

THE EXTERNAL EVENT POLICY AT BABSON COLLEGE

January 2015

Babson College accommodates, to the best of its ability, the use of College facilities during the academic year by approved “Babson Sponsored” External Events only when such use does not interfere with current student, faculty, staff, or alumni* related events previously planned or scheduled.

To hold an external event on campus, the following criteria must be met, although the College always retains the right to refuse any event:

CRITERIA

- All external event requests require a “Babson Sponsor”, which is a current employee or Governance member of the College. The Babson Sponsor is required to be the on-campus event contact and logistics coordinator and be present when the event takes place, unless otherwise discussed.
- The external event must be in alignment with the Babson Sponsor’s job function at Babson.
- The external event may not be a socially related event (ie; birthday or retirement party, religious celebration, recital, wedding reception, private function, etc.)
- External event requests sponsored by the Towns of Wellesley or Needham will be considered on a case by case basis and approval will be determined by the Associate Director of Campus and Community Events, Director of the Events Management Office, and members of the President’s Cabinet if necessary.
- Event requests from the Babson Executive Conference Center (BECC) will be considered on a case by case basis and approval will be determined by the Associate Director of Campus and Community Events, Director of the Events Management Office, and members of the President’s Cabinet if necessary.
- Contracts are required for all events. Insurance and additional fees may apply, see **CONTRACTS, RATES & FEES FOR APPROVED EXTERNAL EVENTS** below for more information.
- All food and beverage must be provided by Sodexo, Babson’s on-campus caterer.

TIMING

- Requests for use of facilities are contingent on current campus community events already scheduled, and religious holidays.
- Event requests more than a year out from the date will not be reviewed.
- Event requests during exams will be reviewed on a case by case basis by Associate Director of Campus and Community Events, Director of the Events Management Office, Academic Services, and members of the President’s Cabinet if necessary.
- Event Requests during the summer (post May Commencement and pre August Orientation) will be exclusively considered by the Office of Summer Programs.
- Requests for events on Babson College recognized holidays will not be considered.

EXCLUSIONS

The following areas maintain control of their buildings with separate guidelines for external use:

- Athletics – Controls use of all athletics facilities (Webster Center, all fields), 781-239-4250
- Sorenson Center for the Arts – Controls use of the Theater and Dance Studio, 781-239-5682
- Glavin Family Chapel – Controls space in the Glavin Family Chapel, 781-239-5623
- Babson Executive Conference Center – Controls all space at the BECC, 781-239-4000
- Office of Summer Programs – Controls space post May Commencement and pre August Orientation, 781-239-5727

APPROVAL PROCESS

If your event adheres to the above criteria and you would like your event to be considered, the Babson Sponsor must fill out an **External Event Request Form** to be submitted to the Associate Director of Campus and Community Events, Lola Norman-Salako (lnormansalako@babson.edu) for review at least 30 days in advance and no more than one year out from the event date. Request Form must be filled out in its entirety. Form must be resubmitted if changes to original request are made.

If approved, the Events Management Office will alert the Babson Sponsor so they may inform group and begin the planning by reserving space through the Scheduling Office (scheduling@babson.edu).

IMPORTANT: No external event will be permitted to take place on campus without the following:

- **Payments must be made via check or credit card and sent to Babson College prior to event date.**
- **Contract must be signed and appropriate certificate of insurance sent to Babson College prior to event date.**

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CANCELLATION POLICY

If your event must be canceled or postponed, please inform the Events Management Office, Facilities, Public Safety, Sodexo, and Media Services, as soon as possible. Fees may apply if cancellation is within 24 hours of event.

*Alumni related events are defined as events planned by the Babson Alumni and Friends Network and/or the Babson Development Office.

CONTRACTS, RATES & FEES FOR APPROVED EXTERNAL EVENTS

CONTRACTS & INSURANCE REQUIREMENTS

- The Events Management Office will send the Babson Sponsor the original contract including confirmation of dates, times, location(s), facilities/media fees, and insurance requirements, if necessary.
- External group representative will print two copies of the contract, sign both, and send them the Events Management Office (231 Forest Street, Nichols Hall, Babson Park, MA 02457) before the event. The Events Management Office will sign both copies, and send one back to the external group representative.
- A Certificate of Insurance with appropriate coverage must be sent to Babson College 20 days prior to the event. It is important that you send this information to your insurance agent so she or he can provide a compliant insurance document. You or your insurance agent can contact Babson College's Risk Manager, Jeannette Angles (jangles@babson.edu 781-239-5688) if you have questions about the insurance requirements below:

Minimum limits of liability:

Auto Liability - \$1,000,000 CSL (including owned, non-owned and hired vehicles)

General Liability - \$1,000,000 CSL per occurrence / \$3,000,000 aggregate

Workers Compensation – Statutory

Employers Liability - \$100,000 / \$500,000 / \$100,000

Certificate of Insurance (COI) will state in the description section that "Babson College, The Trustees of the Babson College, its officers, employees, agents and assigns" shall (i) be added as additional insured on general liability and under Auto liability and (ii) provide a waiver of subrogation under both the workers' compensation coverage and Comprehensive General Liability coverage in favor of Babson College.

If the EVENT GROUP carries higher limits than those specified above, such limits must be shown on the certificate. EVENT GROUP's that do not have employees are not required to show evidence of Workers Compensation or Employers Liability Insurance.

- If alcohol is served, additional fees and insurance are required by law, and Babson College will require 30 days advance notice and proof of insurance to secure appropriate permits from the Town of Wellesley.

FACILITIES FEES

- Fees are fixed, per day, and based on set up, tear down, and cleaning of specific rooms.
- There is no fee for equipment unless Babson does not currently own specific equipment or equipment is in use by other internal events. Fees will be charged to external event group if additional equipment is to be rented.
- Room rates:
 - All Classrooms - \$40
 - Arthur M. Blank Center for Entrepreneurship Teleconference Room - \$75
 - Knight Auditorium - \$500
 - Needham and Wellesley Room - \$150
 - Needham Room - \$75
 - Wellesley Room - \$75
 - Olin Auditorium - \$40
 - Reynolds Suite - \$120
 - Reynolds 241 - \$60
 - Reynolds 245 A/B - \$30

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- Reynolds 244 - \$30
 - Reynolds Back Dining Room - \$60
 - Trim 201/202 - \$150
 - Trim 201 - \$75
 - Trim 202 - \$75
 - Trim Dining Hall (Main)– \$500*
 - Trim Dining Hall (Horizon Room) - \$200
- *Only available when school is NOT in session.*

PUBLIC SAFETY FEES

- Traffic and Alcohol Detail Officers - \$40/hr per officer with a 4 hour minimum.
- If alcohol is served, at least one Detail Officer per 100 guests is required.

SODEXO (CATERING) FEES

- Determined by Sodexo and catering requests.
- If alcohol is requested, additional fees and insurance are required by law.

AUDIOVISUAL FEES

- There is no fee for equipment (LCD projector, DVD/VCR player, internet, etc) permanently built into rooms. Babson Media Services requires the Babson Sponsor and/or External User to meet with Media Services rep at least 48 hours prior to event to review equipment. Those rooms include:
 - Classrooms, Needham/Wellesley Room, Reynolds Suite (241, 244), Reynolds Dining Room, Olin Auditorium, Knight Auditorium
- Babson Sponsor or External User may contact the Media Services Help Desk during regular business hours, M-F at x6333.
- Additional services are available at an hourly rate of \$20/hour (Operator or Technician).
- Vendor referrals can be provided when Babson does not currently own such equipment.

SIGNAGE FEES

- Babson provides on campus directional signage free of charge.
- Babson does not provide Marketing or Promotional signage. Babson's Canon Copy Center can facilitate printing of such materials. For a schedule of fees or more please contact the Canon Copy Center at 781-239-5300.