



Guide to  
Planning Events @Penn



## **PREFACE**

The Guidebook to Planning Events @ Penn is designed to help in the planning, preparation, running, and conclusion of events and programs at the University of Pennsylvania. I and other staff members from the Office of the Perelman Quadrangle & VPUL Performing Arts Facilities, a branch of the Office of the Vice Provost for University Life (VPUL), have produced this book to help you through the process of planning your event.

We have geared this book to be a user-friendly guide through the event planning process from start to finish. You will find checklists and helpful hints for you and your organization, as well as the policies and procedures that we work with to produce events.

It is important to keep in mind that because event-related policies are always being reviewed, the information in this guidebook is subject to change. Many of the policies are updated throughout the year and listed in more detail on our website:

<http://www.perelmanquad.com>

If you have any questions regarding Penn event planning, please stop by our offices located in Room 307 of Houston Hall, or give us a call at 215-898-5552 and an Event Coordinator will assist you.

Good luck with your event planning!

Sincerely,

A handwritten signature in dark ink, appearing to read 'Tom' with a stylized flourish above it.

Thomas J. Hauber  
Executive Director  
Perelman Quadrangle and VPUL Performing Arts Facilities



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# I. Event Planning

An event is any activity that requires you to make arrangements before the program can actually take place. It may be anything from an introductory meeting or study break to a concert, film, conference, dance, or dramatic

performance. Keep in mind that no matter how small or easy an event may seem some forethought is required. Planning ahead will prevent future problems from occurring.

## **PRE-PLANNING**

The earliest stage of event planning is pre-planning or event development. In this stage you will need to create a vision for what the event will look like. In pre-planning you should:

- ❖ Be clear about why you are sponsoring the event (i.e., what is the event's purpose?)
- ❖ Decide who will be involved and assign specific responsibilities to each person
- ❖ Know who your intended audience is and determine a realistic expectation of event attendance
- ❖ Determine the amount of available funds and the amount you are willing to spend
- ❖ Begin developing an effective advertising campaign
- ❖ Develop a realistic timeline for beginning and completing the various components of the planning process
- ❖

- ❖ Identify potential locations where the event could be held, including rain locations
- ❖ Begin to imagine where things will be located in a specific space
- ❖ Determine possible dates and times for your event, while considering religious and University holidays and the scheduling of other campus events
- ❖ Apply for and be sure to receive a written confirmation that the event spaces you want are available for you to use
- ❖ Research and select potential entertainers, speakers, facilitators, etc.
- ❖



These are just some of the many considerations you should make prior to planning an event. Once you have spent time thinking about the who, what, when, where, why and how of your event, you are ready to begin making the necessary arrangements. Below is a checklist to assist you in the planning process.

#### A. Preliminary Planning

- ☐ Set the goals for your event
- ☐ Determine the responsibilities of each co-sponsor(s) and/or each individual
  - Identify your target audience
- ☐ Determine potential entertainment/ speakers/facilitators
- ☐ Consider potential dates, times, and locations
- ☐ Develop a timeline for the various components of the planning process
- ☐ Determine financial resources
- ☐ Begin to develop a promotional plan that may include advertising and/or public relations
- ☐ Determine if there are any Safety Hazards that are unusual
- ☐ Plan program format
- ☐
- ☐

#### B. Before scheduling a room, determine the following information:

- ☐ Event type
- ☐ Estimate attendance and identify audience
- ☐ Needs/expectations based on who guests are e.g., students, senior citizens, etc.
  - Date and time of event
- ☐ Will you charge admission?
- ☐

- ☐ Catering needs if you are planning food for the event:
  - o Choose menu
  - o Linens
 Determine equipment needs:
  - o AV Equipment
  - o Chairs and Tables
  - o Lighting/Sound
 Reserve extra times needed for rehearsals, setup, hanging lights, etc.
- ☐ Reserve extra room(s) needed for support of event (i.e. coatroom, registration, dressing room, prep room, etc.)
- ☐ If all or part of your event is outdoors, consider your need for a rain location, a rain date and/or a rain plan
- ☐

#### C. Reserve facility and/ or promotional space

- ☐ Fill out appropriate application for reservation and for AV equipment, rehearsal times and other needs
  - Receive confirmation of space
- ☐ Obtain approval for serving alcohol (if applicable)



#### D. On-site preparation

- ☐ Review event with Coordinator:
  - o AV Equipment needed
  - o Security
  - o Catering
  - o Personnel needed
- Determine room setup
- Plan staff assignments:
  - o Registration
- ☐ Directing guests
  - o Greeting guests
  - o Prompting speakers and other key participants

- ☐ Review accessibility and safety concerns and considerations
- ☐ Consider how cash will be transported and deposited appropriately
  - Check room-setup
- ☐ Check decor
- ☐ Check sound
- ☐ Set up registration area
- ☐

#### H. After the event

- ☐ Arrange for pick-up of leftover items immediately or take items with you
  - Room to its original condition
- ☐ Pay bills
- ☐ Write thank-you notes
- ☐

#### E. Proceed with ticket sales and advertising

- ☐ Invitations and Publications
- ☐ Tickets
- ☐ Determine public relations plan

#### F. Week of the event

- ☐ Circulate guest list to those who need to know
  - Brief key participants
- ☐ Make name tags, seating cards,
- ☐ seating chart
  - Give final count to caterer, florist, etc.
- Confirm all vendors, speakers, and key participants
- ☐ Make list of vendors and all phone numbers
- ☐

#### G. Prepare for the day/ night of the event

- ☐ Organize, coordinate, and train volunteers
- ☐ Remember to ARRIVE EARLY





## **ARRANGEMENTS**

Planning for your event is very important. Do not assume anything. For example, when you think about reserving a room on campus, do not assume that the room will have furniture in it or that a podium and microphone will be there for you. Keep in mind that in the business of event planning, the only thing that will happen for you is what your organization arranges to have happen.

Once you know what you want to do, you can then begin tackling the logistics of making it happen. On the following pages, information is provided to guide you through the event planning process.

## **TOURS**

If you are interested in touring the Perelman Quad building or event spaces, you can make arrangements in advance with an event planner. This may be helpful in determining the appropriate room for the event. To set up a tour, please contact the Perelman Quadrangle Office at 215-898-5552.

## **ADDITIONAL SPACES**

When planning your event, please consider which adjoining spaces might be needed for registration, catering prep and storage. These spaces must be reserved along with the event space. When using an outdoor space be sure to reserve a rain location.

## **EVENT TIMING**

In addition to the event begin and end time, a request should be made for a pre- and post- access time. The pre-access time is the time the organization wants the operation staff to have the room set up in order to have time before the event for registration, an audiovisual run through, to set out literature or make any other preparations. The post-access time is the time you expect all guests and event clean up staff to leave the room and building.



## II. Perelman Quadrangle

The buildings that make up Perelman Quadrangle, anchored by Houston Hall, have a history dating back to 1895. As the nation's first student union, Houston Hall brought a touch of Oxford and Cambridge to the University of Pennsylvania campus. Designed by the award-winning architects Venturi, Scott Brown and Associates, the facilities of Perelman Quadrangle have been restored to reflect the style and atmosphere of the nation's first student union. In the process, made possible by the generosity of individual donors and class gifts, a unique blend of campus history and new technology have been showcased.

Together, the buildings and spaces of Perelman Quadrangle offer a rich array of rooms and reas, each with its own history, charm and character. The buildings that make up the Perelman Quadrangle are:

Houston Hall Irvine Auditorium  
Williams Hall Cohen Hall  
Wynn Commons

Perelman Quadrangle is unique and united by site, design and purpose. It is an academic and student activities complex that serves as a meeting place and common ground for the entire Penn community and guests.

### **ABOUT THE OFFICE**

The Office of the Perelman Quadrangle & VPUL Performing Arts Facilities has administrative responsibility for the Perelman Quadrangle as well as a variety of student performing arts, multipurpose, and campus green spaces. The Office oversees the reservation process for special events in these spaces as well as for non-academic events in the University's 200+ central pool classrooms. The Office coordinates all associated special event services including security, housekeeping, audiovisual and rental.

The primary goal of our Office is to complement the academic mission of the University by providing students with desirable spaces to engage in

co-curricular activities and by providing student organizations with facilities support for co-curricular events. In addition, our Office sponsors a variety of programs and opportunities that enhance student learning and personal development outside the classroom while providing valuable services to and for the University community.

Through our role as the major provider of coordinated scheduling and events management services for the University community and its partners, the Office is able to generate sufficient revenue to offer and maintain the highest quality facilities, staff, and services.





## HOUSTON HALL

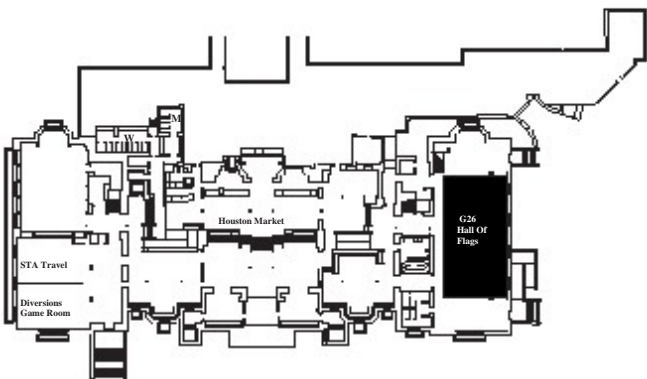
Built in 1896, Houston Hall is the oldest student union building in the country. Today, this historic building remains the center of campus life - a place where student, faculty, staff, alumni and guests gather for social, recreational, educational and cultural activities. After a multi-million dollar renovation project, Houston Hall looks much like it did in 1896 but with all the modern conveniences. With fourteen special event spaces, multimedia technology, dining areas, as well as vending and retail space, Houston Hall is a conference center with character. Houston Hall contains the following rooms available for reservation.



# Ground Floor

## G26 Hall of Flags

The Hall of Flags is popular for late night events such as parties and movies. Since the furniture is movable, it can be rearranged in intimate groupings or stored away to create an open space for mingling or dancing. The room may also be sectioned off for smaller semi-private gatherings or meals. We can create for your organization a registration, exhibit, or central distribution center with portable booths and dividers. If you need an audience, consider reserving this high-traffic area for a concert or a performance. Rent our portable stage platforms and seating risers and your audience will have an even better view.



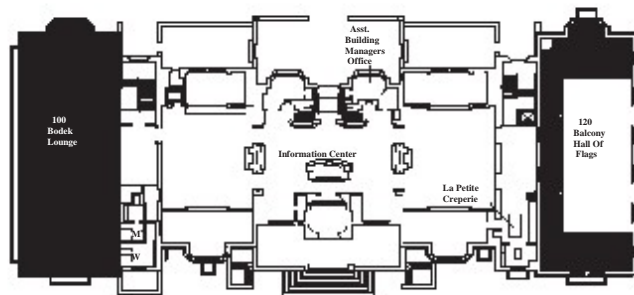
Room	G26 Hall of Flags.
Dimension	102' x 40'
Sq. Ft.	4203 sq'
Theater	300
"U" Shape	62
Hollow Square	64
Banquet Rounds	250
Conference	52
Reception	300
Classroom w/ tables 6' x 18"	80

With installed sound and projection systems and dimmable lights and room shades, there will be no need to worry about the picture and sound quality of those portable units. Showcase the talents of your performing arts organization, demonstrate the benefits of Tae Kwon Do or Swing Dance lessons, or convince your organization that this is the perfect site for your informational fair. If you have an idea for an "event" and you are looking for a unique venue, we might be able to accommodate you in the Hall of Flags.

<sup>1</sup>For Hall of Flags Balcony, please refer to HH120 on the first floor.



# First Floor



Room	100 Bodek Lounge
Dimension	102' x 40'
Sq. Ft.	4203 sq'
Theater	250
"U" Shape	62
Hollow Square	64
Banquet Rounds	250
Conference	52
Reception	250
Classroom w/ tables 6' x 18"	80

## 100 Bodek Lounge

The Bodek Lounge is a large multipurpose room named for trustee Gordon Bodek, Class of 1942. It is popular for late night events such as parties and movies and is also appropriate for conferences, award ceremonies, or lectures. Since the furniture is moveable, it also can be rearranged to accommodate intimate groupings or stored away to create an open space for mingling or dancing.

The lounge accommodates up to 250 guests in a lecture style arrangement or 360 guests for a reception or free-flowing gathering. In addition, the Bodek Lounge is technologically equipped with a built in movie screen, installed sound, dimmable lights and room shades. With its collegiate integrity the Bodek Lounge can serve a variety of events.



## Second Floor

### 217 Bishop White Meeting Room

A small conference room seating 16, the Bishop White Room has that historical feel and makes a big impact. Portraits grace the walls and our old-fashioned windows overlook the Wynn Commons and the green limestone of College Hall. Chairs circle a large conference table, carefully restored and brought back to the room following the building's renovation. With its charming size and setting, the Bishop White Room remains a favorite meeting space.

### 218 Benjamin Franklin Meeting Room

The distinguished paneling is the first thing you will notice when you walk into the Ben Franklin Room but what you will remember is how perfect this room was for your event. Large enough for comfort but small enough that your guests don't get "lost" in the space, this room is the ideal size for many events. With the video projector "hidden" in the ceiling and with a CD playing in the installed sound system, the tone is set for a reception. Lower the projector and switch to the microphones and the mood changes as your guest speaker begins his/her multimedia presentation. Set on the second floor of the building, the Ben Franklin Room is out of the

main high-traffic area yet easy to find. Just down and across the hall are the Golkin, Brachfeld, Class of '49, and Bishop White Rooms that can be reserved for breakout sessions or for additional meeting space.

### 223 Golkin Room

The Golkin Room is a flexible multipurpose space that can accommodate up to 80 guests in a lecture-style arrangement. The chairs can easily be cleared off to the side or removed for receptions. Convert the room to conference or classroom-style and, while the seating is limited to 30-40, the possibilities are endless. The room also has a perfect nook for a catering table or portable coat rack. A presentation board at the front of the room and decorative fireplace at the back afford a balance between the functional and quaint elements of this room. All audiovisual equipment is portable and the lights can be dimmed for presentations. Expecting a larger or transient crowd? The room is situated directly off the 2nd floor lobby, which can be reserved for registration or catering - doubling your space as well as your options. Two smaller conference-style breakout rooms are also available on the 2nd floor if your larger group needs to split throughout the course of the day. Both the Golkin Room and the hallway are equipped with active Internet ports.



## 225 Brachfeld Meeting Room

If you have been searching for an intimate room with an air of distinction, reserve the Brachfeld Room for your next meeting. The table, chairs, decorative fireplace and windows coordinate in richly stained wood - creating the feel of a scholarly seminar room. A presentation board is located on the wall opposite the fireplace. The room also has an adjoining door to the Class of 49 Auditorium. This makes the Brachfeld Room the perfect location for a private VIP reception or press conference following the main event in the Class of '49 Auditorium.

performances, wedding receptions, or ceremonies. However, chairs and tables can easily be moved into the area and set up in various ways for meetings, lectures, or discussion groups. Portable stage, platforms and seating risers are also available for rental. In addition, the Class of 49 Auditorium is technologically equipped with theatrical lighting, Internet connection, installed sound system, and screen. This spacious room can serve a variety of events, while also providing an elegant and sophisticated atmosphere.

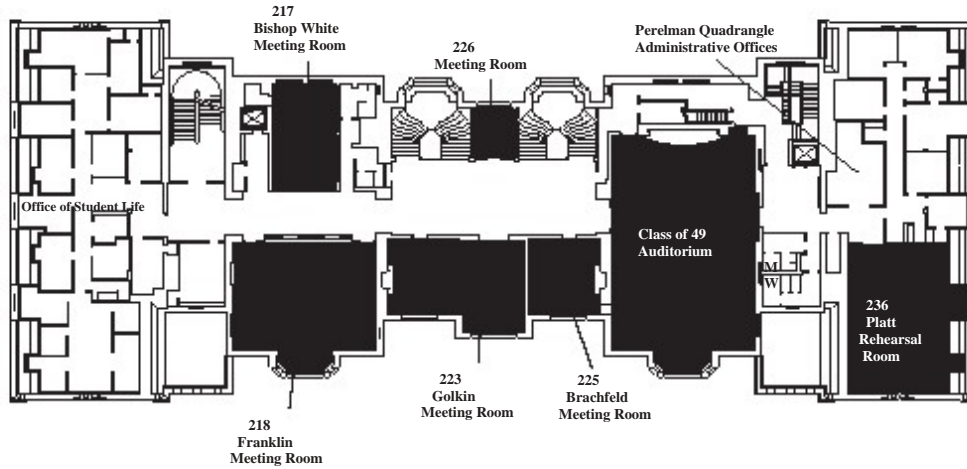
## 230 Class of 49 Auditorium

The Class of 49 Auditorium is a flexible multipurpose room on the second floor of Houston Hall, which was dedicated to the Class of 1949's 50th reunion. The Auditorium accommodates 200 guests in either lecture or reception style. The mahogany wood panels and elaborate ceiling make it a beautiful setting for Student Performing Arts

## 236 Platt Rehearsal Room

The Platt Rehearsal Room is a dance gallery dedicated to Marc E. Platt and Julie Beren, Class of 1979. This room is a well-equipped space for small performances as well as rehearsals. The mirrored wall with dance bars and hardwood sprung floor make it especially well suited for dance, performing arts rehearsals, or martial arts. However, this room can also be used as a small meeting room by draping the mirrors and bringing in tables and chairs for a variety of settings.





Room	217 Bishop White Room	218 Ben Franklin Room	223 Golkin Room	225 Brachfeld Room	230 Class of 49 Auditorium	236 Platt Rehearsal Room
Dimension	19' x 30	40' x 30'	38.5' x 21'	20' X 21'	40' x 60'	28' x 41'
Sq. Ft.	555 sq'	1288 sq'	884 sq'	436 sq'	2365 sq'	1227 sq'
Theater	NA	100	80	NA	200	40
"U" Shape	NA	29	26	NA	38	30
Hollow Square	NA	34	34	NA	52	36
Banquet Rounds	NA	60	48	NA	120	60
Conference	16	28	22	14	26	30
Reception	NA	100	80	NA	200	40
Classroom w/ tables 6' x 18"	NA	48	30	NA	54	40



## Third Floor

### 314 Class of 47 and 311 Griski Meeting Room

The Class of 47 Meeting Room was dedicated to the Class' 50th reunion and the Griski Meeting Room was dedicated to Vincent Griski Class of Wharton 1985. Both rooms are small meeting rooms, set lecture style that accommodates forty people. Each room contains a message center, blinds and decorative pictures. Located on the third floor of Houston Hall these meeting rooms provide an ideal location for small group discussion or small lectures.

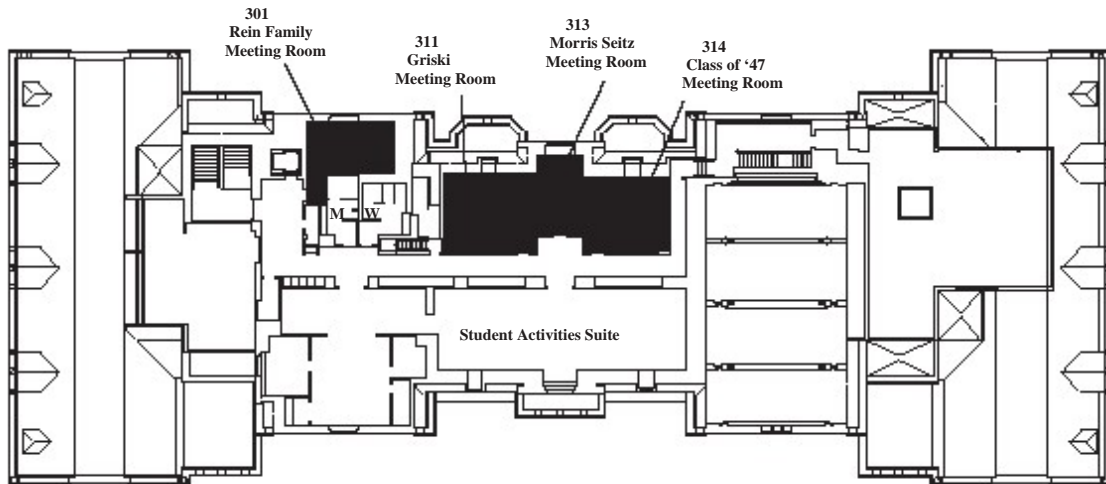
### 301 Rein Family

The Rein Family Meeting Room is a small conference room, dedicated to Denice Helman Rein, Class of Wharton 1969 and Nicole E. Rein, Class of Wharton 1998. This room accommodates up to twelve people and is equipped with a permanent conference table, blinds, message center, decorative pictures, and dimmable lights. The Rein Family Meeting Room is an ideal setting for small group discussions or committee meetings.

### 313 Morris Seitz Meeting Room

The newly restored wood paneling and refinished refectory table give this room an elegant yet intimate feel. This room was refurbished by Dr. Judith Rodin, President Emeritus of the University, in memory of her father Morris Seitz, Wharton class of 1930. Located on the third floor of Houston Hall, it is ideal for a committee meeting, a conference breakout session or a small group discussion.





Room	301 Rein Family Room	311 Griski Room	313 Morris Seitz Room	314 Class of '47 Room
Dimension	21' x 13'	19' x 23'	11' x 20'	18' X 21'
Sq. Ft.	305 sq'	433 sq'	232 sq'	385 sq'
Theater	NA	42	NA	42
"U" Shape	NA	17	NA	17
Hollow Square	NA	21	NA	21
Banquet Rounds	NA	32	NA	32
Conference	12	16	14	16
Reception	NA	42	NA	42
Classroom w/ tables 6' x 18"	NA	24	NA	24





## IRVINE AUDITORIUM

If the gargoyles on the auditorium's octagonal exterior fail to capture your attention, the Main Hall will leave you speechless. Painstakingly restored during a multi-million dollar renovation, the inner walls of the Main Hall are decorated with symbols depicting the philosophical history of the University. Home to the 11,000-pipe Curtis Organ, the only early 20th-century civic pipe organ that remains in original condition, Irvine Auditorium also houses an

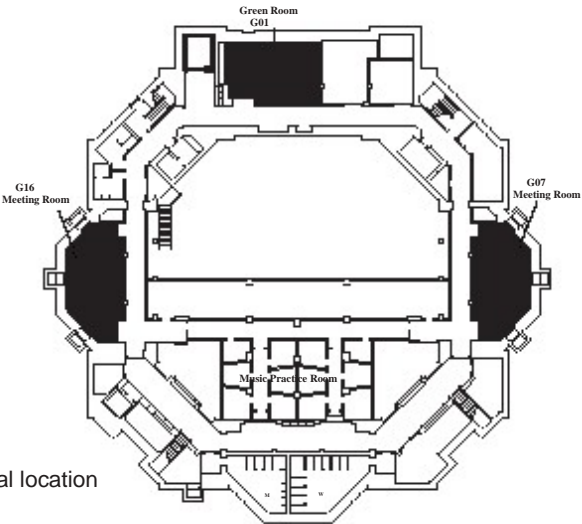
acoustic recital hall, four additional special event spaces, production offices, dressing and music practice rooms, as well as a box office and coatroom. The entire facility is air-conditioned and equipped with state-of-the art technology including a digital satellite computer/video projector, Internet access, and a house intercom system.



# Ground Floor

## G01 Green Room

The Green Room is a flexible space, suitable for many types of events, including meetings, workshops, presentations, and receptions. The round tables seat four each and provide a more casual setting for meetings and small group work. Formal meetings and presentations are accommodated with lecture-style seating, a podium for speakers, and audiovisual equipment to enhance presentations. The built-in kitchenette makes it an ideal location for receptions. Located on the Ground Floor of Irvine Auditorium, the Green Room is convenient for pre- and post-performance events.



## G7 Meeting Room and G16 meeting Room

Irvine G7 and Irvine G16 (The Alpert Room) are spacious rooms with an understated, professional atmosphere. With a "lecture-style" arrangement in G16 and a "conference style" setup in G7 they are ideal for meetings and discussions. Lectures and presentations can be accommodated with rows of seating and enhanced with audiovisual aids. Dim the lights, lower the screen from the ceiling, and the room provides a cozy setting for a movie screening, video or computer presentation. G7 and G16 are located on the ground floor of Irvine Auditorium, just down the hall from the Green Room, making them perfect for workshops and breakout sessions.

Room	G01 Green Room	G7	G16
Dimension	34' x 21'	27' x 19.5'	27' x 19.5'
Sq. Ft.	655 sq'	640 sq'	640 sq'
Theater	44	55	55
"U" Shape	17	25	25
Hollow Square	28	28	28
Banquet Rounds	40	40	40
Conference	22	22	22
Reception	44	55	55
Classroom w/ tables 6' x 18"	12	27	27



## First Floor

### 110 Amado Recital Hall

The Amado Recital Hall, just off the Main Hall, functions primarily as rehearsal and performance space for the University's Department of Music. However, the space can be reserved by other University and non-University organizations for special events. Decorated with hand-painted imperial lions and thistles (symbols of Scotland), the 131-seat Recital Hall is a carpeted multipurpose space with wood flooring at the front to serve as a stage or presentation area. Music stands, pianos, choral risers and stage risers are available for use in the room upon request. Stackable chairs and portable tables can be arranged as needed for each event. With a conference-style or hollow square arrangement, the room comfortably seats 34. With a lecture-style arrangement, the room holds 131 audience members comfortably. The room is equipped with a sound system, dimmable lights, solar shades and a large projection screen. Additional audiovisual equipment is available.

### 101 Main Hall Auditorium

The Irvine Auditorium Main Hall is a 1259-seat, state-of-the-art performing arts complex. The Orchestra level is suitable for any large event. Add the use of Balconies 1 and 2 for full theatre capacity. Irvine Auditorium is accessible from the southeast entrance (off of Spruce Street) with spaces in each audience section to accommodate wheelchairs (8 in the Main Hall, 4 in Balcony 1 and 2 in Balcony 2). The Main Hall is equipped with a high-end sound system, a frequency modulated hearing assistance system, a digital satellite projector, a xenon slide projector, Internet access and a house intercom system. Additional meeting rooms, dressing rooms, audiovisual equipment, pianos, music stands, choral and stage risers, and a dance floor are available for rental in the facility. All essential personnel (electricians, Production Manager, tech crew, House Manager, ushers, coat room attendants, box office cashiers) are provided by the University as needed at an additional cost.

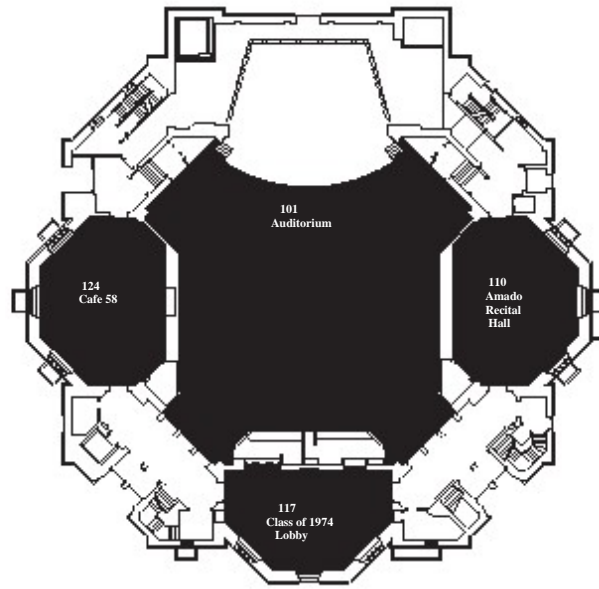
### 124 Café 58

A replica of the original fire curtain from the Main Hall of Irvine Auditorium hangs at the front of the Class of 1958 Café. Café chairs set around small marble tables on pedestal bases are scattered informally throughout the room. Matching wooden serving counters partition a section of the room for food and beverage service. The tables and chairs are also movable for a more open reception. Everything needed for a catered reception is available in the Café.

### 117 Class of 1974 Lobby

The main Lobby area of Irvine Auditorium can be reserved for special events, in conjunction with the Main Hall. The space is ideal as a registration, reception, or display area. It is also where the coatroom and box office are located.





Room	101 Main Hall	110 Amado Recital Room	117 Lobby	124 Café 58
Dimension	Stage: 41' x 45.5'	36' x 48'	48' x 29'	36' X 48.5'
Sq. Ft.	Stage: 1,670 sq'	1,454 sq'	1,172 sq'	1,456 sq'
Theater	1259	112	90	112
"U" Shape	NA	26	26	26
Hollow Square	NA	34	34	34
Banquet Rounds	NA	72	72	72
Conference	NA	28	28	28
Reception	NA	112	90	112
Classroom w/ tables 6' x 18"	NA	39	33	36

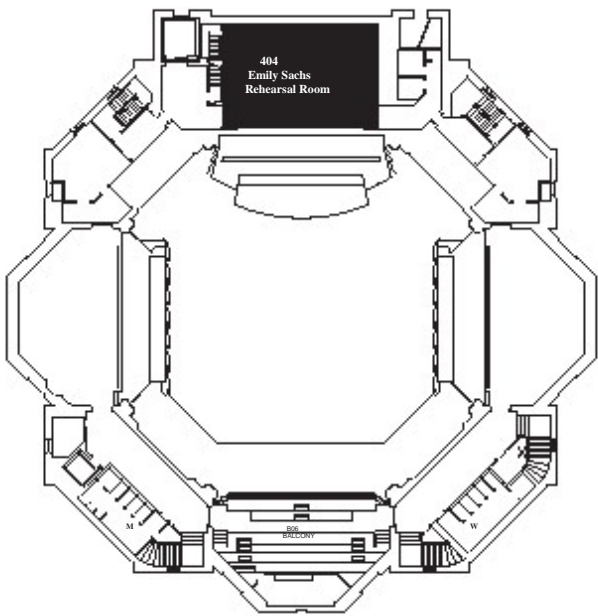


# Fourth Floor

## 404 Emily Sachs Rehearsal Room

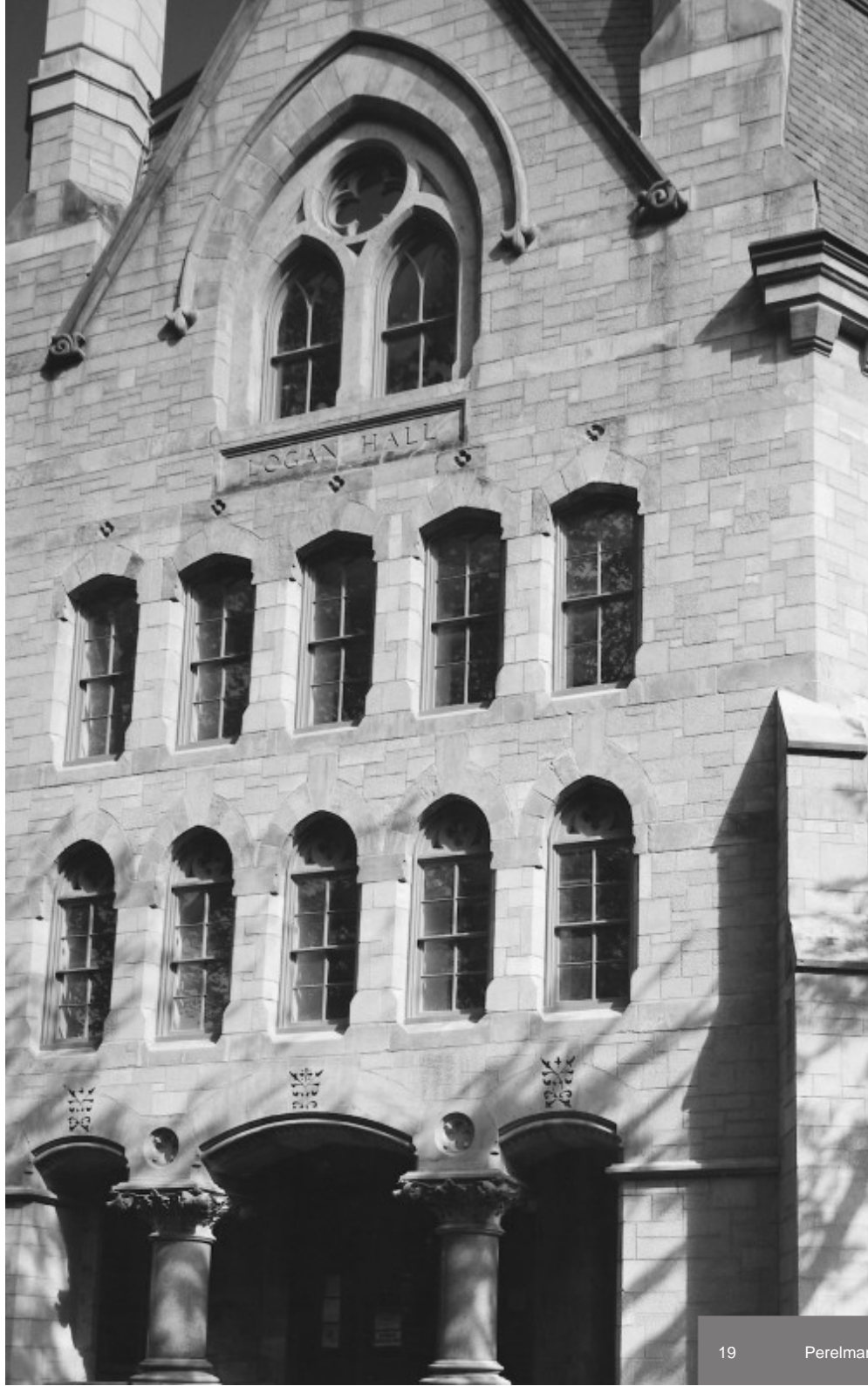
The Emily Sachs Dance Gallery provides a well-equipped space for small performances as well as rehearsals. The mirrored wall with dance bars and hardwood sprung floor make it especially well suited for dance.

Draw the curtains over the mirrors to create a back-drop for performances. Located on the fourth floor of Irvine Auditorium, the Emily Sachs Rehearsal Room is easily accessible, yet situated away from high-traffic areas.



Room	404 Emily Sachs Rehearsal RoomG26
Dimension	42' x 28'
Sq. Ft.	1,192 sq'
Theater	75
"U" Shape	26
Hollow Square	34
Banquet Rounds	72
Conference	28
Reception	75
Classroom w/ tables 6' x 18"	48





## CLAUDIA COHEN HALL

With a multipurpose room, an auditorium, and an exhibit area all on the same floor of a facility near a main campus/community intersection, the ground floor of Cohen Hall is an event planner's dream. If the reservable spaces in Cohen Hall cannot accommodate your entire event, breakout rooms are available across the plaza in Williams Hall. Historic Houston Hall, with its wealth of charming special event space, is only a few steps away.



## Ground Floor

Room	G1-4 Fox Art Gallery	G14 Terrace Room G17	
Dimension	24' 1" x 17' 17"	56' 6" x 42'	—
Sq. Ft.	426.6 sq'	2,411 sq'	—
Theater	35	175	275
"U" Shape	NA	26	NA
Hollow Square	NA	34	NA
Banquet Rounds	NA	88	NA
Conference	16	34	NA
Reception	35	175	NA
Classroom w/ tables 6' x 18"	21	42	NA

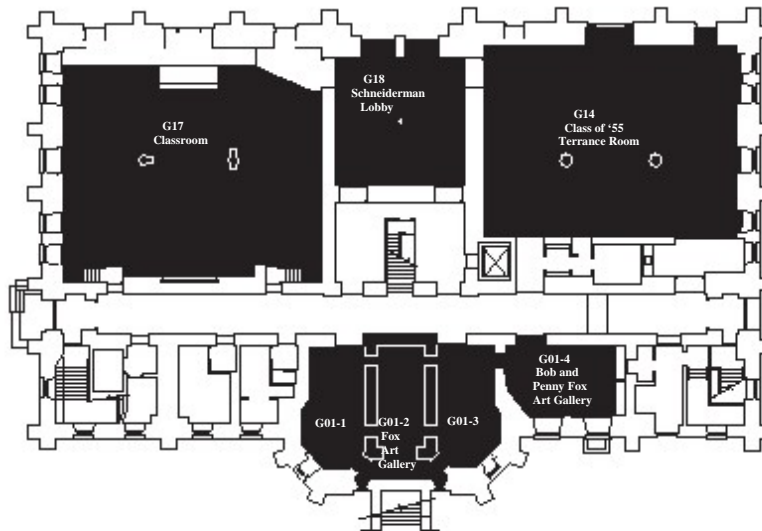
### G17 Classroom

Cohen 17 (or G17) is a state-of-the-art lecture hall with comfortable, fixed, tiered seating. Tablet arms, folded under the seat, can be pulled out for writing as needed. With three projection screens, every seat has a virtually unobstructed view of the presentation. Wide, ramped aisles make it perfect for question-answer sessions and for easy access around the room. The installed audiovisual system, Internet access, dimmable lights, solar/blackout shades, fixed and moveable podiums are important features for any lecture. A tech desk at the back of the room can be used for remote operation of the audiovisual system or for advancing slides at the presenter's request. Although food is not permitted in the room, the adjacent Schniderman Lobby, the Terrace Room and the Art Gallery can be reserved for a reception or registration area. A large space with an intimate feel, Cohen 17 should be your first choice for that special meeting, award ceremony, panel or presentation.

### G101 Fox Art Gallery

The Bob and Penny Fox Art Gallery on the ground floor of Logan Hall serves primarily as an exhibit space for University student, faculty and staff artists. Most exhibits are coordinated through SPEC, the student Social Planning and Events Committee, which sponsors several exhibits during the academic year. However, local and international artists and organizations can also rent the Gallery to showcase their works or to display their product. Because of its intimate subdivided design, tackable walls, and track lighting, the Gallery is also appropriate for breakout sessions, information fairs, small receptions, meetings, discussions, poetry readings, book signings and informal talks or lectures. The Art Gallery's location, directly across the hall from the Terrace Room and Cohen 17, makes it the ideal breakout or reception space for use in conjunction with the larger rooms.





### G14 Class of 55 Terrace Room

The Cohen Hall Terrace Room is the premier multipurpose space on campus because of its convenient location, moderate size, flexible furniture arrangements, installed audiovisual equipment, Internet access, and easy catering access. The room has a spectacular view of the Wynn Commons and the terrace doors can be opened upon request in nice weather for guests to spill out onto the patio. The room configuration can quickly be altered for various portions of one daylong event. Or, the room can serve as a meal/reception location before or after a lecture in the adjacent auditorium (Cohen17). If a registration area is needed, the adjacent Schniderman Lobby can be reserved for that purpose. The small kitchen area with sink and counter space is convenient for

catering prep work or for storing pre-packaged food until break time. A coatroom, dimmable lights, blackout/solar shades and an installed audiovisual system are just some of the many features of this space.

### G18 Schniderman Lobby

This large alcove between Cohen 17 and the Terrace Room can be reserved as a registration or reception area for events in Cohen 17 or the Terrace Room. However, the space cannot be reserved exclusively since it is first and foremost a means of public egress to and from the facility. Also, a minimal number of tables and chairs can be used only along the perimeter walls of the alcove (keeping the center and entrance areas free of obstacles).



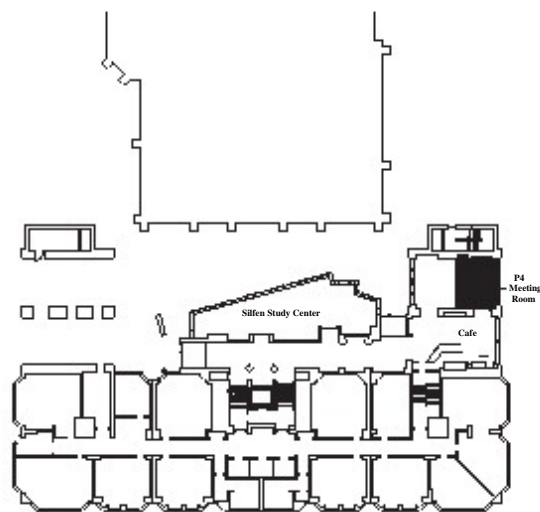
# WILLIAMS HALL

Part of the Perelman Quadrangle, the first and plaza levels of Williams Hall offer three conference rooms and two student activity suites.

## PODIUM FLOOR

### P4 Meeting Room

Located across from the Penn Student Agencies Café in Williams Hall, the P4 Meeting Room is a conference style meeting room ideal for small gatherings. This room can accommodate up to 12 people.



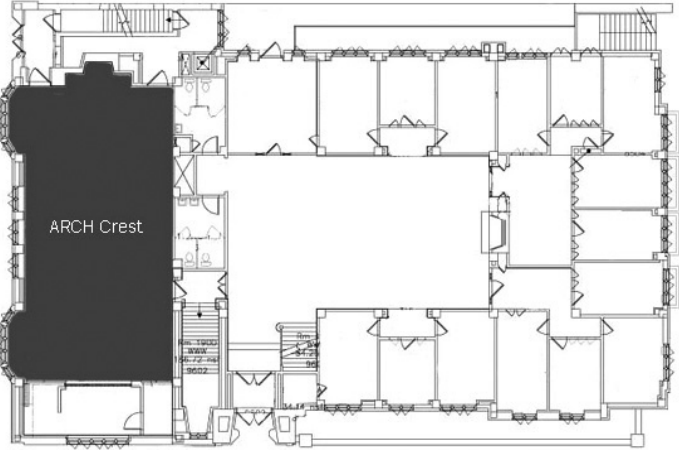
Room	P4 Meeting Room
Dimension	15' x 20'
Sq. Ft.	293 sq'
Theater	NA
"U" Shape	NA
Hollow Square	NA
Banquet Rounds	NA
Conference	12
Reception	NA
Classroom w/ tables 6' x 18"	NA



# Arch Auditorium

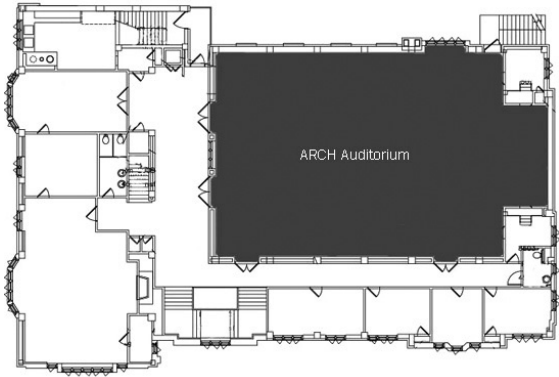
The Arts, Research and Culture House (ARCH) houses the Center for Undergraduate Research and Fellowships, and also serves as home for a number of ethnic heritage groups: PAACH (the Pan Asian American Community House); La Casa Latina; and Makuu (serving all students of the African diaspora). The ARCH also provides space for a general purpose classroom and Auditorium used for meeting/gathering and performances.

## FIRST FLOOR



Room	Arch Crest	Auditorium
Dimension	66' x 28'	72' x 44'
Sq. Ft.	1,848 sq.'	3,168 sq.'
Theater	80	200
"U" Shape	30	38
Hollow Square	34	52
Banquet Rounds	70	120
Conference	28	26
Reception	80	200
Classroom w/ tables 6' x 18"	80	54

## SECOND FLOOR





# WYNN COMMONS

The Wynn Commons is a large outdoor plaza architecturally joining the four Perelman Quadrangle buildings through a series of staircases, ramps and bordering walls that double as casual seating areas. Spilling onto the Wynn Commons are terraces outside the Cohen Hall Terrace Room, the Houston Hall Class of 1955 plaza, and the plaza off of the Williams Hall Silfen Student Center. Nestled between a group of active buildings, the Wynn Commons is a main artery for the campus as well as a central gathering place. For formal or organized gatherings, a raised rostrum backed by a large Penn seal serves as the focal point for lectures and concerts, and the area can be tented for special occasions.

Room	Wynn Commons	Wynn Commons Tented
Dimension		
Sq. Ft.	24,150 sq'	8,800 sq'
Theater	3,400	600
"U" Shape	NA	NA
Hollow Square	NA	NA
Banquet Rounds	600	464
Conference	NA	NA
Reception	2,500	1,100
Classroom w/ tables 6' x 18"	NA	





## IRON GATE THEATRE

The Iron Gate Theatre, located on the corner of 37th and Chestnut Streets, can also be reserved through the Perelman Quad Office. The Iron Gate Theatre was named for its most prominent feature - the large, ornamental iron gate at the main entrance to the building. The theatre is just one part of the building - a registered national historic landmark with oak paneling, stained-glass windows, carved angels, and detailed masonry. The building also houses the Tabernacle Church offices and a large rehearsal room with adjacent dressing areas. The theatre was renovated in 1998 by the University to provide additional performance space for student organizations. During University breaks and downtimes, the theatre can be reserved by other University and non-University organizations. With its tiered bench seating, sprung stage floor, lighting/sound system, and stage draperies, the space is suitable for a variety of theatrical and dance performances and can hold up to 250 people. The theatre can also accommodate presentations, award ceremonies and group meetings.

Room	IGT Theatre	IGT Rehearsal Room
Dimension		
Sq. Ft.		NA
Theater	250	NA
"U" Shape	NA	NA
Hollow Square	NA	NA
Banquet Rounds	NA	NA
Conference	NA	NA
Reception	NA	NA
Classroom w/ tables 6' x 18"	NA	NA

## CLASSROOMS

Various classroom spaces are available for rental throughout the Campus. Please contact the Office of the Perelman Quadrangle & VPUL Performing Arts Facilities at 215-898-5552 for a complete list and for additional information.



# III. Other Facilities

The following reservable spaces are alternatives to previously mentioned Perelman Quad spaces. If you are interested in reserving or obtaining

information on any of these spaces, the contact information is listed below.

## Alternative Event Space Additional rental charges may apply

College Houses & Green Spaces:	Various College Houses and Green Spaces are available for reservation by contacting College Houses and Academic Services	215-898-3547
Campus Hubs:		
Civic House		215-898-4831
Greenfield Intercultural Center		215-898-3357
Kelly Writer's House		215-573-9748
Harrison Auditorium, Museum	780	215-898-3024
Upper Egyptian Gallery, Museum	350	215-898-3024
Lower Egyptian Gallery, Museum	130 Seated , 200 Standing	215-898-3024
Rainey Auditorium, Museum	248	215-898-3024
Chinese Rotunda, Museum	300 Seated , 380 Standing	215-898-3024
Mosaic Gallery, Museum	60 Seated , 80 Standing	215-898-3024
Stoner Courtyard, Museum	800	215-898-3024



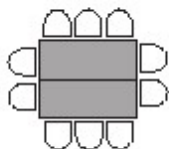
Zellerbach Theatre, Annenberg	962	215-898-6688
Harold Prince Theatre, Annenberg	211	215-898-6688
Basketball Arena, Palestra	8,722	215-898-9231
Franklin Field	52,593	215-898-9231
Dunlop Auditorium, Med School	480	215-573-1111
ICA Auditorium	125	215-898-7108
ICA Lobby	300	215-898-7108
ICA Terrace	500	215-898-7108
Religious Activities Commons:		215-898-8456
Conference Room 1	12	
Conference Room 2	12	
Huntsman Hall (Wharton School)	Various Rentable Spaces	215-898-2575
The Carriage House (LGBT Center)	MultiPurpose Room Reading Room Annex ( <b>Limited availability</b> )	215-898-5044
The Rotunda (4014 Walnut Street)	12ft x 24ft x 2.5ft stage, art exhibit amenities, and more. The venue can seat up to 125 persons, or host a standing room event of up to 350.	215-573-3234



# IV. Room Setup Diagrams

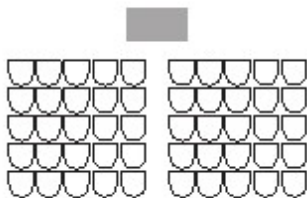
These setups are the most frequently requested; however, Perelman Quadrangle & VPUL Performing Arts Facilities can accommodate a variety of requests. Arrangements for all setups

must be made at least one week in advance of your event. When planning a major event, make arrangements at least three weeks in advance.



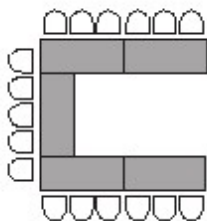
## Conference Style

This setup is recommended for small groups. It is composed of 6' rectangular tables placed side by side to function as one large table. Chairs are placed around the tables.



## Lecture/Auditorium Style

This is best for general meetings and lectures for any size group. It consists of chairs in rows facing either a podium or head table.



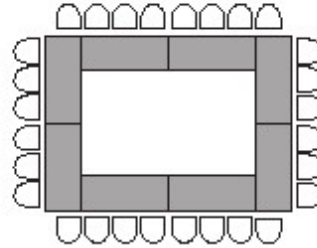
## U-Shape

This setup is recommended for presentations to small groups under 25 people. It is arranged with 6' rectangular tables placed in a U-shape and surrounded on the outside by chairs.



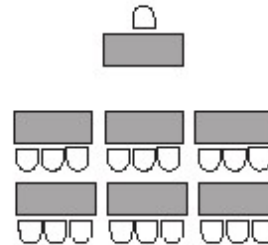
## Hollow Square

This setup is similar to the U-shape except that it is enclosed on all sides and can accommodate a larger group. It is not oriented for presentations, but rather for discussions.



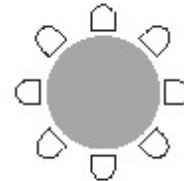
## Classroom Style

This is used primarily for conferences and other lectures requiring writing by the attendees. Narrow 6' rectangular tables with up to three seats each are setup in rows facing a podium.



## Banquet Style

This is most common for banquets or meetings with meals. It is comprised of 60" round tables surrounded with up to 8 chairs each or 72" round tables accommodating 10 chairs each.



## Semi-Circle

This is an arrangement of 12 chairs and no tables in a semi-circle design. It is especially ideal for small gatherings and group discussions.





# V. Reservation Process and Specifications

Event application is a several step process for ensuring that you have a safe and successful event. The information required is necessary to ensure appropriate offices are informed about

your event. In order to properly select your room, it is necessary for the office to have knowledge of your needs and requirements.

## **ELIGIBLE USERS**

University Student Organizations: In order to reserve space and sponsor programs in University facilities, student organizations must register with the Office of Student Life at the beginning of each Fall Semester by completing a registration form. The form is available on-line at <http://www.perelmanquad.com>. Student organizations may reserve space free of rental charge. Registered student organization status is a privilege, and carries with it the ability to utilize the name of the University as a designation of affiliation. Each student organization has a responsibility to the University of Pennsylvania to adhere to the following guideline.

In addition, the Student Life staff provides guidance, direction, and advice to assist students who are planning student organization programs. The following program policies should be considered when planning these programs.

Student organizations must comply with the proper procedures and deadlines for a program. Failure to do so could result in the program being cancelled.

Event hosts must inform non-Penn affiliated guests, that they will be expected to follow all University rules and policies. Individuals and/or the group will be responsible for the behavior of their guests. Depending on the nature of the program, the organization may be required to make special arrangements.

Registration in no way implies that the University approves or disapproves of the organization's constitution, purposes, literature or programs. The responsibility of any views held or expressed by the organization and/or its membership is solely that of the individuals involved.



Contracts (for speakers, entertainers, services or off campus venues).

All non-Penn speakers, performers, or entertainers who are being paid must be contracted for their services. All contracts must be reviewed by the Associate Director of Student Life and signed by the VPUL or designee.

Students are not legal signatories of the University and may not sign contracts or agreements, or enter into any verbal agreements, on behalf of the organization (and thereby the University).

#### University Faculty and Staff Organizations:

Faculty and staff departments and recognized alumni organizations may reserve space for official University related events.

**Non-University Organizations:** Non-University organizations also may reserve space for private functions. These organizations may be required to provide documentation of the following insurance coverage:

A policy of Worker's Compensation insurance, in amounts, covering all officers, employees and agents of the Artist and Employer's Liability insurance in the amount of \$1,000,000.00.

A policy of comprehensive general liability insurance with property endorsement, to the limit of \$1,000,000.00 with respect to the property of any one owner for one occurrence. Insurance companies licensed to conduct busi-

ness in the Commonwealth of Pennsylvania shall issue each of these insurance policies. The facility user shall furnish the University of Pennsylvania a certificate of insurance for each of the above- mentioned policies, naming the University of Pennsylvania as co-insured.


Non-profit organizations may be required to provide a copy of their federal tax exemption certificate. Non-university organizations must pay the full cost to reserve a space. All reservations are tentative until the estimated event charges are paid. Estimated event charges must be paid at least two weeks prior to the event or the event will be cancelled.

### **PRIORITY SCHEDULING**

Priority scheduling is a result of the University's mission to give certain groups and events priority in the assignment of space. A list of groups and events and their order of priority can be found in the event priority and group priority sections to follow.

Reservations for program space are accepted on a semesterly basis. All groups can submit applications beginning on March 15 for the Fall Semester. Priority groups have until March 29 to submit an application and to be considered in priority order. After March 29, the remaining applications from non-priority groups and new applications from all groups are processed in the order received and within 48 hours. Applications for the Spring Semester for all groups are accepted the week of October 15 and priority groups have until October 29 to be considered for priority status.





Because academic classes must be scheduled for each semester before special events can be scheduled, organizations will not immediately be alerted as to the status of their request for classroom space unless it is for a Saturday or Sunday. Generally, Spring Semester classes are scheduled by mid-December, summer classes are scheduled by mid-April, and Fall Semester classes are scheduled by mid-August. You will be notified of the status of your request once classrooms are officially released to the Perelman Quad office for scheduling. However, special events cannot be scheduled in classrooms during the Reading Days or examination period due to academic use of the rooms.

#### Event Priorities

The following event scheduling priorities have been established by the Perelman Quadrangle Allocation Board and are applied in the scheduling of VPUL-administered spaces. Please note that this applies during the academic year, and requested areas are on first-come, first-served basis at other times of the year. This set of priorities is based upon the assumption that two conflicting groups have applied for space during the same semester reservation period. Otherwise, scheduling is on a first-come, first-served basis.

Annual Commitments: The following annual commitments have priority over other events:

1. High Holiday Services: Irvine Auditorium is reserved for the local observance of Rosh Hashanah and Yom Kippur.

2. Music Department Performances: Irvine Auditorium Main Hall for Orchestra and Wind Ensemble performances and rehearsals. Amado Recital Hall is a Music Department facility for which the Department has priority.
3. The Undergraduate Assembly has been granted commitments for the following activities:
  - a. Social Planning and Events Committee (SPEC): The main hall in Irvine Auditorium is reserved for three dates each semester for programming.
  - b. SPEC Art Gallery: The Fox Art Gallery is reserved for SPEC art gallery showings and receptions on a semesterly basis.
  - c. NEC Elections: the NEC has priority to host one Student Government Information Session in Claudia Cohen G17 (pending availabilities from the registrar) and one GET OUT the Vote event in the Houston Hall Flags each semester.
4. Performing Arts Council organizations: PAC groups have priority for performances in the Iron Gate Theatre and the Houston Hall Auditorium. Rehearsal priorities are for the Iron Gate Theatre stage and rehearsal room, the Platt Rehearsal Hall (Houston Hall Room 236), and the Emily Sachs Dance Gallery in Irvine. All PAC reservations should be made through the representative designated by PAC.
5. Traditional University Events: These events include, but are not limited to, New Student Orientation, New Student Convocation, Family Weekend, Homecoming, Baccalaureate, Ivy Day, Alumni Weekend and various graduations.



## Group Priorities

University organizations, defined as having a membership consisting primarily of students, faculty, staff, or alumni, have priority over non-University organizations. Among University organizations, the following priorities apply:

1. Student organizations, defined as those registered with the Office of Student Life, have first priority for space in the Perelman Quadrangle.
2. Faculty/Staff organizations, defined as recognized University departments conducting official University business, have second priority for Perelman Quadrangle space.
3. Alumni organizations, defined as recognized alumni groups brought together for a University-related activity, have third priority for Perelman Quadrangle space.
4. Any other non-University organization has final priority.

After the priority group reservation period, University student, faculty, alumni, and non-University organizations are equally entitled to spaces within the Perelman Quadrangle and applications for these spaces will be processed on a first-come, first-served basis.

## Rehearsal/Practice Space Policy

Due to extensive demand and limited availability of rehearsal/practice spaces, the following policy for reserving spaces for rehearsals and practices of a physical nature will be adhered to:

1. Reservations must be submitted on a monthly basis.
2. An application for the following month will be accepted on or after the 15th of the preceding month and will be processed in the order received.
3. The only approved appropriate spaces which can be reserved for rehearsals/practices of a physical nature are the following:
  - ARCH Auditorium
  - Class of '49 Auditorium and Platt
  - Rehearsal Room, Houston Hall
  - Sachs Rehearsal Room, Irvine Auditorium.



## **RESERVATION STEPS**

### **Step 1: Application**

Registering an event requires that the event host complete an Application for the Use of Facilities. The event host is the individual who is responsible for the event and will be present at the event for its duration. A contact name and number should be provided if the host will not be present at the event. If alcohol will be served, the event host must be 21 years or older. Reservation application requests may be filed with the Scheduling Coordinator of Perelman Quadrangle & VPUL Performing Arts Facilities on the 3rd Floor of Houston Hall (3417 Spruce Street, Room #307) during normal business hours, or submitted anytime via the World Wide Web at <http://www.perelmanquad.com>. In order to ensure valid processing of the reservation, it is required that the application be filled out accurately and completely.

### **Step 2: Space Confirmation**

In the assignment of space, consideration will be given to the best use of facilities and their suitability to various activities and functions. The Office of the Perelman Quadrangle & VPUL Performing Arts Facilities reserves the right to make any changes in the assignment of facilities to best accommodate all activities held within the complex. The Scheduling Coordinator of Perelman Quadrangle & VPUL

Performing Arts Facilities also has the right to limit specific rooms to specific activities and to deny any requests for the use of facilities if the space requested is not appropriate for the event.

All room reservations should be appropriate to size and type of event. The Coordinator has the right to reassign rooms and deny reservation requests for particular rooms if the number of attendees exceeds the designated fire capacity or if the number of attendees is far below the capacity of the room.

Once the assignment of space has been made, the event host will be contacted via email to confirm the reservation. Typically, the confirmation takes 48 hours to be processed.

### **Step 3: Alcohol Approval**

If alcohol will be served at the event, it is necessary for the event host to contact the Director of Alcohol Policy Initiatives (215-573-3525) at least two weeks in advance, in order to ensure proper alcohol policy guidelines are followed. Under no circumstances is alcohol permitted at an event without first registering with this office. The contact information can be found in the Directory of Offices section (Appendix A) of this book. In addition, a review of alcohol policy and procedures can be found in Section VII of this book as well as in The University Alcohol Policy section (Appendix B) of this book.



#### Step 4: Event Coordination Details

After a space confirmation has been made, an Event Coordinator will be in contact with the event host in order to review the details of the event. This includes room-set up, event support services, accessory equipment, and other special arrangements. The Event Coordinator is available to ensure the event is safe and successful.

❖ The Perelman Quadrangle staff will make every effort to keep track of groups that requested the specific room so they may be the recipients of the unexpected opening.

❖ There will be a cancellation fee of \$50.00 per room for groups holding these rooms and not canceling in the time noted above. There will be a two time "violation grace period" before groups start being charged.

### **CANCELLATION PROCEDURES**

There are several cancellation procedures that must be followed depending on your reservation.

1. All cancellations must be in writing for events staffed by Perelman Quadrangle & VPUL Performing Arts Facilities, Facilities Services, University Housekeeping, SpectaGuard or Penn Police, the organization must cancel in writing to [perelmanquad.com](http://perelmanquad.com) at least five business days prior to the event. Any organization that fails to cancel at least five days prior to an event will be subject to all staffing charges associated with the event.

The larger rooms in Perelman Quad (i.e. Hall of Flags, Bodek Lounge, Class of 49' Auditorium) will be governed by the following:

2. ❖ Groups that have reservations in these rooms will be contacted on the 15th of the month prior to their event. At this time they must provide information about the nature of the event and give details on the event. If this information cannot be provided in one week's time the reservation will be cancelled.

Repeated failure to cancel or to use reserved spaces may result in suspension of reservation privileges.

### **PERFORMING ARTS**

When reserving the Houston Hall Auditorium for a performance, please reserve the Brachfeld Room or the Platt rehearsal room if dressing or rehearsal space will be needed. If the rooms are needed for the entire production week for storage, please request the use of the space with the Scheduling Event Coordinator. If the room is needed for prop or costume storage, please indicate that the room is needed 24/7 for the duration of the production.



# VI. Event Regulation

The following section discusses several regulations to consider in order to have a safe event.

## **SERVING ALCOHOL AT EVENTS**

The Director of Alcohol and Other Drug Program Initiatives, an administrator within the Vice Provost for University Life division, must approve ALL University events where alcohol will be served. Any groups interested in serving alcohol at their event must contact the Director as soon as space confirmation is received and at least two weeks prior to the event. If alcohol will be served, we encourage you to allow extra planning time in order to make the proper arrangements, and obtain permission. The Director of Alcohol and Other Drug Program Initiatives also has a website, which can be accessed for further information at: <http://www.vpul.upenn.edu/alcohol/>.

## **ALCOHOL GUIDELINES**

The University Alcohol Policy will be adhered to in all Perelman Quadrangle/VPUL Facilities. This includes but is not limited to the following regulations:

1. Perelman Quadrangle & VPUL Performing Arts Facilities are not licensed to sell alcohol at events. No exchange of money can occur within these facilities when alcohol is present.

Policies and procedures on alcohol, event billing, room condition, etc., are outlined in this section.

Please contact the Director of Alcohol Policy Initiatives for further information.

2. The possession and/or consumption of alcoholic beverages by persons under the age of twenty-one on properties owned or controlled by the University or as part of any University activity is prohibited.
3. At any event at which alcohol will be served, sufficient quantities of non-alcoholic beverages and food must also be available to guests without cost.
4. Advertisements of social events shall not promote or describe the availability of alcoholic beverages nor promote the consumption of alcohol by minors.
5. Kegs are not permitted in Perelman Quad administered spaces.

Violators of the University Alcohol and Drug Policy will be subject to University disciplinary procedures.

For a more complete review of the University Alcohol Policy, please refer to Appendix B at the back of this book.



## **GUIDELINES GOVERNING THE USE OF SPECIAL SPACES**

Certain public lobbies and hallways can be reserved for receptions or registration areas provided that the Event Coordinator of Perelman Quadrangle & VPUL Performing Arts Facilities has approved the request in advance.

### **Use of Perelman Quadrangle Facilities**

The facilities of the Perelman Quadrangle exist for the primary purpose of co-curricular activities. In general, academic classes will not be scheduled in the Perelman Quadrangle. Organizations that have access to other facilities on campus will be directed to those facilities before reserving space in the Perelman Quadrangle.

### **Special Room Arrangements**

If an extensive room arrangement is required, additional staff may be required at the organization's expense to set up or break down the room.

If an organization plans to rearrange the furniture in their room at some point during their scheduled event, they must notify the Perelman Quadrangle &

VPUL Performing Arts Facilities staff member on duty and return the furniture to the original location at the conclusion of the event. Furniture may not be placed in public areas of the building, such as hallways, or moved from one room to another without the permission of the Perelman Quadrangle & VPUL Performing Arts Facilities staff member on duty. Care must be taken when moving furniture so that floors, walls, etc. are not damaged. Therefore, please notify the Perelman Quadrangle manager on duty before moving any furniture.

### **Room Condition**

Classrooms are generally cleaned once each day before classes begin and most buildings have no housekeeping presence after 3:00 p.m. on weekdays or at any time on weekends. If you are planning a special event, you should take this into consideration and request additional housekeeping services through the Event Coordinator of Perelman Quadrangle & VPUL Performing Arts Facilities



## Room Access

Central pool classrooms are generally unlocked during building operating hours. Many special event spaces must be unlocked prior to each event. If your reserved room is locked, notify the Perelman Quadrangle & VPUL Performing Arts Facilities Office at 215-898-5552 during normal business hours and the Assistant Manager or Campus Event Manager 215-399-6019 during evening and weekend hours.

## **FIRE/SAFETY GUIDELINES**

### Fire Capacities

Each room has a legal fire capacity that will be enforced. Additional chairs will not be added to any room already at full capacity. The VPUL Manager/Coordinator has the right to reassign rooms if the attendance exceeds the designated room capacity.

Organizations sponsoring large events may be required to purchase wristbands or tickets in order to limit the attendance to any event to room capacity. Anyone admitted into the event must be wearing a wristband. Including all performers, organization members, volunteers, and other guests attending the event. When the number of wristbands dispensed is equal to the designated fire capacity of the room, the organization will be asked to stop admitting guests into the event. As individuals leave the event, they should be asked to turn the

wristband over to the event sponsor. Used wristbands may then be exchanged for new wristbands. Organizations are responsible for posting monitors at each entrance/exit door to insure that this procedure is followed.

If an organization fails to follow the wristband procedures, willfully violates the fire capacity of any space, or fails to cooperate with a Perelman Quadrangle & VPUL Performing Arts Facilities staff member in his/her efforts to return the capacity to an acceptable level, the event may be closed down. If necessary, the University of Pennsylvania Police Department will be called in to assist. The organization will receive a written warning, will be fined \$30, and the event sponsors will be required to attend a fire safety seminar before scheduling another event in the buildings.

### Open Flames

For your safety and the safety of your guests, open flames are not permitted in the buildings. The use of candles enclosed in glass orbs may be approved for special events if requested in advance. The organization will be responsible for all charges associated with labor necessary to remove any candle wax from the floor, carpet or furniture.



## **USE OF AMPLIFIED SOUND**

There are restrictions on the use of amplified sound for indoor and outdoor events. Amplified sound (other than a microphone for spoken word) is generally not permitted in small meeting rooms or classrooms because of the potential to disrupt other events. Special arrangements can be requested in advance with the Event Coordinator of Perelman Quadrangle & VPUL Performing Arts Facilities. In addition, the Perelman Quadrangle & VPUL Performing Arts Facilities reserves the right to request adjustments to any amplified sound level in an effort to accommodate other events that may be occurring at the same time.

Amplified music is not permitted on College Green before 5:00p.m. on weekdays. At all other times amplified music on College Green must be kept below 85 decibels.

## **GUIDELINES ON POSTING MATERIAL IN THE BUILDINGS**

Notices (flyers, posters, etc.) may not be posted on walls, doors, or woodwork. Materials posted on building surfaces will be removed and disposed of. Easels may be obtained from the Perelman Quadrangle & VPUL Performing Arts Facilities for posting notices pertaining to events taking place in the building(s).

## **DECORATIONS**

Organizations may be permitted to hang decorations in the room reserved for their function provided that they obtain the approval of the Perelman Quadrangle & VPUL Performing Arts Facilities staff member on duty. Only masking tape is to be used to hang decorations. Tacks, nails, or scotch tape may not be used on building surfaces. Helium balloons must be secured and weighted. Banners are to be hung by PQ staff only and prior arrangements must be made with an event planner. Decorations are not permitted in the public areas of the building.

Any organization that hangs decorations without permission or fails to remove decorations at the conclusion of their event will receive a written warning and will be charged for the housekeeping time necessary to remove the decorations.

## **VANDALISM/DAMAGE**

Perelman Quadrangle makes every effort to keep the buildings in good condition. Any organization that damages the facilities, its furnishings and/or equipment will be held financially responsible and may lose reservation privileges.



## **EVENT BILLING AND PAYMENT OF CHARGES**

University and university-sponsored organizations will be required to provide a 26-digit university account number prior to the event. Once the charges have been finalized, an invoice detailing the actual charges will be sent to the organization representative (or budget administrator) listed on the reservation form. All event charges will be billed to the account number provided by the organization.

If substantial costs are estimated for an event, the Perelman Quadrangle & VPUL Performing Arts Facilities reserves the right to bill the total estimated cost to the University account number prior to the event.

Student organizations are responsible for ensuring that their budget contains sufficient funds to cover the cost of the event.

University organizations without an account number and non-University organizations must pay the estimated charges for their event at least ten business days in advance. Payment may be made in cash, with a money order or with a cashier's check. If payment is made with a personal or corporate check, the check must be received at least ten business days prior to the event. Payment for event services may also be made with VISA, MasterCard, ATM card or American Express.

If all estimated charges are not paid in advance under the conditions outlined above, the event will be cancelled.

If the actual event charges exceed the estimated charges, the organization will be billed for the remaining balance. Payment must be made in full within thirty days of the billing date on the invoice or the organization will lose reservation privileges for the buildings until the account has been settled. A second invoice will be mailed at that same time and if payment is not made in full within thirty days of the billing date on the second invoice, all upcoming events for that organization will be canceled and reservation privileges will not be reinstated until the account has been settled.

Past due balances (and reservation status) will be carried over from year to year even if the leadership of the organization has changed.

## **TICKETS**

Tickets are required for events taking place in Irvine Auditorium and must be ordered through the Irvine Event Coordinator. Tickets can also be obtained for other events in Perelman Quad facilities. When charging admission for an event, either in advance or at the door, it is recommended that tickets be used. Tickets can be sold in advance of the event or at the door. The total number of tickets available for each event shall be limited to the effective capacity of the particular location, allowing for predictable variation in attendance flow.



## **WRISTBANDS**

Wristbands are recommended for any event where control is to be exercised. This includes events where re-entry is a problem and the host wants to monitor attendance at the event. Wristbands can also be used to identify those patrons 21 years of age and over when alcohol is being served. Wristbands can be obtained by contacting the Event Coordinator and must be ordered in advance at an additional cost to the host.

## **SMOKING**

Be aware that smoking is not permitted inside any Perelman Quad building. It is the responsibility of the event host and other organizers to ensure that smoking does not occur at the event. Depending on your event, it may be helpful to post appropriate signage by the entrances and/or near rest rooms. Under no circumstances may smoke detectors or other fire safety devices be covered, wrapped, tampered with or damaged.

## **BAG SEARCH**

A bag search can be used to prohibit inappropriate material from entering the event. Bag searches are left to the discretion of the event host. If a bag search is requested for an event, the Event Coordinator must be contacted in advance.

## **CASH HANDLING**

To ensure safety, it is advised that a Campus Police/guard escort be used when moving cash from one location to another. Events where cash will be collected should be registered. Also, storage of large amounts of cash at an event should be avoided. The cash should be removed from the site as soon as possible.



# VII. Event Support Services

Many services are provided on campus, which will help to make your event a success. This section describes the services

available, how to arrange them, and information on related costs.

## **AUDIO-VISUAL EQUIPMENT**

Audio-visual equipment and a technician can be provided at the expense of the organization for any event if requested in advance. The organization can choose to bring their own AV equipment with the approval of the event planner, but our operations staff cannot provide support for this equipment and the equipment cannot be used in conjunction with any of the installed room sound systems. Also, there will be a surcharge in some rooms for use of non-Perelman Quad owned equipment in the rooms.

Requests for Audio-visual equipment can be made on the reservation application. The following is a partial list of the equipment available:

- Audio Cassette
- CD Player
- Easel
- Flip chart
- Follow Spot
- Laser Pointer
- Microphones
  - Hand Held
  - Wireless
- Podium Self-Contained

- LCD Projector
- Overhead Projector
- Podium
- Projection Screen
- Portable Sound System
- Slide Projector
- TV-VCR
- Video Camera

Fees are associated with the use of audiovisual equipment and for the services of an audiovisual technician. An Event Coordinator in Perelman Quad can be contacted to discuss specific needs and costs or estimated event charges. A list of prices for students, staff, and faculty can be found on the web at:

<http://www.perelmanquad.com>. Outside clients will be contacted by an Event Coordinator with the appropriate charges.

Arrangements for AV equipment should be made in advance. Availability of equipment cannot be guaranteed if the request is not made at least two weeks in advance. Requests should be made preferably when the room reservation form is submitted. There is also a Classroom Finder located on the web at:



<http://www.isc-cts.upenn.edu/finder/>, which enables you to search for a room with the installed audio-visual equipment needed for the event.

#### Equipment Responsibility

If equipment is stolen, lost, or damaged while under the care of the organization, the organization will accept full financial responsibility for the cost of replacing/repairing the equipment. If an organization experiences difficulty with a piece of audio-visual equipment during an event and an audio-visual technician is not present, the Assistant Manager or Campus Event Manager should be notified immediately at 215-399-6019. She/he will make every effort to correct the problem. Organizational members should not attempt to repair equipment, since damage resulting from the misuse of equipment will be the responsibility of the organization.

#### Visual Sound

Additional audiovisual equipment may be required for certain events and will be available through Perelman Quad and its partner Visual Sound. As a subcontractor of Perelman Quadrangle & VPUL Performing Arts Facilities, Visual Sound may be used for additional fees with no surcharge. Groups may use outside services but must pay an additional 25 percent surcharge.

### **HOUSEKEEPING SERVICES**

Housekeeping services are required at the expense of the organization when 1) a special room arrangement is requested, 2) the event is catered, 3) special pre- or post-event cleaning is needed or requested and 4) the event takes place during evening or weekend hours (or at other times when University Housekeeping is not available). Housekeeping services also may be charged to the organization if the room is not returned to its proper condition at the conclusion of the event or if food is taken into a classroom in violation of University policy. Housekeeping rates vary according to the day and time of the shift.

### **SECURITY**

Most non-academic events scheduled are routine functions sponsored by student organizations and present minimal security needs. At times, however, security may be determined necessary. If this is the case, the cost of the security for these events will not be billed to the individual groups. However, some student, and many departmental and partner functions, will request additional event security. Provisions for security under these circumstances will be at the expense of the sponsoring organization.



Security is also required at the expense of the organization when the event extends beyond established building hours. Building hours vary on weeknights and most buildings are closed on weekends so security is generally required for weekend events at the expense of the organization as well.

All non-University organizations will be charged for event security when security is deemed necessary.

Penn Police may be scheduled for events requiring additional security at the cost of the sponsoring organization.

Perelman Quadrangle & VPUL Performing Arts Facilities reserves the right to determine appropriate event security needs and to add additional security personnel at the organization's expense when necessary to ensure the safety of those in attendance and to ensure the security of the facility. Additional security will be brought in at the organization's expense while an event is in progress, if necessary. All events will function in full accord with security initiatives set forth by the Senior Planning Sub-Committee for Events Management.

### **FACILITIES STAFF**

Facilities/ Security staff may be needed to provide support for large or special events at the discretion of the Perelman Quad Event Coordinator and at the expense of the organization. Facilities Services personnel rates vary by trade and by event day and time.

Facilities Services electricians are required for all events using sound on College Green and other

outdoor spaces. AV technicians are also required for events with extensive needs (such as panel or aisle microphones and mixers) in some classrooms. Facilities staff may be required for events using lighting, sound, and/or catering equipment for which the electrical capacity of the room or building is not sufficient. In addition, Facilities Services maintenance personnel are required for most outdoor events.

### **ADDITIONAL STAFFING**

Additional staffing requirements will be discussed with organizers when the event arrangements are made. In addition, a detailed estimate will be provided upon request to all groups required to pay for additional staffing.

The Office of Perelman Quadrangle & VPUL Performing Arts Facilities reserves the right to assign staffing, add additional staffing or waive staffing requirements as deemed necessary.

### **RENTAL EQUIPMENT**

Since meeting rooms have standard arrangements, it is important that the organization communicate any additional event needs to the Event Coordinator. Tables, chairs, stage risers, room dividers, stanchions, table linens, plants, fans, and coat racks may be rented at the organization's expense.

The Event Coordinator will make all arrangements for equipment provided that the request is made at least one week prior to the scheduled reservation. The organization will be given an estimate of



charges for the rental equipment upon request.

If arrangements have been made with an outside organization to provide rental equipment, the Event Coordinator must be notified. Rental equipment deliveries will be refused if the Coordinator has not been notified in advance. Equipment deliveries must be picked up within 24 hours after conclusion of the event or a storage fee will be applied.

### **PERELMAN QUAD CATERING**

The Event Coordinator will assist in making arrangements with the Perelman Quadrangle Catering. It is preferred that requests for these services be made at least two weeks in advance and an estimate will be provided. The Event Coordinator will discuss all alternatives and make menus available.

Perelman Quadrangle Catering is extremely interested in helping you plan your catered event. We have various menus from which to choose or we can customize a menu in accordance with your taste and budget. In order to plan your event please contact (215) 573-8633 or to review our menus on-line go to <http://bonappetitupenn.catertrax.com>.

Food is not permitted in University classrooms so arrangements must be made for serving food in a special event space or in an adjacent lobby or hallway. Housekeeping is required at large, catered events at the expense of the organization. Left-over food and equipment must be removed immediately at the conclusion of the event.

### **PARKING/LOADING AND UNLOADING**

Vehicles are not permitted on Locust Walk and on many other parts of the campus. When making arrangements for deliveries of any kind, contact the Event Coordinator for specific instructions.

There is a loading dock off 34th Street between Walnut and Spruce Street, which can be used for loading and unloading. A permit and authorized space must be obtained from the Houston Hall Information Center (215-898-4636) and placed inside the vehicle on the windshield. Spaces are signed out on a first-come, first served basis and are not guaranteed. For special events, permits for loading and unloading can be reserved with the Information Center Coordinator in advance. Spaces are for loading and unloading only and not for parking. Unauthorized vehicles will be towed.

Various parking lots and parking garages are available within 6 blocks of the University and are available for guests at the given rates. Perelman Quadrangle staff cannot accept responsibility for vehicles parked on Spruce Street for any period of time, as it is a city street and not a campus parking area.

Many Building Administrators require advance notice of deliveries and arrangements must be made for parking and for service doors to be unlocked.

The need for storage of materials for your event should be discussed with your event planner in advance. Perelman Quadrangle will not accept advance deliveries unless arranged for.



# VIII. Running the Event

This section outlines the rules and regulations associated with running your event and also provides suggestions on how to manage your event, where to get help during the event, closing procedures, and clean up. Event organizers

should begin their planning cycle for large events early enough to allow for thorough consultation and review of security measures. If your event is complicated, a rehearsal or run-through may be a good idea. And always ARRIVE EARLY!

## **BE PREPARED**

No matter how much you plan, a few unexpected problems may arise and you might discover that you have a few last-minute details to resolve. The only thing you can do is prepare for the unexpected. Make sure you have at your fingertips the tools to solve any problems that may occur.

1. Have volunteers on hand- One or two "runners" is always a good idea because some problems can only be resolved away from the event site.
2. Telephone List- Bring telephone numbers with you for anyone you may need to contact during the event. Also, having the numbers of all of your volunteers may be useful if someone does not show up.
3. Know your resources- in many cases there will be a number of people who will be involved in your event. You need to make sure you know who they are and that they know whom you are. The building manager will introduce him/herself to the event host and can be contacted if needed at 215-399-6019.

## **WHO'S IN CHARGE?**

As the event host, you or a designated representative need to be at the event from start to finish. If you need to divide responsibilities for the program with other leaders in your group, make sure someone is in charge. If questions arise during the event, the building manager needs to know whom to contact. Party organizers should be easily identifiable throughout the event. Your volunteers, guests and building management will feel more comfortable if it is clear to who they should refer questions. Make sure all committee/group members know who is taking full responsibility for the event.

## **VOLUNTEERS**

No one can run an event alone. Make sure you have enough people to help set-up, run and clean up after the event is over. Whether you are getting help from other members of your group or those friends you recruit, make sure that you are clear with each individual when and where to show up, what they will be doing, and how long you will need them. It is always best to hand out or e-mail a worker shift schedule several days prior to the event.



## **ACCESSIBILITY**

Under the Americans with Disabilities Act, event planners have responsibility for providing access and support to participants or guests who have special needs. Note that some Penn facilities are not fully accessible to persons with disabilities. Information on the accessibility of various buildings can be found at <http://www.upenn.edu/fm/pa.html>. Review these issues with the office through which you are reserving space. They will assist you with issues such as identifying paths of travel and seating arrangements, nearest accessible restrooms, and special support services, which might be required. These offices will also direct you to resources on campus that can assist you in providing these special services. For more information contact the Student Disability Services Office at 215-898-9235. In compliance with the Americans with Disabilities Act and Pennsylvania State Law, the sponsors will make reasonable accommodations to ensure program access. The following statement is an example of what should appear on all program announcement materials: "For sign language interpretation, assistive listening devices, and disability assistance, please contact the following with at least 72 hours advance notice: (Name of person or organization planning event with telephone and email for person or organization named above)."

## **BUILDING MANAGER**

When holding the event in Perelman Quad, an Assistant Building Manager is always available to assist your group during the function. The manager may be working with an event in another building; however, he or she may be paged should you need assistance. A manager may be reached at 215-399-6019. Tell the building manager what you need and how you may be reached.



## **SAFETY CONSIDERATIONS**

There are an endless number of safety issues connected with holding events in University facilities. Listed below are some guidelines organizers should follow to enhance safety before, during, and after your event.

### **Exit Doors**

Egress routes may not be obstructed in any way and exit signs must remain clearly visible.  
**NO EXCEPTIONS!**

### **Room Capacity**

There is a listing of room capacities in the tables in section IV and V of this Guidebook. Refer to this guide when planning an event. Understand that the maximum capacities of facilities may have to be reduced depending on how much furniture is used and what activities will occur. Law prohibits exceeding the maximum capacity of a facility. It is the responsibility of the organization to take appropriate measures to ensure room capacities are not exceeded. Wristbands can be provided to monitor attendance at events (see the "Wristband" section of this Guidebook for more information). If numbers exceed the room's capacity, campus Police and the Perelman Quad reserve the right to restrict access to the event or to close down the event.

### **Fire and Electrical Cords**

Open flames are prohibited in Penn facilities, including candles in rooms and auditoriums. Use of electrical extension cords can be problematic and should be reviewed and approved by the Perelman Quad or appropriate individuals prior to their use. For further information, please refer to the Fire/Safety Guidelines section under Event Regulations.

### **Decorations and Sets**

Whenever decorations are used at events, the materials used must be flame-retardant and cannot obscure exit signs or exit doors. Contact the Perelman Quad office before purchasing any items that will be used for decorating a room. The use of paints should also be approved by the office. Spray paints are of particular concern due to ventilation requirements. As a result of special safety and fire code requirements, set designs for all theatrical events must be reviewed and approved prior to construction.

### **Lighting at Events**

Rooms must have adequate lighting for the safety of the audience. The Perelman Quad office controls appropriate lighting levels for parties and dances. They must also approve lighting equipment used at events and specifications for lighting should be given to the office well in advance of the event.

The lighting in some Perelman Quad rooms may be adjusted for special events upon request to the Assistant Manager on duty. Some but not all of the exterior lights in the Wynn Commons can be turned on and off for special events. Under no circumstances should the light fixtures be altered, tampered with, or damaged and light poles should not be climbed or wrapped with material to dim the lights.

### **Fog/Smoke Machines**

Smoke machines, dry ice, or other devices that limit visibilities are not permitted at campus parties, dances, or metal detector events. Use of smoke machines or similar devices for other events must be approved in writing by the appropriate Penn personnel prior to the event (check with the Perelman Quad office for more details).



## **RESPONSIBILITIES OF EVENT HOSTS**

The representatives of each organization are expected to:

- Provide accurate and complete information to the Event Coordinator of Perelman Quadrangle & VPUL Performing Arts Facilities when making room reservations.
- Observe the cancellation policy.
- Be in attendance through the duration of each event.
- Conduct the event so that it ends on time.
- Ensure that all members and guests leave the room by the reservation end time and the building by the stated closing time.
- Notify the Perelman Quadrangle & VPUL Performing Arts Facilities staff member on duty before moving furniture.
- Return the room to an appropriate condition, dispose of excess trash and remove all decorations at the conclusion of the event.
- Ensure that members and guests treat the building, equipment and furniture with care.
- Be considerate of other building users.
- Supervise any children in attendance.
- Pay event balances in full by the due date.
- Follow the instructions of the Perelman Quadrangle & VPUL Performing Arts Facilities staff member on duty.
- Comply with University and facility policies and procedures as well as local, state and federal laws (and ensure that members and guests do the same).



## APPENDIX A

### Directory of Offices

Perelman Quadrangle, & VPUL Performing Arts Facilities:	215-898-5552.	Fraternity and Sorority Housing:	215-898-5263
Houston Hall INFO Center:	215-898-4636	Civic House:	215-898-4831
Perelman Quadrangle Building Manager:	215-399-6019	Greenfield Intercultural Center:	215-898-3357
Office of Student Life:	215-898-6533	Kelly Writer's House:	215-573-9748
Division of Public Safety      Main:	215-898-7297	Registrar's Office:	215-898-2041
Penn Police Emergency:	511 (On Campus),  215-573-3333 (Off Campus)	Office of the Director of Alcohol Policy Initiatives:	215-573-3525
		Student Disabilities Services:	215-573-9235

## APPENDIX B

### THE UNIVERSITY ALCOHOL POLICY

#### A. General Rules Governing the Use of Alcohol

The University of Pennsylvania seeks to encourage and sustain an academic environment that respects individual freedom and promotes the health, safety and welfare of all members of its community. In keeping with these objectives, the University has established the following policy governing the possession, sale and consumption of alcoholic beverages by members of the University community, and conforming to the laws of the Commonwealth of Pennsylvania. Penn's alcohol policy and programs are intended to encourage its members to make responsible decisions about the use of alcoholic beverages, and to promote safe, legal, and healthy patterns of social interaction.

#### 1. The University of Pennsylvania prohibits:

- The possession and/or consumption of alcoholic beverages by persons under the age of twenty-one on property owned or controlled by the University or as part of any University activity.
- The intentional and knowing selling, or intentional and knowing furnishing (as defined by Pennsylvania law) of alcoholic beverages to

persons under the age of twenty-one or to persons obviously inebriated on property owned or controlled by the University or as part of any University activity. Pennsylvania law currently defines "furnish" as "to supply, give, or provide to, or allow a minor to possess on premises or property owned or controlled by the person charged."

- The consumption of alcoholic beverages by all University students and employees so as to adversely affect academic or job performance and/or endanger the physical well-being of other persons and/or oneself, and/or which leads to damage of property.
- The possession, sale, distribution, promotion or consumption of an alcoholic beverage in a manner that constitutes a violation of federal, state or local law, including the sale, directly or indirectly, of any alcoholic beverages at a premise or by an entity not licensed for such sales on property owned or controlled by the University or as part of any University activity.



2. The University of Pennsylvania permits the lawful keeping and consumption, in moderation, of alcoholic beverages on its property or property under its control by persons of legal drinking age (21 years or older).
3. In cases of intoxication and/or alcohol poisoning, the primary concern is the health and safety of the individual(s) involved. Individuals are strongly encouraged to call for medical assistance for themselves or for a friend/acquaintance who is dangerously intoxicated. No student seeking medical treatment for an alcohol or other drug-related overdose will be subject to University discipline for the sole violation of using or possessing alcohol or drugs. This policy shall extend to another student seeking help for the intoxicated student.
4. Vice Provosts, Vice Presidents, Deans, and heads of administrative and residential units have the authority and responsibility to govern the use of alcohol in areas they control, both indoors and out, and to approve or disapprove of plans designed to ensure that (at events where alcohol will be served in such areas) only legal age individuals will have access to such alcohol. Further, those hosting such events must take reasonable steps to ensure that the acquisition, distribution and consumption of alcohol otherwise complies with applicable law and University policy.
5. At any event at which alcohol will be served, sufficient quantities of non-alcoholic beverages and food must also be available to guests without cost.
6. Consistent with Pennsylvania law, advertisements of social events shall not promote nor describe the availability of alcoholic beverages nor promote the consumption of alcohol by minors.
7. Ordinarily, consumption of alcoholic beverages in outdoor public areas such as walkways, building steps and porches, unenclosed patios, green spaces, and the like is not permitted regardless of the age of the drinker. However, appropriate administrators may grant exceptions to this guideline on an event-by-event basis. Exceptions will be granted only for those events where an overwhelming majority of those reasonably expected to attend an event are of legal drinking age. Events for which exceptions have been granted must be limited to areas that are clearly demarcated and in which it is possible to exercise adequate control of

access to and consumption of alcohol.

8. Kegs of any amount of beer are not allowed in any University-managed undergraduate residence.
- B. Rules Governing Alcohol Use at Registered Undergraduate Social Events
- In order to minimize the risk of alcohol abuse, promote compliance with the law, and encourage students to make responsible decisions about the use of alcohol, the following rules are designed to control the volume and nature of alcohol products available and, ultimately, reduce the risk of alcohol-related incidents that pose a threat to the health and welfare of students and colleagues.
1. Undergraduate student organizations<sup>1</sup>, which intend to sponsor either on-campus or Third Party Vendor events at which it is anticipated alcohol will be served and consumed, must register the event with the Vice Provost for University Life at least one week in advance of the event. Failure to register an on-campus (.pdf form) or Third Party Vendor event at which alcohol is served does not exempt student organizations from the applicability of these rules.
  2. Undergraduate student organizations that are hosting Third Party Vendor events must register the event with VPUL and strictly comply with the Third Party Vendor checklist.<sup>2</sup>
  3. The organizers of events must have adequate means for identifying of-age drinkers (e.g. picture identification plus hand-stamps/wrist bracelets, etc.)
  4. Hard alcohol is prohibited at all registered on-campus undergraduate events. Hard alcohol is permitted only at Third Party Vendor events where conditions specified on the Third Party Vendor checklist are met.
  5. Service of alcohol at all on-campus registered events must end no later than 1 a.m.; events may continue until 2 a.m.
  6. Undergraduate student organizations hosting on-campus events at which alcohol is served are responsible for assuring that alcohol is served and consumed lawfully and safely. To comply with this expectation undergraduate student organizations must adhere to the following conditions:
    - No oversized or common source containers of any sort [including but not limited to kegs, punchbowls, beer balls, party balls] are permitted



at any on-campus party;

- Only individuals with valid proof of legal drinking age may be served alcohol; alcohol may not be served to any visibly intoxicated person, regardless of age;

- Alcohol may be served only from a controlled, designated area by sober, trained, of-age bartenders who are unaffiliated with the host organization;

- No undergraduate organization, student activity, or student government funds may be used to purchase alcohol for any party;

- Drinking contests or games of any sort are expressly prohibited;

- The amount of alcohol available at an event should not exceed a ratio of more than four (4) alcoholic drinks (premium beer, table wine, or wine coolers) per of-age person attending the event;

- One drink = 12oz. of premium beer (alcohol content of less than 6% by volume) or 4-5oz. of (unfortified) table wine or a standard serving size wine cooler (usually 10oz.).

7. All registered events, either on-campus or at Third Party Vendors, must have appropriately trained bartenders who are unaffiliated with the host organization and who are at least 21 years of age.
8. At all registered events, whether on-campus or at Third Party Vendors, the host organization must identify non-alcohol-consuming host monitors. There shall be at least one such host monitor for each 50 guests. These host monitors must be identified prior to the event and must be visually identifiable (e.g. armband, t-shirt or other visible designation of host monitor status) during the event to those in attendance.
9. University trained and appointed monitors will assist in assuring that University policy is followed at all on-campus events.
10. The organizers of events must properly dispose of partially filled and empty alcohol containers at the conclusion of the event.
11. The University supports the enforcement of all University, local, state and federal policies and laws by retail and wholesale distributors of alcohol on or near campus.
12. It is understood that in addition to University policy

and state law, many University undergraduate student organizations are subject to policies regarding the possession and consumption of alcohol imposed by a parent organization. If the policies governing an individual organization impose more restrictive regulations regarding alcohol possession and consumption it will be necessary for that organization to follow its parent organization's policies or risk sanctions. If, however, the parent organization permits the possession or consumption of alcohol where otherwise prohibited by University policy, the organization must comply with the University's policy, notwithstanding its parent organization's rules.

**C. Violators of this policy will be subject to University disciplinary procedures.**

**D Consequences for Policy Violations**

1. All University students are expected to comply with applicable local, state and federal laws regarding the possession, use or sale of alcohol or drugs, whether on or off-campus, and are expected to comply with all University regulations regarding alcohol possession or use.
2. Any student or employee who violates University policies or applicable law may be subject to disciplinary sanctions and/or referral for prosecution. Disciplinary sanctions for students range from disciplinary warning to expulsion as provided by the Charter of the University's student disciplinary system. The severity of the sanctions will depend, in part, on whether there have been repeated violations and on the seriousness of the misconduct. Employees found to be in violation of this policy or applicable law will be subject to University disciplinary procedures which may impose sanctions up to and including termination from employment and/or referral for prosecution. The University also supports enforcement, by applicable law enforcement agencies, of all local, state and federal laws.
3. Along with disciplinary consequences, the University is committed to providing treatment and education as appropriate to assist members of the community.
4. Organizations must comply with these policies and applicable laws. Organization, as well as individuals involved who violate this policy will be subject to appropriate disciplinary sanction.



# VPUL PERELMAN QUADRANGLE

## VPUL Facilities

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• Houston Hall • Irvine Auditorium  
• Williams Hall • Logan Hall • Wynn Commons  
3417 Spruce Street, Philadelphia, PA 19104-6306

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For more information, call the Perelman Quadrangle  
at 215-898-5552 or visit us online at our web site  
[www.vpul.upenn.edu/perelmanquad](http://www.vpul.upenn.edu/perelmanquad)