Due to limitations on common event spaces and supplies, thorough preplanning is required. Please remember that it is the responsibility of the person sponsoring or hosting the event to make all arrangements.

4-6 Months Ahead

3-5 Months Ahead

2 Months Ahead

1 Month Ahead

5 Business Days Ahead

1 Day Ahead

Event Day

Immediately Following Event

Wayfinding and Event Signage Design

Style Manual

Nomenclature of Hampden-Sydney College

Exterior Graphic Standards

Positive Contrast vs. Negative Contrast

Use of College Symbols and Print Media Sizes

Use of Text vs. Symbols

Use of Arrows

Vehicular Guide Messaging

Sign-board Placement

Food and Beverage Service Guidelines

Event Spaces and Their Usage

Classification System

Facilities Capacities

Facility Features

Room Details

Setup Types

Diagrams

Common event space information and restrictions

Pannill Commons

Brown Student Center (Tiger Inn, classrooms, open spaces)

Crawley Forum

Bortz Library (classrooms and open spaces)
Viewing the Calendar and Creating Room Reservations

The College utilizes EMS Calendar to reserve rooms, spaces, facilities and inventory as related to any event outside of a regularly scheduled academic class.

There are two views of the calendar.

- The public calendar (http://ems.hsc.edu/mastercalendar/MasterCalendar.aspx) shows only events with no restrictions that are open to all guests, on or off campus.
- Events that have a more restricted guest list may be viewed using your network login at http://ems.hsc.edu/emswebapp/. Faculty, staff and students sign-in using “Welcome, Guest” in the upper right-hand corner.
  - Browse all events by using the link on the left-hand menu options

To create a new event reservation, login using network credentials at http://ems.hsc.edu/emswebapp/. Use the “Welcome, Guest” sign-in in the upper right-hand corner. Once logged-in, create a new event reservation by clicking Book Now beside the appropriate reservation template. Students have a slightly different form than faculty and staff. Training guides are available online under the Event Planning section of the Faculty/Staff webpage https://www.hsc.edu/faculty-and-staff.
Event Planning Checklist

Due to limitations on common event spaces and supplies, thorough preplanning is required. Please remember that it is the responsibility of the person sponsoring or hosting the event to make all arrangements in the following manner.

4-6 Months Ahead

• Establish event goals and objectives (what is the purpose of the event?)
  o Consider your audience. Who should you market your event to? Could there be admissions recruiting possibilities? Should alumni be invited? Should the local community or specific groups be invited?
  o Determine the make-up of your guest list
    ▪ Is your event by invitation only? If so, it will be listed on the College calendar as “confirmed – private viewable.” This means that it will only be visible to those who have login privileges (all faculty, staff and students).
    ▪ Is your event for on-campus guests only? If so, it will be listed on the College calendar as “confirmed – private viewable.” This means that it will only be visible to those who have login privileges (all faculty, staff and students).
    ▪ Is your event open to the public and all are welcome to attend? If so, it will be listed on the College calendar as “confirmed” and will show on the public events calendar. You may also elect to have it scroll as an advertised event.
    ▪ Are you hosting a social or professional group comprised of a mixture of on and off campus guests?
      □ Membership in a state or national professional or social organization is not considered a campus or College event.
      □ In order for the event to be considered a departmental or group “sponsored” event, all expenses incurred must be covered by internal College budgets.
      □ If your department, or the College, is not assuming responsibility for all costs associated, to include catering or food services, the event must be covered by a contract via the Office of College Events or as a Summer Program via the Business Office.
      □ Contact the Office of College Events if you have questions about whether your affiliated group would be considered internal or external. External or outside groups may be charged for use of space or property.
    ▪ Will your event have 300 or more guests? Contact the Office of College Events to see if you are required to have standby medical or first-aid services.

• Select date and make reservation for space on the College calendar at ems.hsc.edu/emswebapp.
  o Do you need the President to attend or speak? If yes, you can add this as a service via EMS Calendar or by contacting Angie Clark at aclark@hsc.edu.
  o Look at the College calendar to see if any other events are planned for that date. Conflicting events often divide the crowd and attendance may suffer. Go to ems.hsc.edu/emswebapp, login, and click Browse Events. Only events open to the public show on the public calendar. All other events are listed in this password protected area.
  o Do you plan to use an outside caterer or provide food other than from Meriwether Godsey? Make sure the space allows for these options.

• Do you plan to have alcohol at the event? Alcohol can only be served by Meriwether Godsey and is not permitted in all spaces.
• Determine needs for parking and/or security. Safety and security at events are paramount. Proper event management requires the Public Safety and Police Office to determine appropriate staffing based on many variables, such as crowd size, parking, ticket sale cash receipts, availability and use of alcoholic beverages, weather, etc. If any event requires an enhanced level of police and security staffing, then approximate security costs should be made known in advance to the hosting organization or group and the Business Office may bill the hosting organization or group. For event staffing or additional information, please contact the Public Safety and Police Office at ext. 6164.

• Get cost estimates and create a budget.
• If applicable, recruit an event committee.
• Identify and confirm speakers/presenters/entertainers.
• Identify and contact sponsors/partners.

3-5 Months Ahead

• Create publicity plan
  o If you will need a professional photographer at your events, speak with Communications and Marketing to hire.
  o Discuss print versus electronic media options.
• If utilizing a save-the-date, develop and be prepared to mail at least 8 weeks in advance of the event date.
• Speaker/Presenter
  o Finalize presentation/speech topics.
  o Get bio information and photo.
  o Make travel and accommodation arrangements.
  o If applicable, have contracts signed.
  o If applicable, submit invoice with deposit information to Accounts Payable for processing.
• If you will have online registration or RSVPs, how will you handle this process?
• If you plan to use an outside caterer, confirm that they are registered with the Office of College Events and those services are available in the space/facility you have selected. If the space is approved but they are not registered, obtain the proper paperwork and forward to the vendor. All paperwork must complete and approved 30 days in advance.
• Venue/logistics planning
  o Investigate need for any special permits, licenses, insurance, etc.
  o Determine and confirm all services on your event reservation (i.e. furniture, sound, a/v equipment, parking, signage, security).
  o Events planned for outdoor locations are required to have a rain plan. This can be postponement, cancellation, or an alternate indoor venue.
• If your event includes a meal, determine if the meal will be served (plated), buffet, box meal, reception with finger foods, or “through the line” service at the dining hall. Contact the Office of College Events or Meriwether Godsey Catering for help planning a menu, if needed.

2 Months Ahead

• Publicity: follow publicity plan.
  o Develop draft program.
  o Create draft event script (MC, speaker introductions, thanks, closings, etc.)
o Develop and produce invitations, programs, posters, tickets, promotional items etc. with the Communications Office by submitting the Communications Services form. Although it is not required that you utilize College services for these needs, it is highly recommended. Events held in a College venue must be approved before a poster request is granted.
  ▪ If having a plated meal (vs. buffet), include dietary restrictions information on your invitation.

o Create event page on College website.

o Finalize guest list.

- Presenter/speaker
  o Confirm travel/accommodation details.
  o Request a copy of speech and/or presentation.
  o Follow up with sponsors.

- Finalize weather/rain plan, if your event is being planned with an outdoor location.

1 Month Ahead

- Mail invitations – a minimum of 4 weeks in advance of event date.
- Post event posters, make sure they are linked to your reservation on the College calendar.
- Finalize your event space setup details. Ensure that your reservation on the College calendar has the proper setup type (see Style Guide, page 13) selected and that your guest count is sufficient. Order any additional items that you may need for your event.
  o If you are having food, be sure to request table(s) for the food service. Linens for food tables should be ordered from Meriwether Godsey.
  o Contact the Office of College Events if you have setup questions.
- Confirm audio visual (laptop, projector, projection screen), catering, teleconference needs, parking, signage and security services. These services have a 10 business day cutoff prior to your event.
- All events on College property must display appropriate event specific directional signage. Health and safety signage may be required in some instances.
  o For questions on what items are appropriate, please contact the Office of College Events.
  o Signboards may be reserved via the EMS Calendar System.
  o Signage may be ordered from the Office of Communications and Marketing.
  o Event planner is responsible for installation of signage.

5 Business Days Ahead

- Confirm all setup details (furniture, sound), ensure you have back-up plans. Please note that any changes requested less than 5 business days from the event, may be denied based upon inventory or staffing. All such requests must be addressed directly with the Office of College Events at (434)223-6138 or ccary@hsc.edu
- Brief any/all hosts, greeters, volunteers about their event duties and timelines.
- Finalize event script.
- Finalize seating plans, guest lists.
- Provide final registration numbers to caterer.
- Final registration check, name badges, & registration list.
- Finalized setup diagram, if applicable, submitted to Office of College Events.
- Finalized catering plan, if applicable, submitted to Office of College Events.
- Finalized event parking and/or security, if applicable, submitted to Chief of Police.
• If your event is being held outdoors, finalize your rain plan. An official rain call must be made no less than 24 hours in advance or by 9:00 am on Friday for a weekend event. This must be communicated in writing to the Office of College Events and the appropriate areas of Facilities. In most instances, the rain location is not setup in advance.

1 Day Ahead
• If applicable, arrange to pick up a key for the building with Public Safety and Police Office. You will be responsible for opening, locking back up, and returning the key to the Public Safety and Police Office.
• Confirm media attendance.
• Ensure all signage is in place.
• Ensure registration and media tables are prepared and stocked with necessary items (blank name badges, paper, pens, tape, stapler, etc.).
• Ensure all promotional items, gifts, plaques, trophies, etc. are on-site.

Event Day
• Check event setup, if applicable.
• Check sound system, if applicable.
• Ensure you have copies of all instructions, directions, phone numbers, keys, extra parking passes, seating charts, guest lists, and speeches.

Immediately Following Event
• Financial status: gather all receipts, documentation, final registration data, etc. and update budget.
• Send thank-you notes and acknowledgement letters.
• Post-event publicity.
• Conduct a post-event survey to learn what people enjoyed about your event and where you have room to improve.
• Have a review meeting with your team or committee.
Wayfinding and Event Signage Design

Hampden-Sydney College utilizes print posters in combination with sign-boards to support wayfinding. Wayfinding can be defined as directions for people in motion. This means the tools we design to support a visitor journey needs to provide just enough information to keep the individual moving toward their intended destination.

Thinking of the final destination, wayfinding should be designed using a concentric circle approach.

Properly designed wayfinding helps individuals to mentally visualize their destination in a way that the signs in the area confirm what they already know, rather than educating them as they move through a space. Wayfinding relieves stress, by increasing confidence in the visitor.

A key component of highly effective wayfinding is designing it for the first-time visitor. View the College from the standpoint of an individual who is new to campus. From arrival on campus, to parking, to pathways leading to the facility, to locating the space, and registration or check-in if applicable, signage should paint a clear path of expectations.

A seamless visitor experience is assured when the wayfinding system:

- Informs prior to arrival
- Orients visitors to the environment
- Defines the destinations consistently
- Routes visitors properly
- Confirms their route frequently
- Celebrates arrival at the destination, and
- Directs to exit points

Style Manual

The College’s Style Manual covers many components used in signage. Consult the Style Manual online at https://www.hsc.edu/communications-and-marketing for:

- Rules for using the College’s symbols
  - Note that Athletics symbols are not for campus-wide usage. The interlocking HS symbol and Tiger are not to be used outside of Athletic related events.
• Rules for using the College’s wordmark
• Official Colors and supporting colors, pantone specific
• Spelling of common Hampden-Sydney related words

Nomenclature of Hampden-Sydney College
The College uses a tiered naming system for facilities and spaces. In most instances, events where the College would utilize wayfinding signage, the primary location is on-campus. It is important to reference both the building and the room using the same terms the College has adopted. Many rooms or facilities are named in honor of a person, please use the formal name the College has adopted.

A good reference point for facility names is the College’s interactive map [https://map.hsc.edu/](https://map.hsc.edu/).

The most commonly misused name is Gammon Gym, which today is named Snyder Hall, at Kirk Athletic Center, in honor of Stephen F. Snyder.
Exterior Graphic Standards
Positive Contrast vs. Negative Contrast
To draw attention to details, use positive or negative contrast.

Use of College Symbols and Print Media Sizes
The College uses a mixture of paper posters and coroplast. Coroplast is weather resistant corrugated plastic sheeting. On occasion, weather resistant vinyl banners are produced.

- A-Frame signboards from the College Events inventory include the College’s symbol in the arched window and therefore do not necessitate additional College symbols within the wayfinding poster. Print size is 24x36.
- Weather resistant “wind signs” from the College Events inventory do not include College symbol or wordmark. Wayfinding signage, coroplast, must include one or the other. Print size is 22x28.
- 11x17 signboards from the College Events inventory do not include College symbol or wordmark. Wayfinding signage, coroplast or poster, must include one or the other.
- Tri-stand signboards from the College Events inventory do not include College symbol or wordmark. Wayfinding signage, coroplast or poster, must include one or the other. Print media should be no thicker than 3/16”, print size is 22x28.

Use of Text vs. Symbols
- Wayfinding signage should be clear, concise, and uncluttered. In some instances it is just as effective to use a symbol as text. Or with a symbol more prominent that the explanatory text.

- Symbols used on wayfinding signage should meet standards established by one or more of the following agencies or trade groups: United States Department of Transportation (DOT), American
Use of Arrows

- Arrows should always point towards the location being directed to, not into the text. Dr. Paul Symonds considers himself the Wayfinding Expert and runs a dedicated YouTube Channel. To view his video on use of arrows, visit https://www.youtube.com/watch?v=zWaw_rJtBjA. Dr. Symonds provides the following examples.

**CORRECT**

In the Catania, Sicily example the problem and confusion lies in the two arrows pointing towards the word Catania. Would could incorrectly assume that to get to Acireale and Zafferana you have to go to Catania first.

**INCORRECT**

- Remember that directional signage is most often used by someone driving a vehicle, separate arrows for clarity. Ahead arrows should not point into text above. Left arrows should appear to the left of text. Right arrows should appear to the right of text. Do not use below/behind arrows. Use angled arrows in place of 90° angle arrows.

- Arrows should be the same size as your font and subsequently large enough to read clearly from a distance of at least 25’.

- Group items with the same direction together rather than creating separate lines for each item. If you have one item straight ahead but 3 items to the right, place the 3 similar items together with a single arrow.

- Use bold arrows, with a direct positive or negative contrast, and a tail.
Vehicular Guide Messaging
Messaging on all wayfinding signage should be visible from no less than 25’ away. It’s important to keep in mind that the majority of all signage will be viewed from a moving vehicle.

Below are examples of the most often used Department of Transportation approved fonts. Kerning and spacing also plays a factor in visibility. Work with your graphic designer to maximize visibility of your messaging.

The main title of the signage should be no less than 270 point font (3.75” in height). Secondary informational items should be no less than 216 point font (3” in height). Additional detailed information may be printed with no less than 162 point font (2.25” in height). The department, office, club or organization of the event should be the last item printed on the signage. It should be no less than 126 point font (1.75” in height).

Font: Clearview 2-W
Aa Bb Cc Dd Ee Ff Hh Ii Jj Kk Ll Mm Nn Oo Pp
Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz

Font: Clearview 3-B
Aa Bb Cc Dd Ee Ff Hh Ii Jj Kk Ll Mm Nn Oo Pp
Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz

Font: URWGrosk 5 Bold
Aa Bb Cc Dd Ee Ff Hh Ii Jj Kk Ll Mm Nn Oo Pp
Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz

Font: URWGrosk Regular 3
Aa Bb Cc Dd Ee Ff Hh Ii Jj Kk Ll Mm Nn Oo Pp
Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz

Font: URWGrosk NarLig Regular 2
Aa Bb Cc Dd Ee Ff Hh Ii Jj Kk Ll Mm Nn Oo Pp
Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz

These fonts can be purchased from:
ClearviewHwy: www.clearviewhwy.com
Adobe: www.fonts.com
Sign-board Placement

Unless forced by site conditions, sign-boards should always be located on the passenger side of the road. Signs should be located with care given to avoid visual obstacles such as tree canopies, awnings, and existing signage and/or banners.

Allow at least 50-100’ between wayfinding sign-boards.

Allow 75-150’ between wayfinding sign-boards and traffic intersection when a turn is required.

Sign-boards should never be placed in a roadway. Proper placement is such that no less than 6” horizontal clearance is left between the curb and the nearest edge of the sign body.
A. Meriwether Godsey is the food service provider for Hampden-Sydney College.
   1. Meriwether Godsey Catering, exclusively, is to be used in the following locations: Pannill Commons (all levels), Chalgrove Lake Peninsula, Thompson Commons in Brinkley Hall, Brown Student Center’s mid- and lower-levels to include the outdoor patios, athletic stadiums and their patios or concourses, Middlecourt and its lawn, Pauley Science Center, and the Main Reading and Lecture areas at Bortz Library.
   2. “Through the line” food service is available only on the middle level of Pannill Commons and South Dining Room. All food service on the Rotunda level of Pannill Commons (Board Room, Board Room Lounge, Faculty Lounge, and Chairman’s Room) must be catered by Meriwether Godsey. No “through the line” food may be carried to the upper or lower floors of Pannill Commons. No outside food is allowed.
   3. Due to safety and health reasons, no faculty, staff or student is allowed to help prepare or cook food for their event in Meriwether Godsey facilities.
   4. Due to safety and health reasons, all unconsumed food or beverage must be disposed of after a catered event. Take-away or to-go containers are not permitted.
   5. Students cannot be excluded from the Main Dining Room at Pannill Commons or the Tiger Inn during the academic year or May Term unless approved by the Office of the President.

B. “Outside food” is permitted unless otherwise specified above.
   1. There is no restriction on food or drink picked-up or delivered (e.g. Dominos, Papa Johns) to campus residential, classroom and administrative buildings (unless otherwise specified by room or building). Outside food must be notated on the Event Request Form so that appropriate housekeeping measures can be taken.
   2. If you wish to use a caterer other than Meriwether Godsey, they must be registered with the Business Office at least 30 days in advance of the event and have appropriate insurances (liability & workmen’s compensation) and Health Department permits. For this purpose, a “caterer” is defined as anyone preparing or serving food and/or drink on campus for fee (includes donated services and food trucks).
      a. The venue for all outside caterers must be approved in advance by the Office of College Events.
      b. Caterer must be listed on your event request/room reservation.
      c. A current list of approved caterers is available in the Office of College Events.
         1. If you wish to use a caterer outside of the current list, please contact the Office of College Events to receive the appropriate paperwork. Allow 15 business days for processing.
   3. Any catering event that includes sale/serving of alcohol must be catered by Meriwether Godsey under their ABC license.
   4. Hampden-Sydney College reserves the right to limit and/or exclude any caterer from campus for any reason. Unauthorized caterers may be removed from campus.

C. Alcohol
   1. Any event that includes sale and/or service of alcohol on College property must be catered by Meriwether Godsey under their ABC license.
   2. Any event where alcohol will be present that includes students or guests who may be underage, must have a qualified designated individual to check identification.
   3. Wristbands may be required for mixed age-group events.
Event Spaces and Their Usage

Classification System

The College utilizes a tiered classification system for determining facility and/or property usage and fees. This document is directed to address Class D events. Class D, internal, events take first priority and are not charged for facility usage. Please see the table below to determine if your event qualifies for Class D. Classes A, B or C use is considered an external event and requires a contract. For more information on external events, contracts, and rentals, please contact the Office of College Events.

Outside of normally scheduled academic classes, all use of College facilities and/or property must be approved by and reserved through the Office of College Events using the EMS Calendar System.

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Includes all for-profit organizations and individuals not included in classes B through D below. Contract required.</td>
</tr>
<tr>
<td>B</td>
<td>Includes all NOT-FOR-PROFIT organizations or groups. Including but not limited to service groups, garden clubs, churches, colleges/universities, state or national professional or social organizations, national fraternity events sponsored by local chapters. Contract required.</td>
</tr>
<tr>
<td>C</td>
<td>Personal rentals by the College’s currently employed faculty and staff, retired faculty, currently enrolled students, alumni, active and retired trustees of H-SC, and currently employed Meriwether Godsey employees. Contract required.</td>
</tr>
<tr>
<td>D</td>
<td>Events sponsored by H-SC departments/offices, the College Church, locally affiliated College organizations, or any campus fraternity or society in good standing. Membership in a state or national professional or social organization is not considered Class D. All expenses incurred must be covered by departmental budgets in order for an event to be considered “sponsored.”</td>
</tr>
</tbody>
</table>

Facilities Capacities are available online at ems.hsc.edu by browsing Locations.

Facility Features are available when one uses Add Filter.

Room Details are available when one clicks on the name of the room.

Setup Types are available when one clicks on the name of the room, then the tab Setup Types.

View All Building & Room Details shows Notes, Location on the Map, and Images.

Diagrams are available from the Office of College Events, (434) 223-6138 or ccary@hsc.edu

Events with uncommon setups or that require specific details be addressed must include a diagram. You must use the Setup Type: Custom Style (diagram attached). The diagram can be attached to the event or if you are unable to draft a diagram, contact the Office of College Events for assistance. The diagram may be attached to the reservation as late as 7 business days prior to the event.
Common event space information and restrictions are as follows. For spaces not listed, please contact the Office of College Events.

Pannill Commons

- **Board Room and Board Room Lounge** *(rotunda level/north side of Pannill Commons)*
  - When one is occupied the other may not be reserved for a separate event.
  - Dancing or dance floor are not permitted in the Board Room.
  - Only Meriwether Godsey catered food and beverage service is permitted.
  - “Through the line” service not available. Outside food not permitted.
  - Capacity Board Room: 175 reception, 72 seated meal
  - Capacity Board Room Lounge: 50 reception, 14 seated meal

- **Rotunda**
  - Student interest groups may utilize the Rotunda area for information tables. Only one group is permitted at any given time. The area must be reserved on the College calendar by contacting the Office of College Events. Reservations are honored on a first come, first serve basis.

- **Chairman’s Room** *(rotunda level/south side of Pannill Commons)*
  - Dancing or dance floor are not permitted.
  - Only Meriwether Godsey catered food and beverage service is permitted.
  - “Through the line” service not available. Outside food not permitted.
  - Capacity: 90 lecture-style, 125 reception, 98 seated meal

- **Main Dining Room** including South Dining Room *(middle level of Pannill Commons)*
  - Outside food not permitted.
  - For event use outside the academic year only.
  - Scheduled with Meriwether Godsey in conjunction with the Office of College Events.
  - Capacity Main Dining Room: 300 seated meal, 450 reception

- **South Dining Room** *(middle level/south side of Pannill Commons)*
  - Outside food not permitted.
  - May not be reserved for exclusivity during the academic year.
  - Capacity: 96 seated meal, 125 reception

- **West Dining Patio** *(middle level, off Main Dining Room)*
  - Outside food not permitted.
  - May not be reserved for exclusivity during the academic year.
  - Capacity: 75

Brown Student Center

Brown Student Center utilizes a keycard system after hours, on weekends and outside of the academic year. Hours may be adjusted by contacting Facilities Customer Service.

- **Tiger Inn** including **Tiger Inn Patio (North)**, **South Patio**, **Living Room**
  - Outside food not permitted.
  - May not be reserved for exclusivity during the academic year. Scheduled with Meriwether Godsey in conjunction with the Office of College Events.
  - Meriwether Godsey catered food service available.
  - Capacity: 175 seated meal, 300 reception

- **208 and mid-level areas**
  - Brown Student Center’s 2nd floor classrooms and open spaces may only be used with food and beverage service provided by Meriwether Godsey.
  - Brown 208 is a bring-your-own-device room. You will need to bring a laptop or tablet.
Crawley Forum

- **The Viar Room** (upper level) seats up to 35 people lecture style. It can be reserved separately from the main level if there is no event occurring simultaneously on the main level.
- Arrangements must be made with Public Safety and Police to unlock the doors.
- Capacity: 88 seated meal with buffet, 104 seated served, 200 reception, 140 lecture-style with lectern only or 8x16 stage, 130 lecture-style with 12x24 stage

Parents and Friends Lounge at Venable Hall – offline 2022-24

- May not be used for outside events when Venable Hall is occupied.
- Dancing or dance floors are not permitted.
- For safety reasons, the balcony may not be used at any time.
- Keys must be picked up from and returned to the Public Safety and Police Office.
- Capacity: 60 lecture-style, 125 reception, 40 seated meal

Bortz Library

Except as noted below, all requests for Library areas should be made on the College calendar.

- **duPont Room 200**
  - Is not available for non-academic related events.
  - Equipped with 25 tablet arm chairs, LCD projector, 2 dry erase boards, DVD/VHS, computer and lectern.
  - Food and drink are allowed and a 4 x 4 table is in the room for this purpose

- **2nd Floor Main Reading Area**
  - Requires approval by the Office of College Events and the Director of the Library.
  - Only Meriwether Godsey provided food and beverage service is permitted.

- **Classroom 217**
  - Seats 16 classroom style
  - Food and drink are allowed, but you must request a table for service.
  - Equipped with DVD player, document camera, 81” TV, 2 dry erase boards and lectern.

- **Conference/Seminar Room 218**
  - Seats 12 at conference table
  - Food and drink allowed, but a table will be needed if buffet.

- **Group Study Rooms/2nd and 3rd Floors**
  - Seat 4-10
  - Student only usage after 6pm.
  - May not be reserved on the College calendar.

- **Cabell Room 406**
  - Maximum seating around the tables: 24.
  - Food and drink are allowed.

- **4th Floor Lecture Area**
  - Equipped with room darkening shades, presenter workstation, ceiling mounted projector and sound system.
  - By request, seating available for 150. Standard setup includes rolling classroom desks for 30.
Classrooms: Brinkley, Brown, Gilmer, Johns, Kirk, Maples, Morton, Pannill, and Pauley

- May only be reserved when classes are not in session. Academic bookings take precedence.
- May be used “as is” only.
- Food and drink are allowed. Specific rooms may have exclusions, such as Brinkley 205 and the Rhetoric & Communications Center where it is prohibited.
- Contact the Campus Safety and Police Office to have facilities unlocked as necessary.
- Brinkley Hall, Brown Student Center, Pauley Science Center, and the Rhetoric and Communications Center at Pannill Commons utilize keycard systems after hours, on weekends, and outside of the academic year.
- Gilmer Hall’s basement level classrooms (005, 019, 023, 024, 025) and room 105 will remain open during the 2022-23 academic year. Remaining classrooms on the first and second levels will not be used.

The Birthplace

- Please note: if a Presidential meeting is required, you may be asked to reschedule or find an alternate location on short notice.
- Catering: only Meriwether Godsey food and drink are allowed.
- Capacity: 8 seated at the table, 6 additional chairs.

Johns Auditorium including the main auditorium, stage, mezzanine, and lobby area

- Requires approval of the Chairman of the Fine Arts Department and the Office of College Events.
- Contact the Campus Safety and Police Office to have facilities unlocked as necessary.
- Capacity main auditorium: 293 on the floor, 72 on the balcony

Kirk Athletic Center

- Hall of Fame
  - May be used as check-in location for Snyder Hall
- Snyder Hall
  - Capacity: 300 seated meal, 400 reception

Kirby Field House

- Fleet Gymnasium
  - Available during the academic year at the discretion of the Director of Athletics
  - Capacity: 407 home bleachers, 766 visiting bleachers, 134 end zone bleachers
- Upper Lobby
  - Capacity: 100 seated meal, 150 reception

Everett Stadium Lounge, Ty Cobb Stadium Club Room, and Stadiums/Patios/Concourses

- Requires the approval of the Director of Athletics, Office of College Events, and/or their designee.
- When approved, the contact person for the event is responsible for contacting Public Safety and Police to unlock and lock building(s).
- Alcohol may be served, by Meriwether Godsey, in both facilities when done in conformance with ABC laws and ODAC policies. No alcohol may be served or allowed at the patios/stadiums.
- No barbecuing or grilling is allowed at the patios/stadiums for fire and safety reasons.
- Meriwether Godsey is under contract to cater all events scheduled at the stadiums. No outside food or beverage is permitted.
- Everett Stadium Lounge capacity: 150 reception with a total of 44 indoor seats and 72 seats on stadium balcony, seated meal (tables can seat 8-14 each) a maximum of 32.
- Ty Cobb Stadium Club Room capacity: 40 reception.
Lawns

- Bell Tower Lawn, Queens Turnaround at Pannill Commons, Graham Hall Lawn, Venable Hall Lawn, Lagoon Field, the Founder’s Lot at Cushing Hall, Hampden House Lawn
  - Alcohol may be served when done in conformance with ABC laws. Any College event that includes sale and/or service of alcohol must be catered by Meriwether Godsey under their ABC license.
  - Tailgating or picnics for outside events are not allowed.
  - Tents, other than collapsible game day type, are not permitted at any function that is not Class D. Tent usage for Class D events must be approved by the Director of the Physical Plant prior to the event due to safety, underground lines, and other concerns.
  - Requires prior approval from the Office of College Events.
  - Events planned for outdoor locations are required to have a rain plan. This can be postponement, cancellation, or an alternate indoor venue. An official rain call must be made no less than 24 hours in advance or by 9:00 am on Friday for a weekend event. This must be communicated in writing to the Office of College Events and the appropriate areas of Facilities. In most instances, the rain location is not setup in advance.

Accommodations

The College has several ways to accommodate its guests overnight. All College-owned rentals are handled via the Business Office. Contact Manager of the Manor Cottages at ext. 6669.
College owned equipment or supplies

- Requests for equipment or supplies should be included with the room reservation for an event via the EMS Calendar System. Work-order requests submitted through Facilities/Maintenance may not be accepted.
- Requests must be complete and accurate 5 days prior to the event. Late requests must be made to the Office of College Events and may be denied.
- If supplies are missing or damaged after the event, the determination of whether to assess a fee, as well as the amount of the fee, is at the discretion of the Director of Facilities, Director of College Events, or their designee.
- As of July 1, 2022, the College will no longer honor requests to borrow event-related items for personal use.
- The College does not provide event-related items for student events Friday-Sunday. Exceptions may be made if the event is sponsored by a College office or department.
- Tables, chairs, etc. that are earmarked for a specific room or building may not be used outdoors.

Sign holders and posters
The College utilizes several types of sign boards. Inventory is maintained in EMS Calendar and items must be reserved as part of the event planning process. Design services are provided by Communications & Marketing Office. Communications & Marketing can print up to 11x17 posters in-house. Larger print sizes and coroplast items are outsourced. Coroplast is corrugated plastic sheeting and is weatherproof.

- *New* 3-tiered frame- holds three double-sided posters 22x28, up to 3/16” thick. Posters must be mounted on foam board (indoors) or produced on coroplast (outdoors). When used outdoors, sandbags are required to weigh the frame down.
- A-frame- for outdoor usage, have protective lenses but are not weatherproof. Poster size is 24x36.
- Weatherproof- for outdoor usage, posters must be produced on coroplast. Poster size is 22x28 and may be ordered via Communications & Marketing.
- Weatherproof 13x15 traffic cone sign holders may be used outdoors with laminated posters or coroplast. We have a mixture of black and gray sign holders.
- 11x17 sign holders are for use indoors only, height is adjustable.
- You may also elect to have coroplast yard signs printed, via Communications & Marketing, in a variety of sizes.

If you find that you cannot reserve a signboard with your room reservation, please add the size and quantity as a Setup Note and we will add the items for you as inventory allows.

Tables and chairs
Inventory is maintained in EMS Calendar and items must be reserved as part of the event planning process.

Many event spaces already have designated tables and chairs, and those must be included as part of the event request.

The College also keeps a variety of undesignated table sizes (8’ and 6’ rectangles, 6’ and 5’ rounds) and folding chairs that may be reserved on a first come, first serve basis as needed.
Style Guide for Setup Type

When creating a new event in EMS, you will be prompted to select a Setup Type. Below are examples of the categories that you will find. If you do not specify additional furniture or setup details, you will only receive what is noted with each style for the guest count that you provide. Please note that microphones, projectors and projections screens, and laptops are not automatically reserved. You will need to add these services as part of your web request. Events with uncommon setups or that require specific details be addressed must include a diagram. You must use the Setup Type: Custom Style (diagram attached). The diagram can be attached to the event or if you are unable to draft a diagram, contact the Office of College Events for assistance. The diagram may be attached to the reservation as late as 7 business days prior to the event.
Miscellaneous

- Tents, other than collapsible game day type, are not permitted at any function that is not Class D. Requests for tent usage for Class D events must be submitted to the Office of College Events no less than 15 business days prior to the event due to safety, underground lines, and other concerns.

- Fireworks and/or sparklers are not permitted on College property.

- Photography
  - Outdoors, on Hampden-Sydney College lawns, is allowed without a reservation. The photographer or group/individual being photographed is encouraged to contact the Office of College Events or Public Safety and Police.
  - Photography inside a building requires prior approval from the Office of College Events. Arrangements must be made for a current faculty or staff member, with the appropriate keys and permissions, to secure the building before and after use.

- Outside (Class A, B, or C) groups with 300+ guests may be required to provide or contract services for: standby medical or first-aid services, parking attendants, and/or housekeeping.
Terms and Conditions

Terms and Conditions are included on each reservation made under the College calendar. By clicking on the accept checkbox, users accept responsibilities for all terms and conditions listed within the document online.

As listed online:

**PLEASE NOTE THAT BY CHECKING THE BOX YOU HAVE AGREED TO ALL TERMS AND CONDITIONS LISTED BELOW AS THEY APPLY TO YOUR EVENT. FAILURE TO READ THE TERMS AND CONDITIONS DOES NOT EXCLUDE YOU FROM RESPONSIBILITY.**

Due to limitations on common event spaces and supplies, thorough preplanning is required. Please remember that it is the responsibility of the person sponsoring or hosting the event to make all arrangements. The Event Planning Guide is available online at: [http://www.hsc.edu/Calendar/Event-Planning/Event-Planning-Guide.html](http://www.hsc.edu/Calendar/Event-Planning/Event-Planning-Guide.html).

You will receive an email from the Office of College Events stating that your event has been confirmed, until then the space will be held but not reserved.

All event requests must be approved by the Office of College Events before you invite guests, visitors, or speakers; and before you order catering, posters, invitations, photographers, Public Safety or Police, or reserve event items from Facilities. Once your event is confirmed, service areas will be notified of any requests made within the reservation.

**AUDIOVISUAL EQUIPMENT PROVIDED BY Bortz Library’s Fuqua Technology Commons (FTC):** Requests for AV equipment should be made two weeks (10 business days) in advance and needs to be picked up at the FTC desk for use — instructions on how to use the equipment can be given at the time of pick up. Equipment needs to be returned immediately after the event or at the time agreed upon with the FTC. For events held in Bortz Library, requests should still be made two weeks (10 business days) in advance, but equipment set-up will be provided by library staff.

**EVENT CHANGES:** Changes to setup requests after the 5 day cutoff must be addressed to the Office of College Events at (434) 223-6138 or ccary@hsc.edu. Requests may be denied due to staffing or inventory.

Events with uncommon setups or that require specific details must include a diagram. You must use the Setup Type: Custom Style (diagram attached). The diagram can be attached to the event or if you are unable to draft a diagram, contact the Office of College Events for assistance. The diagram may be attached to the reservation as late as 7 business days prior to the event.

**POLICE:** Determine needs for parking and/or security. Safety and security at events are paramount. Proper event management requires the Public Safety and Police Office to determine appropriate staffing based on many variables, such as crowd size, parking, ticket sale cash receipts, availability and use of alcoholic beverages, weather, etc.

If any event requires an enhanced level of police and security staffing, then approximate security costs should be made known in advance to the hosting organization or group and the Business Office may bill the hosting organization or group. For event staffing or additional information, please contact the Public Safety and Police Office at ext. 6164.

**TELECOMMUNICATIONS EQUIPMENT:** Teleconference equipment should be requested two weeks (10 business days) in advance. Please contact Ed Palmertree, epalmertree@hsc.edu or (434) 223-6021.

**MERIWETHER GODSEY CATERING:** Terms and conditions for catering with Meriwether Godsey are available online at: