Events Hall Reservation Requests

To reserve the CHC Events Hall

1. Consult the Events Hall Reservation Calendar to view already approved and pending reservations
2. Review the policy statement below
3. Submit a reservation request, using the online form.

Policies for Use of the Commonwealth Honors College Events Hall

Commonwealth Honors College (CHC) has established these guidelines for the use of the CHC Events Hall to preserve the integrity of the space and its furnishings.

Priority

The CHC Events Hall is available for use by campus groups from 7:00 a.m. to 11:00 p.m. Because the CHC Events Hall is also used as a gathering space for the CHC
Residential Community, its uses before 5:00 p.m. weekdays are limited to CHC and Residential Life programs or the use of the east half only to lessen the impact on the community.

Commonwealth Honors College and CHC Residential Community programs take priority over other requests for use of the CHC Events Hall. This may require, on occasion, the rescheduling of campus group events. Reservations requested before a semester starts will be held until the first day of classes to ensure that the Commonwealth Honors College and CHC Residential Community programs are in place to minimize any rescheduling.

Requests for use of the CHC Events Hall should be submitted well in advance of the planned event to ensure space availability. You must contact Facilities & Campus Services and Classroom Technology Services (CTS) directly for furniture set-up and audio-visual equipment or technology needs.

Responsibility for Arrangements

All event arrangements remain the responsibility of the campus group reserving the space, including room set-up and breakdown through Facilities & Campus Services, audio-visual services through Classroom Technology Services (CTS), cleanup, etc.

Rearrangement of furniture in the CHC Events Hall is allowed but everything must be returned to its original position at the conclusion of the event. **Furniture may not be removed from the CHC Events Hall by anyone other than Facilities & Campus Services.**

Custodial Service

Custodial service is required for ALL events and the campus group is responsible for payment of all related fees. Custodial services can be obtained by submitting an *Indoor Event Support Request*. The request form should be completed no later than twenty-four (24) hours after the approval of use of the hall for the event and should be submitted at least two (2) weeks prior to the program to ensure that setup and breakdown of the furniture can be scheduled by Facilities & Campus Services.

No fee will be charged by CHC to campus groups for use of the CHC Events Hall. **Physical Plant fees for the necessary custodial setup, breakdown, and cleaning services are the responsibility of the campus group.** If an event is cancelled, the campus group is responsible for notifying Facilities & Campus Services and assumes responsibility for any custodial fees associated with a late cancellation notice.

The campus group is also responsible for ensuring that all their program materials are removed from the CHC Events Hall at the conclusion of their event.

Food and Beverage Service

Food and beverages are allowed to be served in the CHC Events Hall. **Full service catering is only allowed using Campus Catering.** Other vendors may be used as
long as the vendor only delivers with no setup or cleanup.

**Crowd Management**

Any event organizer or sponsor planning a dance or nightclub type event with a possible attendance of 100 or more to be held in the Event Hall shall comply with all University Crowd Manager Program requirements. A dance or nightclub event may feature entertainment by a live band or recorded music. Event organizers should contact Ed Mientka in Environmental Health and Safety at ejm@ehs.umass.edu or (413) 545-5114 to determine if crowd managers are necessary during an event.

**Responsibility for Damages**

**Campus groups will be charged actual costs for any breakage, damage or loss of property associated with their event.** This includes, but is not limited to, replacement of missing property, carpet cleaning, or repair of damaged furniture, equipment, windows and building fixtures.

**Lost Items**

Commonwealth Honors College is not responsible for any items lost or stolen during a campus group event.

**Agreement**

Submitting a **CHC Events Hall Reservation Request** for use of the CHC Events Hall will constitute your agreement to abide by these policies.

**Contact**

If you have any questions, contact Roland Packard at 545-0136 or rpackard@honors.umass.edu.

**Helpful Links**

CHC Events Hall Reservation Request Calendar: [www.honors.umass.edu/chcrc/calendar](http://www.honors.umass.edu/chcrc/calendar)

CHC Events Hall Reservation Request Form: [www.honors.umass.edu/chcrc/roomrequest](http://www.honors.umass.edu/chcrc/roomrequest)

Facilities and Campus Services Indoor Event Support Request: [www.umass.edu/af-forms/physicalplant/indoorevent](http://www.umass.edu/af-forms/physicalplant/indoorevent)

UMass Catering: [catering.umassdining.com](http://catering.umassdining.com)

Classroom Technology Services (CTS): [http://www.umass.edu/it/cts](http://www.umass.edu/it/cts)
Echo360 Special Event Request Form (Apps at UMass Amherst)
http://apps.umass.edu/

How many tables fit in each room?
Consult this table layout document

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https://www.honors.umass.edu/event-hall-reservations