Annette Caldwell Simmons Hall and

Harold Clark Simmons (HCS) Hall

Usage Policies and Procedures

SMU Groups (revised 11/01/2017)

**Please read thoroughly, as you are responsible for observing the Simmons School’s building policies and procedures and for submitting all special requests at least 2 weeks in advance of your event.  If we are unable to meet your event needs, you will need to consider other venues.  All questions or requests for assistance in either Annette Hall or Harold Hall need to be coordinated with Lauren Gilmore prior to the event.**

\*To reserve a space, **you must sign and date the last page** and fax to Lauren Gilmore at [214-768-1445](mailto:lgilmore@smu.edu).  A space is considered available until this 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 person signing this contract is the “responsible party” for the event and is responsible for making the 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 supply extension cords, power cords, computer adapters, slide clickers, water, utensils, etc.

**MAKING YOUR REQUEST**

To request rooms for meetings, events, etc., in Annette Caldwell Simmons Hall (ACSH) or Harold Clark Simmons Hall (HCSH) , please provide the following information to Lauren Gilmore.   She can be reached at [lgilmore@smu.edu](mailto:lgilmore@smu.edu) or 214-768-4331.

* Time and date of event (please be sure to include pre- and post-event time if set-up and tear-down are necessary)
* Number of expected attendees
* AV requirements (computer, projection screen, DVD player, etc.)?
* Catering requirements ?   If so, see catering section below.
* Organization (org) number (see rental fees section for instances when an org is charged)

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**

**If you need room access, please ask Lauren Gilmore to submit an access request for you. If a key is required, you will be notified when it is ready to be picked-up in the Access Control Office in Dawson Service Center.** Arrangements must be made 1-2 weeks in advance for keys. Your key should be returned to the Access Control Office immediately after your event or the following business day if the event is held after hours. You are responsible for obtaining a key to guarantee you have access for your event—all rooms in both buildings remained locked at all times when not in use, so without a key, you will not have access. Other offices in ACSH and HCSH  are not authorized to open rooms for your event.

Simmons building exterior doors 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, HCSH101 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](mailto: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](mailto:media@smu.edu).  Extra AV equipment and on-site support staff will incur a charge.

If you have AV issues in a classroom, contact Classroom Technology Support at 214-768-8888. Their hours are: Mon-Fri 8 a.m.-9 p.m., Sat 9 a.m.-5 p.m., and Sun 9 a.m.-9 p.m. during the semester.

**JANITORIAL**

SMU’s janitorial staff services the Simmons buildings Sunday - Thursday between 11 p.m. and 6 a.m. If you require special janitorial services before, during, or after your event, a janitorial fee will be charged to your 6-digit organization (org) number.  Please empty all full trashcans after your event.  Coordinate with Lauren Gilmore one week in advance if you require these services.

**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 are using 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 serve beverages.

**Your “responsible party” serves as the contact with catering and is ultimately responsible for the state of the room at the end of an event**.  Please make sure someone from your staff is on-site to approve the room before leaving the site (Has trash been removed? Is AV switched off? Have the tables and chairs been returned to their original configuration?).   THIS IS NOT THE RESPONSIBILITY OF YOUR CATERER. **Your group is also responsible for providing access to the caterers when they need to set-up and tear-down**, so someone from your group needs to be on-site with necessary keys to let them into 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 parking stickers, you may purchase visitor/event parking passes.  Lauren Gilmore can put refer you to the appropriate University office to arrange this.   **PLEASE NOTE** thatpurchasedparking passes 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 difficulty engaging the lights 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, probably 69-74.  HVAC runs in the classrooms from 7 a.m.-10 p.m., Monday – Saturday.   The HVAC does not run on Sundays without special intervention; if you need to schedule HVAC for a Sunday event (essential in mid-winter and mid-summer), please ask Lauren Gilmore to submit a request on your behalf.  You will likely be charged for Sunday service.   In the event of an after-hours emergency, you may call Hot/Cold at 214-768-3266.

**SUNDAYS**

If you have an event on a Sunday, contact Lauren Gilmore one week in advance to schedule HVAC. You will also need to request building access in order to unlock the exterior doors.

**RENTAL FEE**

The only **SMU events** for which Simmons charges for the use of its rooms are those that generate revenue (other than ‘regular’ credit classes) and those for which Simmons incurs a cost (e.g., Sunday events that require HVAC activation).  Revenue-generating events are charged $50/hour, and Sunday HVAC activation is billed at cost.   However, if a room is not returned to its original configuration, a minimum $100 fee will be assessed per incident.  Additionally, charges for damages, stains, etc., incurred during the event will be charged to the sponsoring organization (org) number.  If a key is lost, the group may be responsible for the cost to rekey all classrooms in that building.

**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 one week in advance of the event submit an Excel spreadsheet to **OIT** 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.**

Contact Person/SMU Sponsor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Organization (org) number or Credit Card Number w/ Exp. Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Please fax this signed document to Lauren Gilmore at 214-768-3147.