

Sycamore Glen RESERVATIONS AND USAGE GUIDELINES

SPACE RESERVATIONS:

- Space reservation requests must be made through the Master Calendar space reservation system (25Live) no later than 10 business days before the first event date requested.
- Student events must first be registered through the SLICE Office. SLICE will request the space in 25Live.

EVENT GUIDELINES:

- Maximum capacity (during Fall 2021) shall be 250 total persons. After the fall semester, and if Covid guidelines change, the capacity shall be 500 total persons.
- Food and beverage may be served in the space in accordance with prevailing College policy.
- Alcohol may be served in the space in accordance with the College's type 47 liquor license and prevailing College policy. All alcohol must be provided and served by Campus Dining.
- A [request for events services](#) must be submitted in a timely manner. To avoid late fees, Facilities Management requires the request to be submitted at least 10 business days in advance.
- Event diagrams must comply with fire and life safety regulations.
- Large event reservations can only be made for evenings and weekends at this time (Fall 2021).
- For small day-time events attendees can have access to the Anderson Environmental Science Center and Bio Science restrooms.
- Portable restrooms are available for day-time, evening, and weekend events. Use and maintenance of the restrooms should be requested through the Request for Events Services and will incur a \$250 fee.
- For after-hours/weekend events, there may be a venue-specific IDC labor charge from Campus Safety, depending on staffing schedules, other events on campus at the time of request, etc. Campus Safety will provide advance notice to the requesting group if a charge will apply.

GENERAL GUIDELINES:

- Existing tables and chairs can be used for events, although, since they are not permanently affixed to the area, it is the responsibility of the host to review the space before making a reservation.
- BBQ grills are allowed, but a grill mat must be requested through the request for event services to contain any grease spills.
- At no time can cars or trucks be parked on the driveway leading up to Sycamore Glen, due to fire marshall instructions and codes.
- Minimal lighting is hung in the trees at this time, evening events will need lighting that should be requested through the request for event services.
- At no time can anything be hung or stapled from or to the trees, without explicit approval.

- Musical events during regular business hours must be approved by the occupants of the buildings due to classes being held during those day-time hours.

Requests for exceptions to any reservation or usage guidelines should be directed to the Assistant Dean for Academic Affairs.