Annette Caldwell Simmons Hall and
Harold Clark Simmons Hall

Usage Policies and Procedures

External Groups

(allowed only with an SMU Sponsor) revised 11/01/17

**Please read thoroughly, as you are responsible for following the Simmons School’s building policies and procedures and for making all necessary special requests at least 2 weeks in advance of your event.  Depending on your requirements, all questions or requests for assistance need to be coordinated with Lauren Gilmore prior to your event. Please do not ask other Simmons offices and departments for assistance, as they may not have the information necessary to assist you.**

\*To reserve space, **you must sign and date the last page** and fax it to Lauren Gilmore at 214-768-1445.  A space is considered available until this document is received.

\*\***Please note:** The Simmons School does not provide an on-site event coordinator. Making advanced preparations in the timeframes outlined below will ensure a successful event. The SMU Sponsor signing this contract is the “responsible party” for the event and is responsible for making all necessary arrangements in advance, as well as serving as the on-site contact for set-up, execution, and tear down. We cannot provide equipment or supplies beyond what is standard provision in the rooms; for example, we do not provide extension cords, power cords, computer adapters, slide clickers, water, utensils, etc.

**MAKING YOUR REQUEST**

To request meeting/event space in Annette Caldwell Simmons Hall (ACSH) or Harold Clark Simmons Hall (HCSH), please provide the following information to Lauren Gilmore:

* Time and date of event (& include sufficient pre-event and post-event time for your set-up and tear down)
* Number of expected attendees
* AV requirements (computer, projection screen, DVD player, etc.)?
* Catering?  If so, see catering section below.
* A credit card number (see rental fees section below for details)

Subject to availability, you will be assigned room(s) in ACSH or HCSH in our scheduling system.   ***NOTE: The Simmons School does NOT have facilities staff to handle opening rooms, rearranging tables/chairs, removing partition walls, on-site AV support, etc.***

**ACCESS**

**All non-SMU groups requesting use of our space must be sponsored by a current, active SMU faculty or staff member who will be on-site during the entire event.**

**Sponsor, if you need room access, you must request a key from Lauren Gilmore.  You will be notified when the key is ready for you to pick-up in the Access Control Office in Dawson Service Center.** Only SMU employees are allowed keys; consequently the sponsor needs to pick-up the key(s).   Key requests must be placed 1-2 weeks in advance of the event. The key should be returned to the Access Control Office immediately after the event or the following business day if the event is held after hours.  All rooms in both buildings remained locked when not in use, so without a key, you will not have access. Simmons School staff/faculty members are not authorized to open rooms for your event.  The loss of a key may require that the entire building is re-keyed—a very expensive process for which you will be charged.

The exterior doors of the Simmons buildings are open Monday –Thursday: 7 a.m. - 10 p.m. and Friday & Saturday: 7 a.m. - 6 p.m. If your event requires access outside of these hours, please make arrangements with Lauren Gilmore, Dean’s Office Program Specialist, at least one week in advance of your event.

**ROOM CONFIGURATIONS**

The reconfiguration of tables and chairs must be handled by your staff.   If you need to *remove* tables or chairs from a room, please let Lauren Gilmore know, since she must schedule furniture removal with SMU Facilities. This service must be booked at least TWO weeks in advance and will incur a fee; overtime charges will be assessed for “after hours” work.   In order to ensure that the room is reset in ample time for the class that follows your event, please factor into your reservation request the time required to remove and replace tables/chairs.

If you wish to remove the wall between ACSH 138/144, HCSH 101 A/D, HCSH 217/218, or HCSH 317/318 for a large event, you will need to receive training from Lauren Gilmore before your event (make arrangements one week in advance).  Walls must be reassembled at the end of your event. Please exercise caution around the exit sign in ACSH 138, which is located directly in front of the wall storage doors; any damage to this sign will be charged to the credit card listed below.

**AV**

If you would like to test your Powerpoint, flash drive, laptop, etc., please make arrangements with Lauren Gilmore to do so at least a week before your event.   If you require AV assistance during your event, please arrange to hire a support person from the SMU Media group (media@smu.edu). If you need to rent microphones or additional AV equipment not available in your room, the event sponsor must contact Shawn Remek in advance at 214-768-4419 or media@smu.edu.  Extra AV equipment and on-site support staff will incur a charge.

**JANITORIAL**

SMU janitorial staff service the Simmons buildings Sunday - Thursday between 11 p.m. and 6 a.m. If you require janitorial services before, during, or after your event, you will be charged a service fee.   Arrange this service with Lauren Gilmore one week in advance, and please indicate if you expect your event to generate a large amount of trash.  Irrespective of any arrangements with SMU Janitorial Service, if you fill the trashcans, please empty them after the event; a dumpster is available behind the wall that is due west of ACSH’s west door.

**CATERING**

Catering is permitted in all rooms provided all trash is discarded and tables are wiped-down at the conclusion of your event. Red wine is prohibited, alcohol permit notwithstanding. Special janitorial services required as a result of your event (stains, etc.) will be charged to your credit card. If you use a room with real-wood tables (e.g., 208), be sure to use coasters and placemats. SMU Catering is familiar with our facilities and caters numerous on-campus events; however, outside caterers are permitted. The [alcohol approval request](https://www.google.com/url?q=http://www.smu.edu/StudentAffairs/VPSA/Alcohol/AlcoholRequestForm&sa=U&ved=0ahUKEwix9puKzJjKAhVK7iYKHcXeAVoQFggEMAA&client=internal-uds-cse&usg=AFQjCNHfGk4KbZY237alFfldobPhSOAvQg) must be completed online and approved if you wish to serve beer or wine (no hard liquor). The university asks that groups serve Coca Cola products if they plan to provide beverages.

**Your SMU sponsor serves as the contact with catering and is ultimately responsible for the state of the room at the end of an event**.  Sponsor, please approve the room before leaving the site (Has trash been cleared out? Is AV turned off? Have the tables and chairs been returned to their original configuration?).   THIS IS NOT THE RESPONSIBILITY OF YOUR CATERER.  **The sponsor is also responsible for providing access to the caterers for set-up and tear-down**, including opening and locking the respective rooms.

**PARKING**

You are encouraged to use the U lot that is directly east of the buildings. The Airline Parking Garage is located to the north of the buildings. If your guests do not have SMU stickers, you may purchase visitor/event parking passes.  Lauren Gilmore can refer you to the appropriate University office to arrange this.  **PLEASE NOTE** that purchased parking stickers do NOT guarantee the availability of parking spaces.

**LIGHTS**

Lights should be accessible 24/7. You may need to flip the toggle switch or touch the wall panel to engage lights. Some rooms operate on motion sensors. If you have problems getting lights to turn-on after hours, please contact the call center at 214-768-3266.

**HVAC** (Heating, Ventilating, and Air Conditioning)

The number displayed on the screen is the current room temperature. If you wish to make the room warmer or cooler, press the warmer or cooler buttons to adjust the set point. Classrooms have a 5-degree variance only.  HVAC runs in the classrooms from 7 a.m.-10 p.m., Monday-Saturday.   HVAC does not run on Sundays without special intervention, which is important during most seasons but particularly mid-winter and mid-summer.  If requested to do so, Lauren Gilmore can submit a Sunday HVAC request on your behalf, but you will be charged for the hours for which you schedule the HVAC.   In the event of an after-hours emergency, you may call Hot/Cold at 214-768-3266.

**SUNDAYS**

At least a week before your event, ask Lauren Gilmore to submit a request for Sunday HVAC service.   The Sponsor must request Lauren Gilmore to provide building access as well, since exterior doors are locked on Sundays; **only SMU staff/faculty can be given building access**.

**FEES**

In addition to miscellaneous fees, Simmons charges $50/hour for the use of its rooms. Miscellaneous fees can include a Sunday HVAC activation fee of $25/hour; a minimum $100 fee if a room is not returned to its original configuration (including the removal of wall posters); a reparation fee for damages (including stains & wall dings); building rekeying costs if a key is lost; and janitorial service that is required after the event because trash was left in the room.

**SECURITY**

Please lock your room at the end of your event, and return any loaned keys as soon as possible to the Access Control Office.

**WIRELESS INTERNET ACCESS**

If your group needs access to the wireless network, at least a week in advance of the event submit an Excel spreadsheet to Lauren Gilmore that provides the day(s) of your event and the name and email address of every participant.   Individual passwords will be sent to each email address for use on the day(s) of your event.

**NOISE**

Noise and music is expected to be kept at a reasonable level throughout the duration of the event. Often, the building will be full with other classes, meetings, and events and we ask that your group remain respectful of others. Please be particularly mindful of any group in a room that shares a wall with your event.

**I would like to confirm our space and agree to the terms and policies listed above.**

SMU Sponsor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Group Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Name and Room Assigned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Credit Card Number/Exp. Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name on the Credit Card: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date and Time of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please fax this signed form to 214-768-3147.