

For Office Use Only --- Space Assigned: _____
Received: _____
Approved By: _____
Scheduled By: _____
Booked/Confirmed: _____
Survey Distributed: _____



Space Reservation Request Form

Thank you for your interest in utilizing the UMass Center at Springfield for your upcoming event.

Requestors are encouraged to submit reservations in writing at least 30 days in advance. A minimum of 10 business days is required. Approval processing takes up to 5 business days, as all events must first be approved by our executive team. Once an approve/deny status is reached, the requestor is then notified. If you have additional questions after submitting the request form, please contact Executive Assistant, Hannah Forbes-Smith at hforbessmith@umassp.edu.

Confirmation of reservation is dependent on spacing availability, compatibility, and executive approval.

The UMass Center at Springfield does not arrange catering. Event organizers are responsible for arranging the delivery, payment, and cleanup related to any desired catering. A suggested list of local catering providers is attached to this form.

Contact Name: _____ Telephone: _____

Mailing Address: _____

Email Address: _____

Job Title: _____

Organization Name: _____

Organization Sponsoring Event (If Different): _____

Event Type (Please Circle): **Meeting** **Lecture** **Reception** **Training** **Other**

Event Title: _____

Brief Description of Event:

Est. Head Count: _____ Event Start/End Time: _____ Event Date: _____

Business Type (Please Circle): For Profit (Springfield) Non-Profit (Springfield) Interdepartmental
For Profit (Non-Springfield) Non-Profit (Non-Springfield) Other: _____

Room Arrangement Request - For Classrooms Only (Circle One, please specify below the requested room setups if you have multiple rooms requested):

Lecture (Default) Theatre Closed Square U-Shape Groups/Pods

A/V Requests (Circle all required):

Wi-Fi access Video conferencing Projector Laptop Presentation Remote

Social Media: We want to help spread the word about your events! This service is free and optional, and depends on the nature of the event and the preference of the requestor. Upon approval of your request, please let the scheduler know if you'd like more information on this option.

Special Requests/Additional Information (Please indicate set-up/break down time, if applicable):

UMass Center at Springfield Meeting Room Reservation Terms and Conditions

The UMass Center at Springfield (UMCS) meeting rooms are available for use on a rental basis. Academic activities will take priority over all other reservations. The Organization renting the space is responsible for general clean-up once the event has completed.

A. Renter's Responsibility

1. The renter shall:
 - a) Pay the full cost of the rental on the rental date or within two weeks of the event;
 - b) Pay the UMCS, on demand, the total cost of any damage to the premises or extra charges resulting from the use of the premises by the renter or any person permitted by the renter to enter the meeting room.
 - c) Not construct, erect or attach any fixture to the floor, ceiling or walls of the premises or alter the premises in any way whatsoever without first obtaining the written consent of the UMCS Director of Operations and, if such consent is obtained, then the work shall be done only in strict accordance with such consent;
 - d) Maintain the meeting room in a neat and tidy condition;
 - e) Remove all items that were brought in by the renter.
 - f) During the period of occupancy, ensure that all persons using the meeting room do so in an orderly manner and do not breach any law, regulation, bylaw, rule or UMCS policy;
 - g) Release the UMCS from any responsibility or liability whatsoever that might arise out of the UMCS failing to provide the premises or any services to the premises under the terms of this agreement;
 - h) Comply with all applicable regulations respecting fire safety and other matters, and shall be responsible for the conduct of all persons on the premises during the period covered by the facility contract.
 - a. If a fire alarm occurs during your event, evacuation of the facility must occur immediately.

- b. No open flame devices (chaffing trays heated by gel fuels no greater than 13oz are acceptable)
 - i. If using chaffing dishes or hotplates, UMCS Operations staff must be pre-notified and a fire extinguisher must be brought on-site for the event. In some instances, a review by CBRE management will need to be performed.
- i) Be responsible for obtaining a temporary liquor license that complies with both state and local guidelines for any event that plans to serve alcohol of any kind. More information can be found here:
 - a. <http://www3.springfield-ma.gov/cos/lic-comm-permits.0.html>
 - b. http://www.mass.gov/abcc/pdf/faqfinal_2013.pdf
- j) Be responsible for any applicable licensing or royalties when playing music, videos or other licensed media.
- k) Be responsible for any software used or installed on UMCS computers as well as the licensing of such software.
- l) Confine any sales activities to the reserved meeting room/space and not solicit other UMCS patrons
- m) The renter agrees to notify the UMCS of any condition that may render the premises or equipment unsafe for use, and if the UMCS is unable to correct the condition, then the UMCS has the right to cancel the use of the premises until the condition is corrected.

B. Parking

1. A parking garage is conveniently located upstairs from the Center as a part of Tower Square.
2. Parking costs for events held at the UMCS are the responsibility of the event organizer and attendees.
3. UMCS does not validate parking, but reduced-cost 'chaser' tickets can be made available for some events. Please discuss with the UMCS event scheduler at the time of reservation request.

C. Room Set-Up

1. Event owners may not have access to event rooms more than 1 hour before the start of their planned event unless requested and pre-approved.
2. If given advance notice, UMCS staff can assist in moving tables for set-up of events. Advance notice must be at least 3 business days prior to the event.
3. Tables and chairs within each room at the Center may be moved as needed by the event owner, but furniture must not be moved out of any room without pre-approval from UMCS operations staff.

D. Clean-Up

1. Rooms are often scheduled with minimum periods between the next event or class. Attendees and organizers must vacate the room as specified by the time that they have approved. Anyone remaining after the event is welcome to move to Center common rooms to finish discussions with organizers/participants or request a break-out room, as available.
2. Tables and chairs may not be used as dollies to move items in or out of the Center. UMCS will not be able to provide such equipment to move items so please plan ahead on the day of your event.
3. All tables and chairs must be cleaned of food, drinking containers and visible liquids.
4. All items that the event organizer or attendees brought in must be removed from the meeting room.
5. UMCS will provide trash bags, containers, and full bag removal once the event has concluded.

E. Security

1. UMCS Operations staff consider the safety and security of all Center users as a highest priority.
2. If any event user becomes disruptive or considered a threat in any way to any other Center user, that user will be asked to leave the Center immediately.
3. If any event user feels threatened or that their personal use is disrupted by another Center user, UMCS Operations staff will evaluate the situation and take appropriate action.

4. UMCS Operations staff relies on the 24 hour, 7 days a week, 365 days a year security of Tower Square/CBRE. Contact detail for Tower Square is available at the UMCS front desk, or by visiting the following link: <http://visittowersquare.com/home>

F. Technical/Audio/Visual Needs

1. The UMCS classrooms and executive board rooms are all equipped with wall-mounted monitors or ceiling-mounted projectors that have HDMI and VGA connections. All equipment at the time of the event is considered in good working order and unbroken. Any damage to equipment post-event will be reviewed by the Center Director of Operations or a member of the IT staff and charges for damages may be evaluated and presented to the event organizer as necessary.
2. If a laptop is required, a Center owned loaner laptop will be tested, logged in, and connected to the monitor or projector prior to the event. This will guarantee a working laptop for your event. Loaner laptops are Lenovo T540p and run Windows 7. Laptops will be delivered in good working order and any missing equipment, or damage, post-event will be evaluated and presented to the event organizer as necessary.
3. If you choose not to use the Center provided loaner laptop, Center staff will not perform any type of trouble shooting beyond basic cable and adapter connections into the system for the monitor or projector.
4. Guest Wi-Fi access is granted on a per event basis. Upon confirmation of your event, a unique Wi-Fi account and password will be created. The accounts will not become active until the day of your event and are active for 1 day, 3 days, or 1 week depending on the length of your event. The account username and password will be emailed directly to the organizer of the event that is on the Spacing Request Reservation Form. It is the responsibility of the organizer of the event to distribute the wireless credentials to those attending the event. Center staff will be unable to see the password of these accounts after initial setup.
5. Presentation remotes are available upon request. They are compatible with Windows and Mac OS computers and require 1 USB connection. Remotes will be delivered in good working order and any missing equipment, or damage, post-event will be evaluated and presented to the event organizer as necessary.
6. Any new guest to the center, that will use a laptop loaner or workstation computer, must sign and return the Center's Acceptable Use of Computing and Information Technology Resources Agreement.
7. Unless otherwise specified, IT support originating from the UMCS will be limited to the above uses during any given event. If additional IT needs are expected, a flat per-hour rate will be established for time needed during your event. For time spent troubleshooting Center-owned equipment issues, there will be no additional charges. For time spent troubleshooting organizer-owned, or remote equipment, a charge will be established as needed. Please note that this can include costs incurred during the event and charged in addition to any pre-approved costs.

G. Capacity

1. The Occupancy Load for the Center facility is limited to 900 persons. At no time shall the total number of occupants of the facility exceed that number. Individual room capacities will vary by setup and should be discussed with the Center contact at the time that the request is made.
2. Base chairs per room will be made available in addition to up to 100 folding chairs for any given event. Any needs beyond this number will need to be pre-arranged for and paid for by the event organizers.
3. Any rented tables or chairs for events must not remain set up in any space after the close of the reserved event. UMCS staff will establish spaces for storage of rented equipment post-event. Event organizers must move any rented tables or chairs before departing the Center space, ahead of any rental pickup scheduled.

By Signing this agreement I understand and agree to the Terms and Conditions as set forth within.

Event Organizer Name: _____ Event Organizer Date: _____

Event Organizer Name: _____ Event Organizer Date: _____