Building Use and Event Planning Policy

Effective Date: September 26, 2018
Responsible Officers: Dean

I. PURPOSE
The purpose of this policy is to establish guidelines and procedures for the use of the School of Architecture, Planning and Preservation's facilities. This Policy shall govern the use of any public meeting areas of facilities or land owned, leased, or otherwise occupied exclusively or managed by the School of Architecture, Planning and Preservation by groups or individuals wishing to use such facilities or land for its own purposes. and how events should be planned, including whom to contact for use of space.

II. APPLICABILITY
This policy applies to all School of Architecture, Planning and Preservation faculty and non-faculty employees, other representatives of the School of Architecture, Planning and Preservation, and external individuals of entities who wish to use the building (“Applicable Individual(s)"

III. POLICY
Event Planning
The Dean’s Office should be notified whenever an event in the School Building Architecture Building #145, even if planning assistance is not required. Before planning begins, the Applicable Individual(s) must send an email to the Dean’s Office at mseaman@umd.edu. The Dean’s assistant will check the events calendar for any conflicts, notify the Applicable Individual(s) of conflicts or availability, and document the proposed event on the School’s events calendar.

The Great Space is an academic environment for the School of Architecture, Planning and Preservation and serves mostly the first floor activities of the design studios of the Architecture Program. When events are proposed for this space, it is important to check with the Architecture Program Director (Brian Kelly,bkelly@umd.edu) to assess the impact of events upon that academic program.
In your correspondence with the Director, please provide information about what reconfiguration is proposed, when the set-up will take place, and when the space will be restored to its original configuration. This communication needs to take place well in advance of a proposed event so that we can coordinate with the many people who use the Great Space. Once plans are made, and reviewed by the Architecture Program Director, the Architecture Director will then notify:

- Student and Faculty (users of the space) so they can plan their academic activities around the physical changes

All planning should be done via e-mail and should include the following individuals:

- The Dean’s Assistant, Mary Lee Seaman mseaman@umd.edu
- Communications Director, Christine Hinojosa hinojosa@umd.edu
- Shop Supervisor (or those responsible for executing), Joe Largess jlargess@umd.edu.
- Assistant Dean of Development, Andrea Morris, aemorris@umd.edu

If anyone on the event coordination team above is unable to meet a deadline, they are to notify the rest of the team immediately so alternative action can be taken.

Requests for Space
For the purposes of this policy, building use is categorized into three areas: internal events, external event, and internal academic. Request for space should be handled as follows:

**Internal Event Requests:** Faculty, staff and students who wish to use the building should initiate this request with the Dean’s assistant, Mary Lee Seaman at mseaman@umd.edu.

**External Event Requests:** All external constituents who wish to use the building should initiate this request with the Dean’s Assistant, Mary Lee Seaman at mseaman@umd.edu. The Dean’s Assistant will work on behalf of external constituents to navigate the School’s and University’s event planning policies and procedures. Fees for the use of facilities, equipment, and personnel may be assessed.

**Internal Academic Requests:** Faculty, staff and students who wish to use the building for classes or course related activities should initiate this request with the Director of Student Affairs, Michael Brick, brickm@umd.edu.

**Set Up:** Applicable Individual(s) are responsible for communicating the desired set-up well in advance setting up the meeting place, providing extra chairs in meeting rooms,
and supplying such items as easels, bulletin boards, and other equipment. Equipment such as bulletin boards and chalkboards owned by the County and located in the approved meeting room may be used by the group. The user shall be responsible for returning the furniture and fixtures in the meeting room to its original configuration and condition after the conclusion of the meeting or other use. Use of any electrical equipment by user shall be subject to County approval.

**Clean Up:** The authorized user shall be responsible for all clean up following the conclusion of the meeting. All trash must be removed from the premises at the user’s expense, except that up to two bags of non-toxic trash may be placed in any County trash disposal bin located on the property being used. Custodial service may be required based upon the number of persons attending the meeting and the length and purpose of the meeting. Costs for this service will be borne by the user. The actual cost of any clean up required as a result of the user’s failure to do so shall be charged to the user, and the user shall accept this responsibility upon application.

**Alcoholic Beverages, Smoking, and Weapons:** There shall be no alcoholic beverages served upon, consumed upon, or brought onto school property without the expressed written consent of the Dean’s Office. Smoking is prohibited in all school buildings at all times. Weapons, reproductions of weapons, and any item capable of being conceived as a weapon (except those carried by a law enforcement official on duty) are forbidden from being brought onto county property.