

Events Management Information and Process Handbook

Effective February 1, 2018

Contents

A Brief History.....3

Things to keep in mind3

Payment.....4

Sponsoring Areas for Events.....4

 Academic Offerings4

 All College Events4

 Student Events.....4

 Advancement5

 Use of Athletic Facilities at King’s College5

 Fundraisers to Benefit a King's College Athletic Team..... 5

 Campus/Club Team Practices5

 Athletic Games/Matches5

 Payment.....5

 Cancellation Policy5

 Insurance Requirements5

External Events6

Fee Exceptions.....6

Event Planning Tips.....6

 A successful event at King’s College6

 Confirmation of Your Event.....6

 Advertising.....6

 Posting Methods.....7

 AV/LT Services & Equipment7

 Copying, Printing, and Postal Services.....7

 Emergency Protocols.....7

 Other Equipment7

 Food & Beverage7

 Keys to Facilities7

 Liquor.....7

 Meeting Room and Equipment8

 Parking.....8

 Risk Management.....8

Room Configurations.....	8
Signage for your event	8
Student Club Events	8
Transportation.....	8
At the End of Your Event	8
QUICK REFERENCE SHEET FOR EVENTS.....	9
Submit Your Event Request	9
King’s College C&E Office Hours.....	9
Emergencies:	9
Marketing and Design	9
Hanging Posters on Campus.....	9
Marketing Your Event on the Electronic Bulletin Board	9
Room Set Up and Custodial Services.....	9
Technical Issues or Questions	9

A Brief History

With the recent changes in the management structure of dining, Conference and Events (C&E) services, King’s College has created the Events Management Handbook. The events team, consisting of representatives from the C&E office, facilities, IITS, security, and food service, meet weekly to coordinate events on campus and to discuss the limitations or situations that currently affect successful execution of events at King’s College. We ask for your patience and acceptance of these guidelines as we move into a new system.

Things to keep in mind

- Last minute requests (less than 48 hours advance notice) may not be able to be accommodated.
- Events should not be published until confirmation is received from the C&E staff that the event has been approved and scheduled in a space on the King's College Campus.
- Sponsorship (employee of King's College) presence is contingent on the inherent risk of the activity. If the public is invited, a King's College employee must oversee and attend the event. All internal events held on the King's College campus must have an employee present during the event.
- Any organization that is seeking a waiver of the room fee at King's College must request approval, in writing, through the Office of C&E. An *Insurance Certificate of Liability* must be provided by the organization to reserve the room along with a signed *Hold Harmless Agreement* and must be submitted before any room fee waiver requests. Please contact Rae Barrett - 570.208.6054, raebarrett@kings.edu or Grace Brown - 570.208.5807, gracebrown@kings.edu to schedule an appointment.
- Chartwells has the exclusive contract for all catering on campus including snacks and beverages. Please do not bring food items to your event without prior approval.

Timelines

An online event form must be submitted for all room requests. This includes all meetings, banquets, and conferences, small or large, requested by the King's College community. The King's College event forms can be found at <http://www.kings.edu/mykings> (PC homepage), scroll to "Resources" (on the left), and click on "Room Request." Complete the form and click "Submit". Once this form is submitted, the process starts. [EVENT REQUEST FORM](#) This form gives all the information needed to schedule and reserve the room that will best suit your needs. It is advised that your event or meeting request be submitted well in advance to schedule your event/meeting with available rooms, and for us to handle the necessary logistics that your event/meeting requires. A minimum of two (2) weeks notice is advised for events, and 48-hour notice is suggested for meetings. For more significant events, especially those that re-occur each year/semester, it is recommended that you book as far out as possible to avoid any conflict. Our space is limited, so please plan accordingly.

Payment

King's College community events will be billed immediately following the event directly to the budget code provided *at the time of booking*. A deposit of 50% of the proposed charges for outside reservations is due at the time of contract signing, and the remainder must be paid prior to the commencement of your event with a check made payable to Chartwells or credit card. In the case of collaboration between a program sponsoring area (King's) and an outside organization, payment will be made by check made payable to Chartwells or credit card unless it is approved for internal billing.

Sponsoring Areas for Events

The following information describes the sponsoring areas and/or departments and differentiates the types of events (no charge and/or a charge assigned).

Academic Offerings - Room charges waived

- Academic, on-campus, credit-bearing (directly related) courses
- Classrooms scheduled for use before 3 pm, M-F are assigned through the registrar's office
- Classrooms for use beginning after 3 pm M-F or on the weekend are assigned through the C&E department

All College Events - Room charges waived

- Events that require students come to campus (Orientations, Colloquia & Symposiums)
- Academic credit and non-credit bearing activities for courses (i.e., speakers series)
- Intensives and other events for educational programs that are open only to students of King's College
- Academic Grant based offerings of research & sponsored programs where the grant agreement does not pay specific charges covered (indirect cost return)

Student Events - Room charges waived

- Activities and events produced by and/or in conjunction with Clubs that are registered with Campus Activities
- Collaborations - student activities associated with an official King's College club that involve an outside organization
Student Boards and Committees
- Student-driven activities (sponsoring faculty must approve event)
- Events produced by Campus Activities (i.e., Commuter Pit-Stop)

Advancement - Room charges waived

- Fund development events that are produced by the Advancement department and/or that use the King's College non-profit status for fundraising initiatives that would bring monies into the college. Alumni and parent events
- Donor recognition events

Use of Athletic Facilities at King's College The following information describes the sponsoring areas and/or departments and differentiates the types of events (no charge and/or charge assigned).

Fundraisers to Benefit a King's College Athletic Team

- Games/matches where proceeds benefit King's College - Rental charges waived
- Games/matches where proceeds benefit another entity where King's teams are playing-Rental charges may be reduced or waived
- Games/matches where proceeds benefit another entity where King's teams are not playing – Subject to rental costs
- Other outside events to benefit an entity other than King's College - Rental fees may be reduced or waived

Camps /Club Team Practices

- Athletic camps privately owned and run by a King's College coach:10% of gross revenues to be paid to the college within seven (7) days of event
- Athletic camp where a King's College coach is employed to run the camp
 - Group participants =< 25 - \$25 per session up to two hours.
 - Group participants =>25 \$50 per session up to two hours

Athletic Games/Matches

- Games/matches played by and/or in conjunction with Student Clubs that are registered with Campus Activities – no fee
- Student-driven activities (sponsoring faculty/staff must attend event) – No fee
- Games/Matches played only by teams other than King's College – Subject to fees as listed
 - PIAA games in Scandlon Gym – Single game \$750 Double \$1400
- Traveling high school or college teams seeking to rent athletic facilities (e.g., gym, fields, etc) for mid-point practice is \$75 per session up to two hours.

Payment

Except as stated above, payment of ½ of the total projected fees is required at the time of booking. The remainder must be paid prior to the event taking place. Credit card or check accepted.

Cancellation Policy

If an event/practice at Betzler Field is cancelled due to inclement weather, you are responsible for all rental fees, even if you do not use the space, unless you inform the events office by 10 am on the day of the event or 4 hours prior, whichever is greater. Notice of cancellation must be given 48 hours in advance. Failure to do so will result in additional charge.

Insurance Requirements

The following documentation is required for all events:

- Insurance Certificate of Liability naming King's College as an additional insured
- Signed Hold Harmless Agreement
- Signed Participant Agreement for each person taking part in the event/game/match which should be included at registration. (Or designee of organization)

Use of athletic facilities other than official King's sponsored teams and events must be registered with C&E before use. Official use of King's College teams takes priority over outside club team and privately owned camps. All reservations may be denied or canceled based on the needs of King's College

External Events - subject to room rental charges and applicable fees. Any external events must have an Insurance Certificate and sign a Hold Harmless agreement along with their contract.

- External events not sponsored by a program sponsoring area (i.e., weddings, outside organization meetings/events, non-fee speakers, luncheons, etc.) These events are subject to room charges and must provide an Insurance Certificate of Liability and a Hold Harmless agreement along with their signed contract.
- Collaborations- Events that are a collaboration between program sponsoring area and an outside organization. The King's College employee that is initiating this collaboration is responsible for introducing the outside organization to C&E. The C&E staff will coordinate details and receive payment from the outside entity. These events are subject to room charges at a *reduced rate*, and the collaborating individual/organization must provide an Insurance Certificate of Liability and a signed Hold Harmless agreement.
- All non-credit bearing, non-academic courses, programs, events, conferences, workshops, institutes, intensives, continuing education, etc. (both internal and external) that include a fee (registration or donation), risk management, financial management, logistics, contracting, etc. are subject to room charges and must provide an Insurance Certificate of Liability and a Hold Harmless agreement along with their signed contract.
- Any fundraising activity that would generate monies for entities other than King's College must provide an Insurance Certificate of Liability and a Hold Harmless agreement along with their signed contract.
- Additional charges apply for the following services:
 - Weekend fees \$125 facilities fee
 - Technological Assistance fee \$150 for up to four hours - \$40 each hour over four. This service is subject to availability. Equipment prices vary and must be requested at the time of contract signing. Last minute requests for equipment and technical support may not be able to be filled
 - Training on tech: no charge if arranged during King's College business hours or two weeks prior by appointment.
 - Set-up Fees may be incurred in situations requiring extensive set up or quick turnarounds. \$50/hour, minimum 2 hours
 - Security fees may be incurred if additional security is needed at the discretion of the Senior Director of Campus Safety & Security
- Specific deadlines in requesting keys, equipment and technology assistance must be arranged at contract signing

Fee Exceptions

Room rentals, field rentals, and fees may be waived or discounted for non-profit groups providing a tax-exempt certificate. An Insurance Certificate of Liability and a signed Hold Harmless Agreement must be provided by the organization to reserve the room and must be submitted prior to any room fee waiver requests. King's College awards a set number of exemptions per year based on non-profit status and affiliation with King's College.

Event Planning Tips

A successful event at King's College – Shortly after submitting your event or meeting proposal form online, you will be contacted by one of the event planners from the C&E office. You will have assistance with room scheduling, equipment rental/usage, food and beverage service, etc. You may contact Rae Barrett, ext. 6054 or Grace Brown ext. 5807 AFTER you have submitted an event form.

Confirmation of Your Event – Once space for your event is reserved and all needs are determined, you will receive a contract that includes the details of your event and pricing. If the contract details meet your approval, you must sign and return the contract, and ensure that your budget code is correct, if applicable, as soon as possible prior to your event.

Advertising To preserve the strength and integrity of the King's College brand, the use of the King's College logos and other representations are governed by a highly defined set of graphic standards. No event may use King's College in the title of the event. The College allows the use of college logos and related design elements by members of the King's community and organizations utilizing campus space for events; however, use of the logos must be consistent with the design standards. The Office of Marketing and Communications is available to provide design guidance to anyone interested in using the King's logos.

Posting Methods Groups are asked to follow the procedures about their classification as follows:

- Administration or Faculty Notices
 - Administration or Faculty notices may be displayed on bulletin boards as long as the notice identifies the office that initiated the poster or sign.
- Student Classes, Clubs, and Organizations
 - Student classes, clubs, and organizations may only post materials that have been approved at the Campus Activities Office. The Campus Activities Office must stamp the signs for approval and indicate the day the sign will be removed.
- Non-College Individuals and Groups
 - Non-College individuals and groups are to bring signs or notices to the Public Relations Office for approval. Notices advertising off-campus housing is not permitted, but information may be placed in the off-campus housing binder in the Office of Residence Life.

Patrick Farrell, Associate Vice President of Marketing, can be contacted for templates or to schedule production of advertising/marketing materials; patrickfarrell@kings.edu or 570.208.8380. Once marketing materials are approved, you can discuss printing services with the C&E staff.

AV/LT Services & Equipment – All AV equipment must be reserved in advance. Short-term use of AV equipment and technology is available for students, faculty, staff, and College-sponsored events. *A mandatory five business day advanced notice is required.* Equipment rental can include technical support if arranged at least two (2) weeks prior to the event, subject to availability. Those responsible for such equipment must adhere to IITS policies, including, but not limited to lead time and damaged equipment policies. For events that are not sponsored by King’s College, arrangements must be made at the time of contract signing.

Copying, Printing, and Postal Services – Copying and other printing services (such as booklets, color copying, laminating, etc.) and postal services are available through King’s College. Contact the C&E office at 570.208.5900 ext. 6054. There is a fee associated with this service, and internal orders will be billed directly to your department. Please allow 48 hours for small jobs and a one week or more for large print jobs.

Emergency Protocols – The entrances to all College buildings contain an emergency protocol information sheet and emergency/fire exit map. Please review this information prior to your course so you can handle emergencies if they arise and can manage participants as necessary. If there is an emergency that warrants immediate police or paramedic care, call 911. Once you are able (or for non-police/paramedic emergencies/ questions), go to a campus phone and dial 0 for campus security (or from a personal phone dial: 570.208.5900). If an emergency, accident, or incident occurs, you will work with King’s College Security department to provide an incident report.

Other Equipment– Please check with the C&E staff regarding any non-technical needs that your event may require. Please don’t hesitate to email with questions.

Food & Beverage – Please include the catering needs for your event when you submit the Room Request. Food and beverages served at events on the college campus must be catered by the King’s College Catering Services. There is an exclusivity clause in the contract. There is a fee associated with this service, and you should discuss your budget prior to your final decision. A confirmed number of guests must be specified five (5) days prior to your event. This number is considered to be the guaranteed guest count for billing.

Keys to Facilities - All requests for access to the King’s College facilities must be made in advance for it to be placed on the schedule. This especially applies to weekend activities. Staff is instructed not to open any area that is not on the schedule. A minimum 48 hours’ notice is preferred and usually necessary.

Liquor - King’s College supports Pennsylvania State law regarding alcohol purchase, possession, and consumption. It is expected that students and their guests will adhere to all state laws, especially concerning alcohol. Only persons twenty-one years or older may purchase, possess, or consume alcohol on campus or at College-related events off campus. All events requesting liquor need approval prior to confirmation. Requests will be forwarded to contract compliance for approval and clearance from our insurance providers. If there is alcohol being served at your event, an additional alcohol liability insurance policy may be required. A certified bartender must be hired through C&E office for all events in which alcohol is being served. A special permit is required for any event serving alcohol located off-campus and certain areas on-campus. The C&E staff will inform you if you require a permit. If your event does require a permit, the form must be

submitted 15 days prior to your event. The application will be completed by the C&E staff and sent to the proper authorities. If you request alcohol at your event with less than 15 days' notice, there will be a \$125 fee required by the Commonwealth of PA that must be paid at the time of contract.

Meeting Room and Equipment – You are responsible for making sure the meeting room is clean and in the same set-up when you leave. Equipment in the room provided is to be kept to the standard of care expected by the College. Damaged equipment is your responsibility. Please notify us immediately if there is a problem with the meeting room or if damage occurs. Requests for equipment (i.e., projector/other AV) must be made in advance through the C&E office. There may be a cleaning fee associated with any significant cleanup or damaged equipment. Please take the time to put all trash that your event has generated into trash receptacles. Please wipe off all whiteboards and chalkboards.

Parking – Please give an estimated number of vehicles to the C&E staff so that they can coordinate with security. Failure to do so may result in delays at the gate or parking tickets for your guests.

Risk Management – Provider/host of an event or meeting at King's College must adhere to College protocols, procedures, and standards and must be insured. The C&E staff will clarify these requirements as it pertains to your event. All events and some meetings must include a Participant Agreement (which includes the assumption of risks and agreements of release and indemnity) and/or some form of notification of risk. Some events, and some meetings, also require a medical form and/or other forms as necessary for the type of event or meeting you are providing. If this is a non-College sponsored event, you will be required to provide proof of insurance, naming King's College as an additionally insured (general liability insurance with a million dollar minimum). If there is alcohol being served at your event, an additional alcohol liability insurance policy may be required. All alcohol must be served by a RAMP certified bartender hired through the C&E office.

Room Configurations – The following room configurations may be available for your event or meeting:

- Circle (chairs only in a circle)
- Classroom (tables and chairs set in rows facing whiteboard/screen/head-table)
- Conference Style (tables and chairs set in a square with no openings – board style)
- Meal at Round Tables (5' round tables that seat 6-8 people)
- Cocktail Style (no chairs or seating tables – high tops and open space only)
- Panel (chairs theatre style facing a table with chairs for panel)
- Stage and Seating (chairs and/or tables set facing stage)
- Theatre Style (chairs only in lines)
- U-Shaped (tables and chairs set in a u-shape with an open end facing a whiteboard/screen)
- Other (setup not listed above – list your needs on the request form)

Signage for your event – Please discuss the availability of signage for your event with the C&E staff.

Student Club Events – Students planning club fundraising events must first complete a Fundraiser Permit Form, available in Campus Activities office and submit it for approval to Campus Activities and Student Government. Once approved, the student may meet with C&E staff to determine logistics of the event. Sufficient funds must be available in the club agency account for the event to take place.

Transportation – Limited transportation within and surrounding campus may be available. Please contact the C&E office for availability and pricing.

At the End of Your Event

- Turn off projector, place all trash in trash can
- Return remote & microphone to podium
- Lock room and return keys to C&E office, if applicable
- Return borrowed signage (take your signs down) or equipment to the appropriate department
- Return keys and equipment to C&C the next business day, or make arrangements for a different drop off day and time

QUICK REFERENCE SHEET FOR EVENTS

Submit Your Event Request at the following link, [EVENT/ROOM REQUEST](#), and a C&C staff member will contact you. Please be sure to fill it out completely. The more information you provide in the request, the quicker and more accurately it can be processed. The C&E team will work with you to secure space, plan menus and catering needs, create a set-up diagram for facilities, and arrange technical assistance, signage and calendar postings.

King's College C&E Office Hours: Monday – Friday, 8:30 am – 4:30 pm unless otherwise arranged. Contact email: events@kings.edu Phone: 570.208.5900 extension 6054 or 5807.

Emergencies: Dial "0" from any campus phone to reach the switchboard. The attendant will dispatch the appropriate campus personnel. In case of a true medical emergency, dial 911 from your cellular phone or 9911 from any campus phone.

Marketing and Design: Patrick Farrell, AVP Marketing, patrickfarrell@kings.edu or phone 570.208.8380

Hanging Posters on Campus: Posters must be approved through the C&E office for all outside events. Student classes, clubs, and organizations may only post materials that have been approved at the Campus Activities Office. The Campus Activities Office must stamp the signs for approval and indicate the day the sign will be removed. Materials are not to be posted on painted surfaces, wallpaper, or other surfaces that may be damaged. When displaying on glass windows, only scotch tape may be used. The Director of Facilities and Procurement must approve the hanging of banners. Posting materials on glass doors or areas adjoining glass doors is prohibited. Any materials posted in these areas will be removed.

Marketing Your Event on the Electronic Bulletin Board: Send an 8 ½ " x 11" *landscape* poster to Lou Mazza louismazza@kings.edu– in either a .jpg, .pub or .pdf format at least one (1) week prior to your event. Remember - less is more! Make sure that the print is easily read from a distance and not too busy with graphics

Room Set Up and Custodial Services: are coordinated through the C&E office.

Technical Issues or Questions: Call the C&E office ext. 6054, Help Desk ext. 4357 or email help@kings.edu