

Fox School of Business

Event Policy & Procedures

Effective for November 14, 2022

Hours of Event Operation

Regular Semester

- Monday-Thursday – 8am-8pm
- Friday – 8am-5pm
- Saturday – 8am-5pm *with minimum 4 weeks' advance notice**
- No Sunday Event Support *unless special exception with minimum 6 weeks' advance notice**

Summer and Winter Break

- Monday-Friday – 8am-5pm
- Saturday – 8am-5pm *with minimum 6 weeks' advance notice**
- No Sunday Event Support

** Weekend dates fall outside of standard support operations and will be considered based on support availability and business purpose.*

Room Reservations

FOX and STHM staff submit space requests via the [online event reservation system](#). Space is not reserved until an automated email confirmation is received that the event is approved and active. Amanda Barber (Amanda.barber@temple.edu) reviews all reservations for public classrooms, conference rooms and event spaces.

- Meetings/events without catering and facilities must be requested **at least 24 hours** in advance.
- Small events must be requested **at least 2 weeks** in advance.
- Large events must be requested **at least 8 weeks** in advance.

AV Support

Please only request AV support if your event is utilizing AV equipment. General use of the room should not indicate AV support in the event request.

Weekend Events

There should be a business purpose for hosting an event on a weekend date rather than a weekday during normal AV support operations. AV support availability must be confirmed by Vikram Singh (vikram@temple.edu) during Dean's Office review, and fees will be assessed and invoiced by Nicole Stilianos (nstili@temple.edu) to the department to cover staffing for any approved weekend programming. *This does not apply to regular programming offered by units such as Fox Executive Education, Undergraduate or Graduate Enrollment, etc.*

Commons, Atriums, and Other Large Events: Reservations must have 2-hour windows reserved before and after the official duration of the event. Catering, Facilities and AV need adequate time for set-up/breakdown.

Boardroom Requests: Alter Boardroom 378 or 1810 Boardroom 510 require special email approval through Virginia Roth (vroth@temple.edu). Boardroom requests should only be made for events with VIP guests or have a specific purpose that only these spaces can accommodate. *The Dean will approve each event for the Boardrooms on a case-by-case basis.*

SPO Events: SPO requests for a large event space or conference room requires a FOX or STHM faculty or staff member present for the duration of the event and a staff point person for room/AV, catering and

facilities submissions. SPOs will continue to work with College Council for their weekly free period requests.

Recurring Events: Departments with recurring meetings or workshops should only book space for dates with confirmed programming (i.e. research workshop presenter(s), corporate visitor(s), students, etc. that have been invited for specific dates). Departments should not block dates for an entire semester maintaining active room reservations with or without AV support only to leave the room empty on some of the dates.

Cancellations

FOX and STHM staff must release space reservation(s) in the FOX event system and notify all appropriate parties when events are cancelled.

- Meetings/events without catering and facilities can be cancelled same day.
- Small events must be cancelled **at least 1 week** in advance.
- Large events must be cancelled **at least 4 weeks** in advance.

Minors on Campus

Information on the University's policies concerning minors on campus and visitor and volunteer policies and procedures can be found below:

<https://secretary.temple.edu/sites/secretary/files/policies/04.61.12.pdf>

<https://secretary.temple.edu/sites/secretary/files/policies/04.61.13.pdf>

<https://secretary.temple.edu/sites/secretary/files/policies/04.61.14.pdf>

The point of contact in the event request system must have their active minor clearance for any event with minors.

FOX Space Rental and AV Support Fees:

Rental Fees: FOX waives all room rental fees for internal FOX/STHM events (i.e. no partnership with/hosting of external organizations).

AV Support Fees: FOX waives AV support fees for internal FOX/STHM events held *during normal hours of operation*. Charges on weekends will be assessed to cover the extra staffing required to support your event. Event coordinator will provide FOAPAL to Nicole Stilianos (nstili@temple.edu) for Journal Entry Transfer of payment. JET's will be processed monthly by Nicole and a copy of the JET provided upon completion.

There is no IT support for faculty and staff during weekend events.

Table and Chair Inventory

FOX has a limited inventory of furniture that Facilities Management provide for our events at no additional charge.

- 27-60" round tables,
- 15-48" round tables,
- 325 chairs,
- 12 high-top tables,
- 10 cocktail tables
- 26-6' banquet tables, and
- 8 outdoor high-top tables.

Catering

Catering must be ordered through [Cherry & White catering](#) under Aramark [catering](#) and [alcohol](#) policies. FOX requires that no alcohol be present at events held during work hours and/or those with undergraduate students present.

The Temple catering policy and exception handling protocol can be found on the [Business Operations site](#).

Event Set-Up

All event set-ups must be submitted through TUMarketplace (TUMP) *I-OFM WORK ORDER - Main* form and details emailed to Senior Facilities Specialist, Ron Davis (Ronald.davis001@temple.edu) and Assistant Facilities Manager, Ray Calicat (Raymond.calicat@temple.edu) at least 10 business days in advance. Include the TUMP requisition number, date(s), start/end times, location(s), and detailed set-up instructions.

Updates to an initial submission must be emailed to Ron and Ray no later than 3 business days in advance and include only minor modifications (i.e. 50 chairs instead of 75 vs. 8 extra tables plus linens).

Current Facilities services and fees are outlined on the [Service Level Agreement](#).

Parking

Departments arrange parking by contacting parking@temple.edu and providing them with: *date, arrival time, +Company/ Affiliation, Purpose*. Parking Services will provide a QR code to be sent to each guest to use at the approved location(s) for lot access and pre-payment confirmation.

Tuttleman lot is a good option for VIPs and those with ADA requirements. Please email Virginia Roth (vroth@temple.edu) as far in advance as possible with your request, including: *date, arrival time, departure time, FOAPAL, Department, Contact Name, Contact Phone Number, Contact Email, Guest Name, Guest Company/ Affiliation, Purpose*. Availability is limited to first come, first serve. If available, she will provide parking instructions to access that lot, and your FOAPAL will be charged.

For visitor-funded parking, Parking Services designates [specific lots and fees](#). Current parking rates for visitors can be found [here](#).

Security and Building Access

Weekday Building Access

Standard building entrances are staffed with security from 7am-10pm. Guests should be instructed to bring photo ID for sign in upon entry. Share guest name and affiliation list with each security desk for larger events so entry is more streamlined for larger guest volumes.

Weekend Building Access

Alter Hall entrance is the only entrance staffed with security on Saturdays. Additional entrances will not be unlocked and staffed unless the department arranges for coverage and pays the quoted fee to Campus Safety. No doors should be propped open or used without proper security coverage. AV is not responsible for building entrances.

Fee and contacts can be found on their [website](#)

Event Spaces:

MBA Commons – 7th Floor Alter Hall

The MBA Commons is the lounge space on the 7th floor that is used for larger, private events. It can accommodate up to 25-60” round tables with 8 chairs at each table, which will max out the room. If food and registration tables are needed, 20 rounds is the maximum for this space. The MBA Commons can hold 250 chairs in a theater style setup. There is a stationary podium and two screens that drop down from the ceiling on either side of it for presentations.

Undergraduate Student Lounge – 1st Floor Alter Hall

The Undergraduate Commons is the lounge space on the 1st floor, under the ticker tape, that is used for more casual, open events. This space cannot be closed off or secured during events, as there are five public entry points leading into it. It can accommodate 150 theater style chairs or 13-60” round tables with the dropdown screen. There is a stationary podium and one screen that drops down from the ceiling for presentations.

Alter Hall Auditorium – Lower Level Alter Hall

The Auditorium is the largest classroom space in Alter Hall and is located on the lower level. This theater style classroom can hold 277 people. There is a stationary podium and one screen in the front of the room.

Alter Hall and 1810 Atriums – 1st Floor of Alter and 1810

This space is used for more casual, reception-style events. This space cannot be closed off or secured during events, as they serve as public entrance points to our buildings. There is no AV capability, and outside AV is not recommended given the sound quality with echo.

Atriums are ideal for reception-style events.

1810 5th floor: 502, 510 Boardroom, and 520 Classroom

All three spaces should ideally be reserved together to eliminate unnecessary traffic or disruption. Note that 1810 520 classroom sound can penetrate 1810 510 Boardroom. Boardroom requests must be approved by the dean via Virginia Roth (vroth@temple.edu).

1810 5th floor Balcony

This space is used for more casual, reception-style events and is restricted to VIP events. Balcony requests must be approved by the dean via Virginia Roth (vroth@temple.edu). We have 8 high-top, weighted outdoor cocktail tables. No AV equipment is available for outside space, and catering and other furniture must be set up indoors. Linens are not appropriate for set-ups due to wind. Arrange for key pick-up and return through Amy Breskiewicz (amyb@temple.edu) or Virginia Roth (vroth@temple.edu).

Conference Rooms

Due to the demand by Fox and STHM faculty and staff, we do not have conference rooms available for use by other university or external users. If a member of the Fox or STHM faculty or staff sits on a committee and would like to host a meeting in Alter Hall, they are responsible for securing the space and must attend the meeting.

Classrooms

Due to the nature of classroom operations, only one classroom may be rented at a time for an event as the facility is not designed to function as a conference center. There is limited availability of classrooms due to the demand of regular classes.

****Any exceptions to the above policies must be approved by the Dean**

Fox School of Business

External Group Event Request Policy & Procedures

Effective November 14, 2022

External Groups

An external group is considered any group that is not a department, center or SPO within FOX or STHM.

- TU Schools, Colleges, Departments, Athletics
- Non-TU organizations, including Alumni/Alumni Groups

FOX will consider requests to use Alter Hall or Speakman Hall if certain criteria are met. 1810 LW is not available to most external groups (short list of exceptions) and conference rooms across all buildings are restricted.

External organizations must comply with all Temple and FOX policies and procedures and are responsible for any costs associated with an approved event, including but not limited to: catering, facilities, printing, signage, etc. unless the cost is explicitly agreed to be sponsored by a FOX or STHM department. Room rental and technical support fees paid to FOX will apply. No outside AV services are permitted.

TU Schools, Colleges, Departments, Athletics:

We will rent the Alter Hall MBA Commons and Undergraduate Commons to TU schools, colleges, departments and Athletics, if space is available. If someone at TU approaches you for space, please direct them to Nicole Stilianos (nstili@temple.edu) to submit an approval request.

Payment for space rentals can only be made through a Journal Entry Transfer. Event coordinator will provide Nicole with the appropriate FOAPAL and confirmation to process the invoiced amount. JETs will be processed monthly by Nicole and a copy of the JET provided upon completion.

Groups Outside of TU:

We will only consider approval if a FOX or STHM department serves as co-host. The event must include our student and/or professional population and be beneficial to department/school goals. Both a faculty and staff representative must be present to oversee the event. The host department must handle all planning and submissions. Catering requests must be coordinated with the department for compliance and direct billed to the external group for payment. All facilities requirements will be handled on the hosting department's FOAPAL. The hosting department will bill external group for reimbursement.

To request an event with an external group, the department will submit the space request(s) in the [online event reservation system](#) indicating that the reservation involves an outside group within the request form. Nicole Stilianos (nstili@temple.edu) will reach out to discuss requirements and review the request with the department. If approved, she will authorize the reservation request confirmation via Amanda Barber (Amanda.barber@temple.edu).

All external groups are required to submit a certificate of liability insurance with minimum limits of \$1,000,000 for the duration of the event naming "Temple University" as additionally insured. If the external group does not have a policy in place, one can be purchased at <https://tulip.ajg.com/>. Nicole will collect this during the approval/invoicing process.

Payment for space rentals can only be made via cheque. Nicole will provide the invoice and collect/process payment. Payment must be received within 30 days of being invoiced.

Fox School of Business
Venue Rental and Audio-Visual Support Fee Schedule
Effective November 14, 2022

Space Rental Fees:

Covers room reservation, general use of the physical space and existing furniture owned by FOX.

- \$1,000/date – Large Event Space (i.e. Undergraduate Commons, MBA Commons, Alter Auditorium)
- \$500/date - Large Classroom (70+ seats)
- \$250/date - Small Classroom (>70 seats)

FOX AV Support Fees:

Covers cost of standard AV equipment and support for approved space. Outside AV support is prohibited. More complex requests may require add-on fees if additional equipment and staff is needed to support the event.*

**Examples: Wi-Fi support desk, requests that involve more sophisticated prep work, testing and on-site management, etc.*

Weekday events:

- \$40/hour

Weekend events:

FOX AV may provide service for events scheduled outside the normal supported hours if staff and equipment are available. Minimum number of support staff is 2, with more added if the AV team feels it is necessary to fulfill the support requirements of an event.

- Internal departments: \$60/hour
- External groups: \$80/hour

Costs not covered by rental and AV support fees:

External organizations are responsible for any additional costs associated with an approved event, including but not limited to: catering, facilities labor, parking, printing, signage, etc. unless the cost is explicitly agreed to be sponsored by FOX or STHM during the event approval request process.