 6' (30)
- Rectangular banquet tables; 6' (35)
- Trash brutes (4)
- Recycle brutes (2)
- Chairs – cloth dining style (348)
- Coat rack (3)
- Stage: 4' x 6.5' pieces (12)
- Stage skirting

Notes/ Answers to Commonly Asked Questions:

- Any set up of tables, chairs & stage must be coordinated through Facilities with a work order
- A maximum of 10 chairs can be placed around the round tables
- A maximum of 6 chairs can be placed around the rectangular banquet tables
- Set up of podium must be coordinated through ITS
- We can fit no more than 4 round tables across the width of the space
- Please refer to EMS for additional photos of the room as well as specific information on capacity and special requirements.

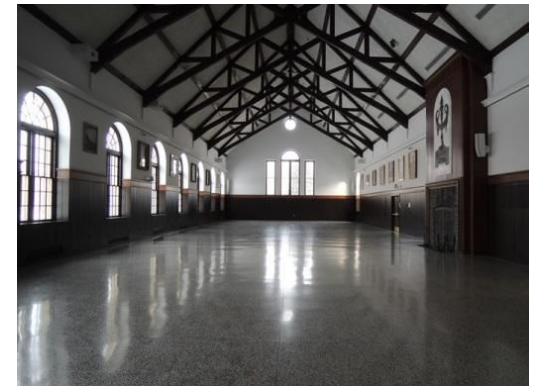
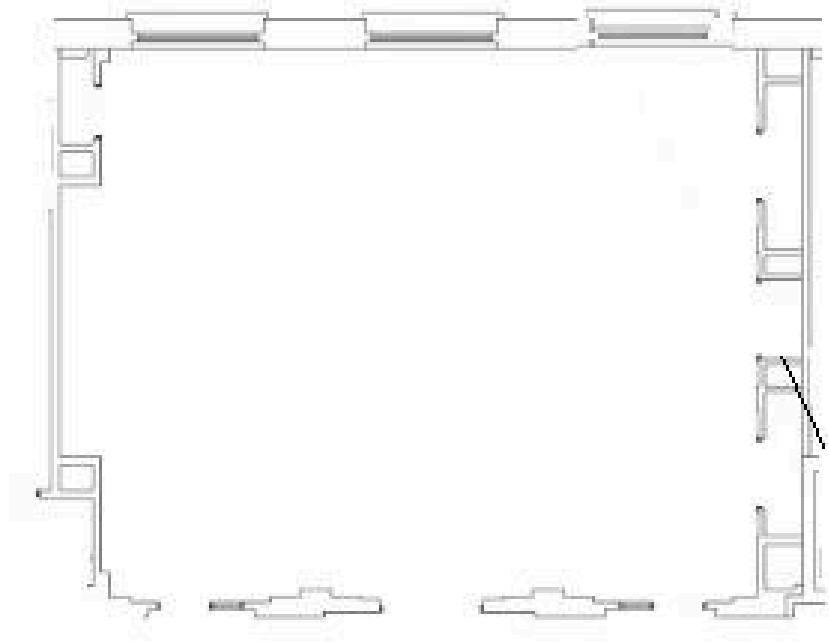


Photo of space

Lawrence Hall - 105 Ho Lecture Room

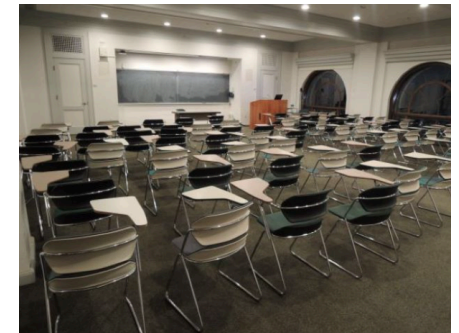


Existing Items in Space:

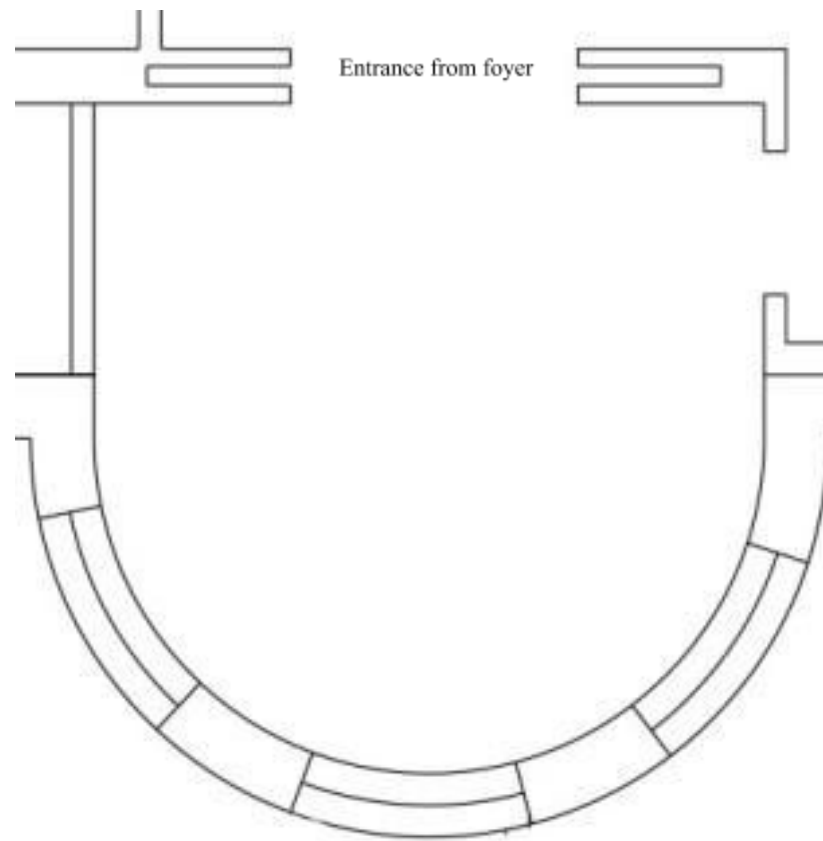
- Chairs-classroom style (70)
- Rectangular Tables (4)

Notes/ Answers to Commonly Asked Questions:

- Existing furniture cannot be removed from the space as there is no storage anywhere in the building
- Please refer to EMS for specific information on capacity and special requirements.



Merrill House – Private Dining Room



Existing Items in Space:

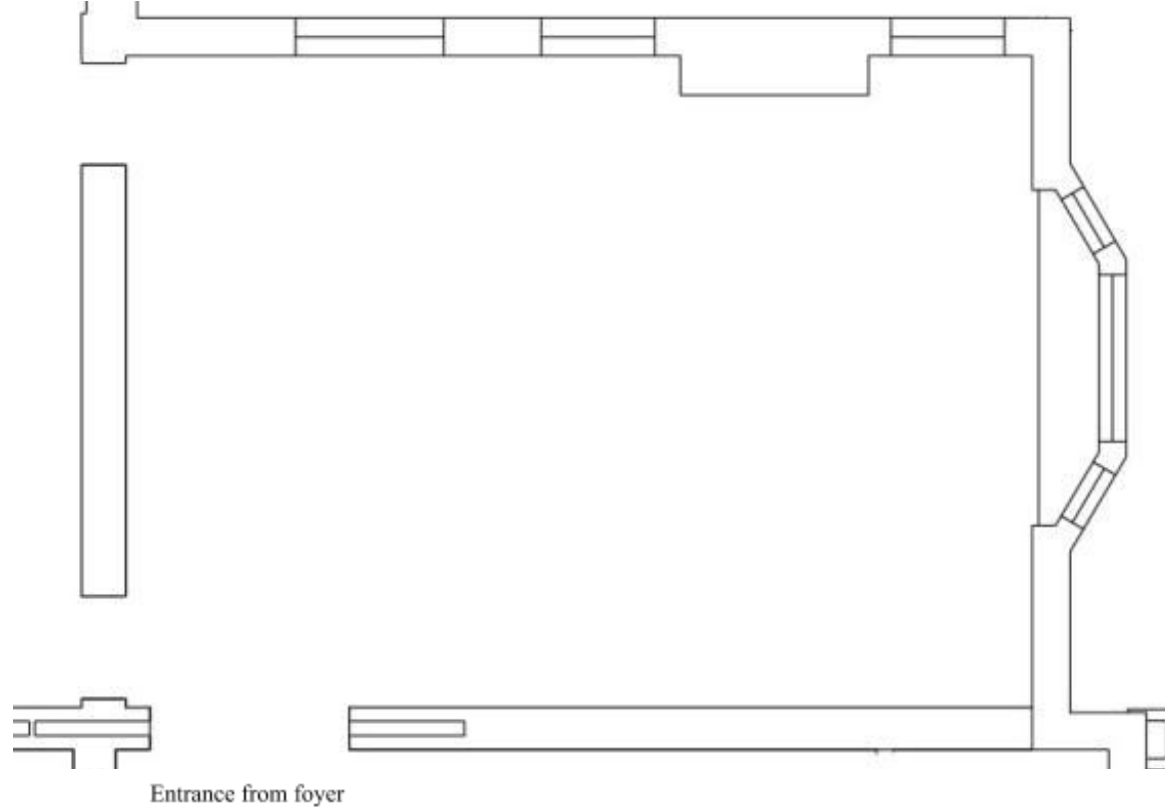
- Chairs – dining style (10)
- Round / oval table with 3 leaves
- Bench seat (1)

Notes/ Answers to Commonly Asked Questions:

- **This area cannot be used without coordination through Chartwells**
- Table can accommodate 10 people max
- Existing furniture cannot be removed from the space as there is no storage anywhere in the building
- If the kitchen is needed that needs to be coordinated through Chartwells. Facilities staff members are unable to unlock that space because it falls under the responsibility of our dining service.
- Please refer to EMS for specific information on capacity and special requirements.



Merrill House – Small Dining / Meeting Room



Existing Items in Space:

- Chairs – dining chairs (20)
- Large round / oval table with 10 leaves
- Bench seat (1)
- Couch (1)

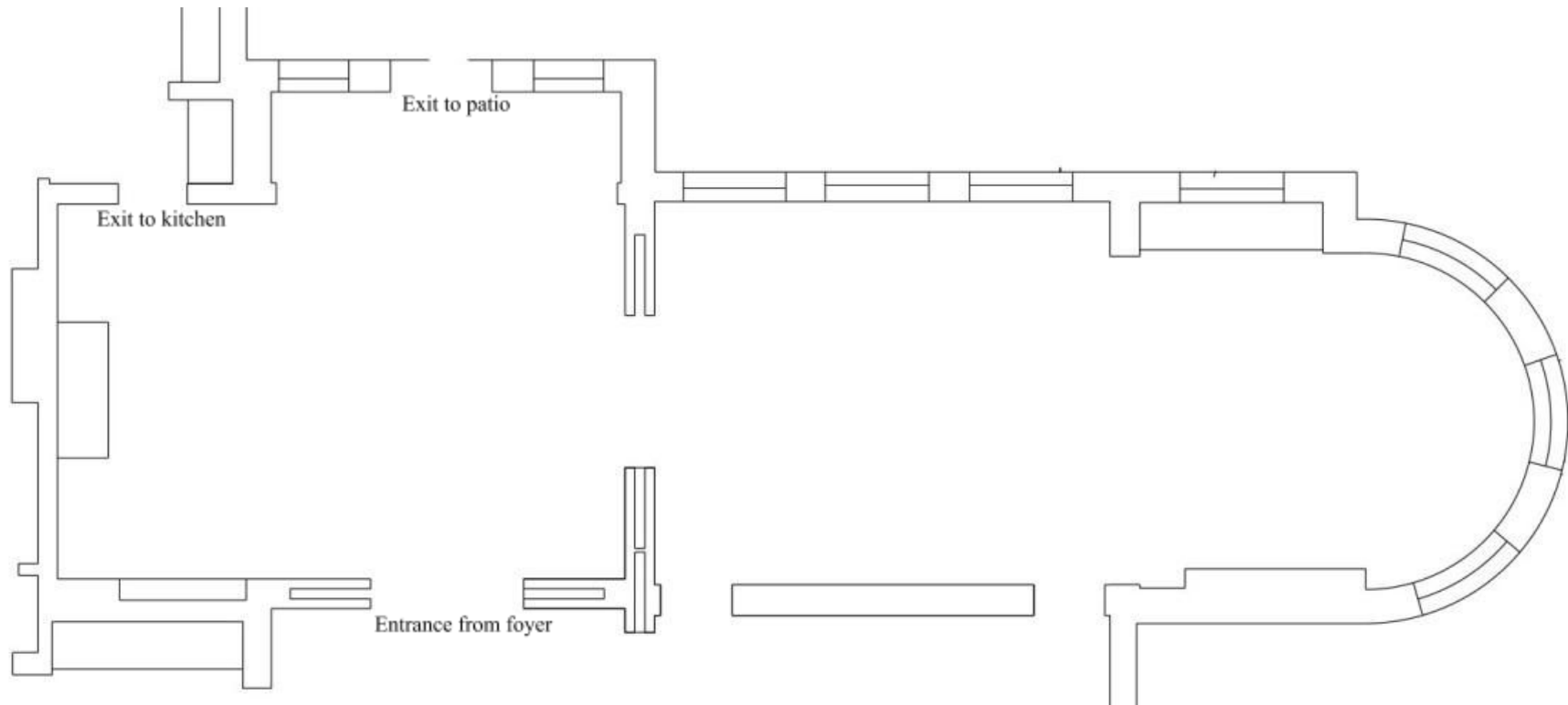
Notes/ Answers to Commonly Asked Questions:

- **This area cannot be used without coordination through Chartwells**
- Table can accommodate 20 people max
- Existing furniture cannot be removed from the space as there is no storage anywhere in the building
- The table in this space is antique and should be moved as little as possible to prevent damage. The table can only be moved by facilities. Leaves should not be put in or removed by anyone except facilities staff.
- If the kitchen is needed that needs to be coordinated through Chartwells. Facilities staff members are unable to unlock that space because it falls under the responsibility of our dining service.
- Please refer to EMS for specific information on capacity and special requirements.



Room photo

Merrill House – Dining Rooms A&B



Existing Items in Space:

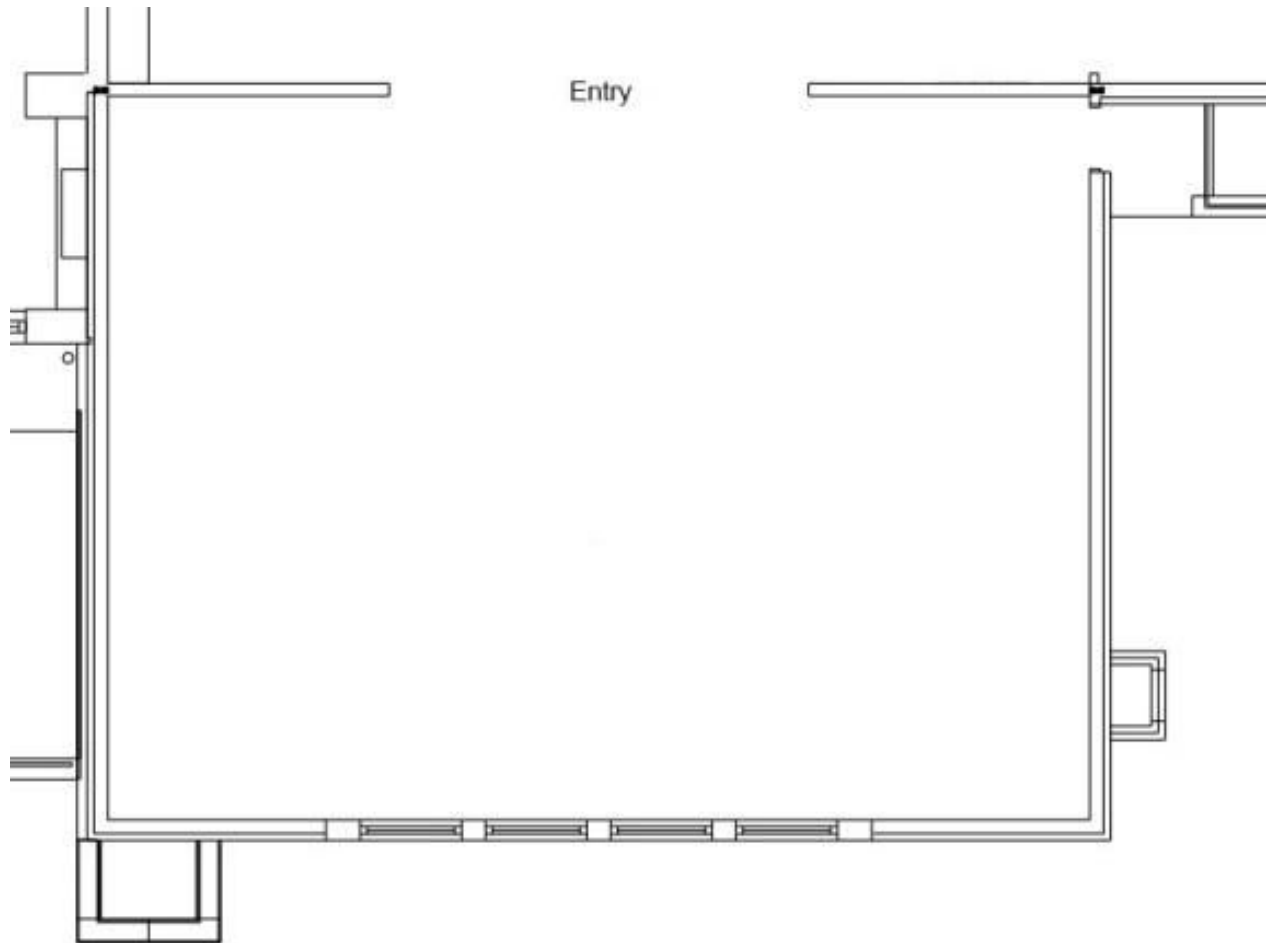
- Chairs (44)
- Large round tables (2)
- Small round tables (3)
- Square tables (6)
- Bench seat (1)
- Tables can accommodate seating up to: large round (8 at one, 6 at other); small round (2); square (4)

Notes/ Answers to Commonly Asked Questions:

- **This area cannot be used without coordination through Chartwells**
- Existing furniture cannot be removed from the space as there is no storage anywhere in the building
- If the kitchen is needed that needs to be coordinated through Chartwells. Facilities staff members are unable to unlock the space because it falls under the responsibility of our dining service.
- Please refer to EMS for specific information on capacity and special requirements.



O'Connor (COOP) TV Room



Existing Items in Space:

- Tables; 5' (10)
- Chairs – wooden lobby style (60)
- Soft seating chairs (8)
- Trash cans (4)
- Recycle bins (2)

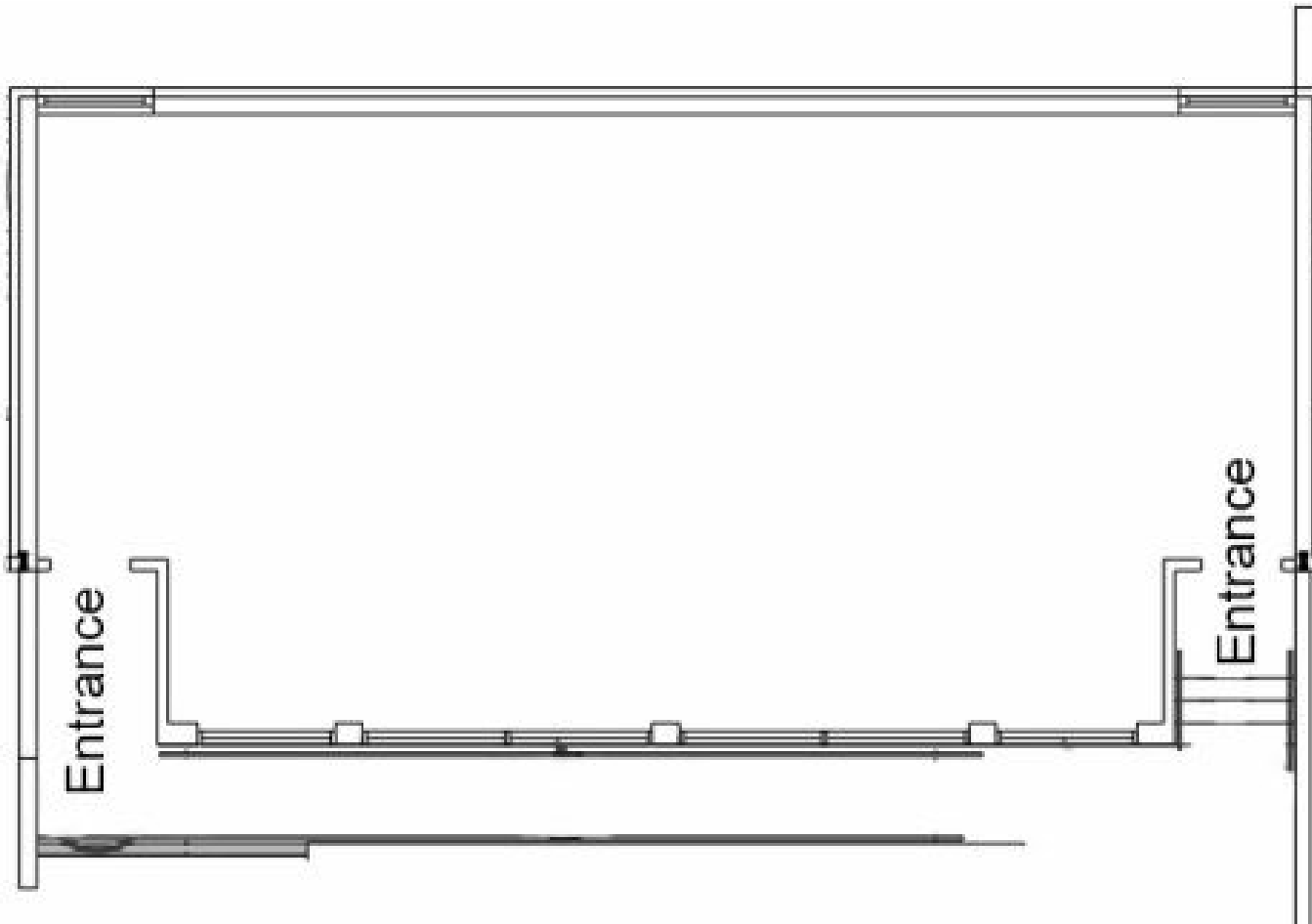
Notes/ Answers to Commonly Asked Questions:

- Existing furniture can be removed from this space.
- When this room is emptied the maximum capacity we can fit includes: (10) 6ft round tables and 100 chairs or (11) 8ft banquet tables with 110 chairs (110 is the room occupancy limit).
- Please refer to EMS for additional photos of the room as well as specific information on capacity and special requirements.



Photo of space

O'Connor (COOP) Conference Room



Existing Items in Space:

- Tables; 3' x 3' (12)
- Chairs – desk chair with casters (37)
- Trash cans (2)
- Recycle bins (1)

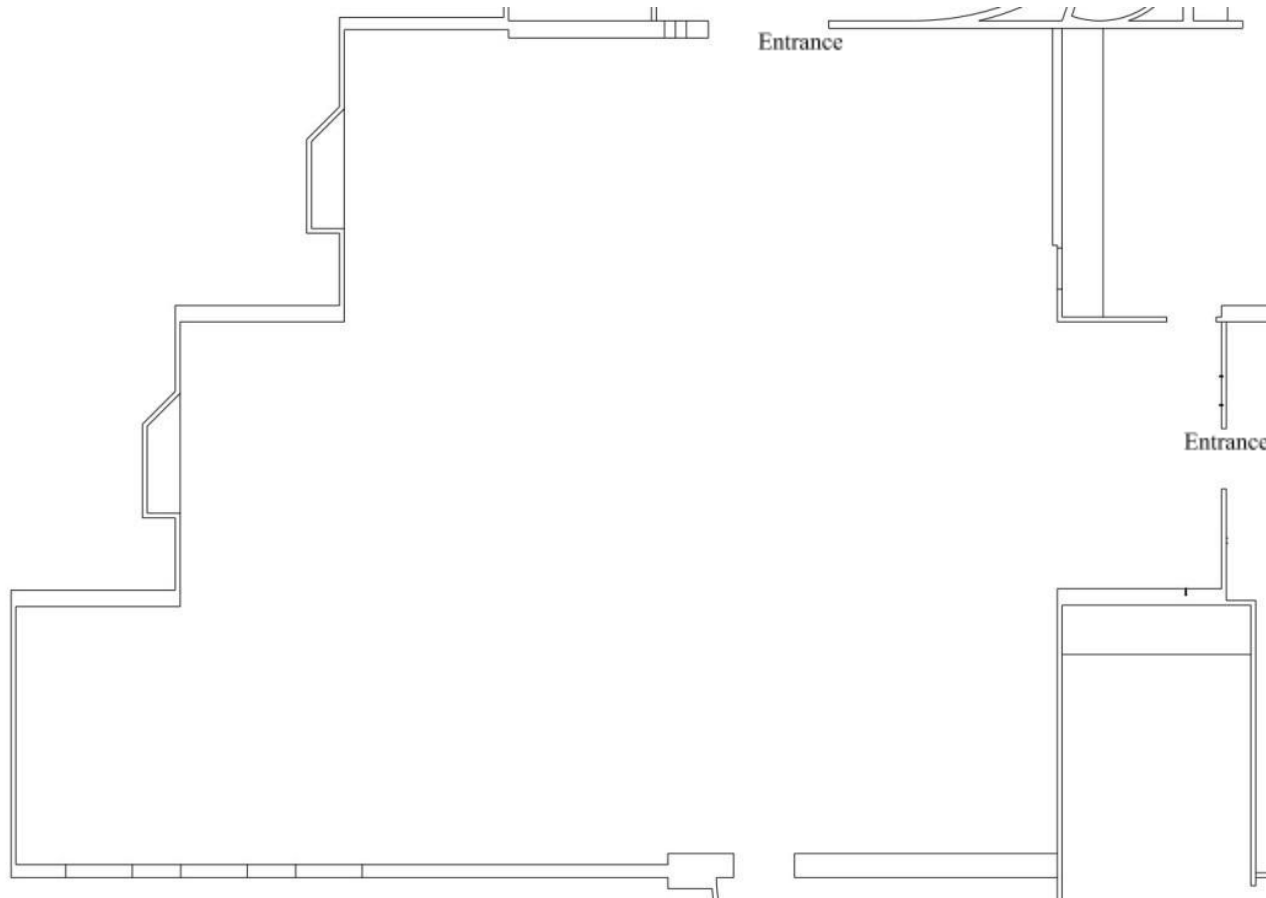
Notes/ Answers to Commonly Asked Questions:

- The normal setup of this space consists of the tables set up in a square with chairs around (25 max). The room can be reconfigured to accommodate additional seating. Each table can fit 4 chairs around it.
- Existing furniture cannot be removed from the space as there is no storage for it anywhere in the building
- Please refer to EMS for additional photos of the room as well as specific information on capacity and special requirements.



Photo of space

Parker Apartment – Commons



Existing Items in Space:

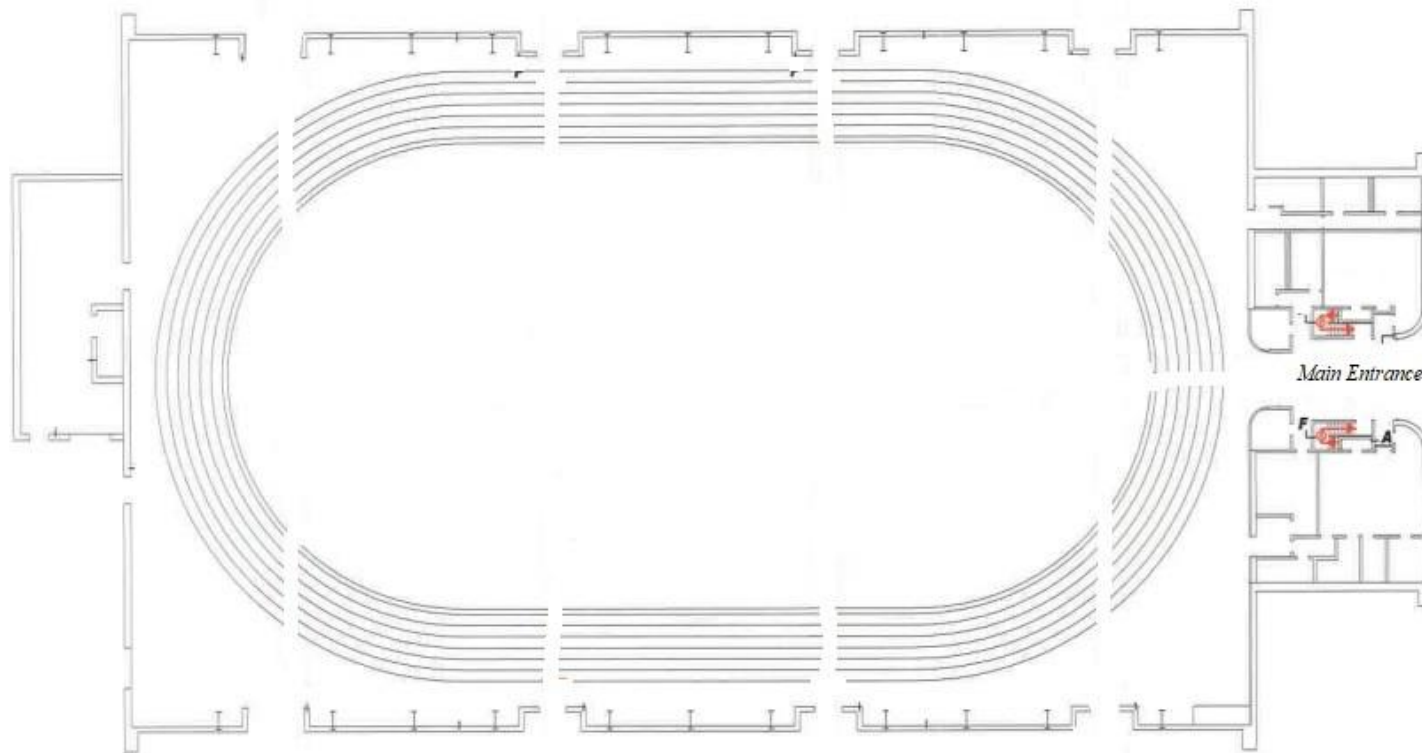
- Chairs – metal frame lobby chairs (90)
- Round tables; 6' (8)
- Rectangular tables; 8' (4)
- Garbage cans (1)
- Recycle station (1)

Notes/ Answers to Commonly Asked Questions:

- Space can accommodate an additional (7) 6' round tables
- The existing round tables can seat up to 10, but 8 per table is the recommendation for this space
- Please refer to EMS for specific information on capacity and special requirements.



Sanford Field House



Existing Items In Space:

- No existing furniture in space. Must go through Facilities or Vendor

Notes/ Answers to Commonly Asked Questions:

- Due to the turf in this area, there may be special requirements for events

