

## *Campus Guide to Reserving Spaces and Other Resources/Services*

Runyan Center is the centralized location for scheduling space on the Earlham campus. The Reservation Desk is open Monday-Friday, 9:00am- 4:00pm. The phone number is x1587, please leave a complete message when you call so that our reservationist can quickly process your request. We attempt to fill each request in a timely and professional manner. Please keep in mind that our spaces are limited and we attempt to balance the schedule so that we do not over-program the campus.

We schedule most campus spaces outside of the academic day, which is 8:00 a.m.-noon and 1:00 p.m.-4:00 p.m., Monday-Friday. For space reservations during the academic day please contact the registrar's office at x1515. For reservations within the Wellness Center, we will need to contact the Wellness Coordinator prior to confirming your request. All computer labs are scheduled online through Mary Bogue by using the following link: [http://helpdesk.earlham.edu/html/form-data/forms/lab\\_reserve.html](http://helpdesk.earlham.edu/html/form-data/forms/lab_reserve.html) . All library spaces are reserved through the Lilly Library, x1287. The Richmond Room and the President's Conference Room (LBC 106) are reserved through the President's Office, x1211.

Official college related groups and individuals have priority for space over non-college related groups and individuals, during the academic year. As a general rule, non-college groups and individuals cannot reserve space until two weeks after the beginning of each semester. This allows student groups plenty of time to make reservations.

Please remember that Earlham works on a philosophy that programming activities is a decentralized process. The Reservations Office assists in securing space and communicates many of your needs to other campus offices. It is however, your responsibility as the sponsor to contact individual offices to make/confirm the appropriate arrangements.

### *General Campus Reservation Information*

#### **Making a Reservation**

**Step 1.** Submit your reservation request online at [www.earlham.edu/events/requestform.html](http://www.earlham.edu/events/requestform.html). This is the way to reserve most spaces on campus. When a reservation is submitted a confirmation is sent via email within three working days. When reserving academic spaces between the hours of 8:00 a.m. and Noon or 1:00 p.m.-4:00 p.m., Monday-Friday, you must contact the Registrar's office x1515. When reserving space in Lilly Library (x1287), Wellness Center (x1791), or ESR (x1423) please contact these offices directly. The Richmond Room and Bolling Conference Room 106 are reserved through the President's Office x1211.

**Step 2.** When filling out the online form, please be sure to indicate any other campus services you may need (i.e. Media Resources (x1314), Housekeeping (x1679), Maintenance (x1315) Food Service (x1329) and Security (x1400)). You will need to contact these offices directly to ensure the clarity of your specific needs.

**Step 3.** If you wish your event to be posted on the Web Calendar, please visit the home page ([www.earlham.edu](http://www.earlham.edu)) and under the “What’s New” tab click on WebCalendar. There is a yellow “Add Event” button at the top right corner of the calendar. The event will be reviewed and, if deemed appropriate, added to the calendar. Do not expect to immediately see your event on the calendar once it has been submitted. The review process can take up to one week.

**Step 4.** Confirmation will be sent within three days of your reservation. Once your reservation is completed copies will be sent to Security, Maintenance, Housekeeping, Media Resources, and food service. Do not anticipate that these departments will automatically handle your request. It is your responsibility to follow-up with these offices to confirm specific needs.

### **Traditional College Events**

#### **1) All-Campus Events**

We will take dates and details for all “traditional” events as far in advance as possible. Traditional events include, but are not limited to Homecoming/Parent’s Weekend, Commencement, New Student Week (NSW), Endowed Speaker’s Forums, Preview Days, etc.

#### **2) Major Weeks/Months**

Major weeks and months, those that fall in a particular season each year and traditionally have several scheduled components throughout the time period (i.e. Pride Week, International Fest Week, etc.), will be reserved at the earliest possible date. We understand that some of these decisions are student-driven, however the earlier these dates are identified there is less likelihood of a conflict occurring.

### **“Tabling”**

Tabling is an Earlham tradition where any group, on or off-campus, may reserve a table in the Runyan Hallway for their organizational activities. These activities may include, but are not limited to; fundraising, ticket sales, recruitment, petitions, informational/educational activities, etc. Tables are usually reserved from 11:00am-1:00pm, however you may reserve your table for any time the Student Center is open.

### **Professional Vendors**

Vendors will be charged \$30.00 per table/per day. They can stay a maximum of two consecutive days and generally cannot reserve space on weekends, (Special Student Activities, Sunsplash, and Spring Fest are exceptions). You will need authorization from the Director of Runyan (Rich) for weekend use of tabling space.

### **Wilkinson Theater Performances**

The week prior to and during plays in Wilkinson Theater, minimal space will be available in the hallway. The West Alcove is available and additional tables may be authorized in the hallway.

### **Earlham College Bookstore**

The space in front of the bookstore windows is display space. For this reason we do not schedule tables to be placed in this area. From time to time the Bookstore may

have special vendors whom they give permission to use this space (graduation announcements, caps and gowns, Jostens Rings).

### **Student Vendors**

Students who wish to sell items for a profit (not fundraising for a group) will be charged \$10.00 per table/per day. None of the professional vendors' regulations apply.

### **Non-Earlham Related Information Table Requests**

Religious Groups- All representatives must conduct themselves in a professional manner. Patrons of Runyan Center may not be approached or disturbed by the representatives or anyone associated with the representatives. All other groups will be reviewed on a case-by-case basis and approved by the Director of Runyan Center (Rich).

### **Sound Permits**

Any event that will be held outside on the Earlham College Campus that involves amplified music will need a sound permit. You must apply for this permit at least two weeks in advance from the City of Richmond. Whenever a reservation like this is submitted, please indicate this need and whether or not the application has been submitted. A copy of the sound permit and copies of the application are on the door of the Coffee Shop.

### **Reserving Space Which Requires another Office's Clearance**

The Wellness Center, all library rooms, Computer Labs, Fine Arts Areas, The Richmond Room and the 1st floor conference room in Landrum Bolling Center (LBC) all require approval from another office before a reservation is confirmed.

### **Cancellations**

- Always call security if an event is cancelled after 5pm and on weekends so they can update their event logs.
- Call Sodexho, Housekeeping, Maintenance and/or Media Resources if their services were indicated on our form.
- Call the Reservations Staff to inform them of the cancellation x1587.

### **Second Reservations**

When making a second reservation, because the applicant has changed any portion of the original reservation, be certain to indicate this in the new reservation.

## **Space Usage Information and Explanations**

**Fine Arts Space-** Reservations requesting the use of Leeds Gallery, Hancock, Wilkinson, East alcove, Runyan 007 and all other Fine Arts Spaces are made through the Runyan Reservations Desk. All of these reservation requests will be checked with Fine Arts prior to final approval.

**Leeds Gallery-** Considered an exhibition area to be used by the Art Department. Other Fine Arts activities such as poetry readings and musical performances are the types of events that may take place in Leeds Gallery. Registrations, meals, and other similar activities should not take place in the Gallery Display Area. These types of events should take place in the East Alcove or in the Entry way just south of the Gallery.

**Wilkinson Theater** –the Runyan Staff schedules Wilkinson Theater, however the space is primarily used by Fine Arts in support of theater productions and classes. All reservations for this space must be cleared through the Fine Arts Department prior to confirmation. Reservations staff will talk to Fine Arts to secure their approval.

**MH Library and Wymondham Room-** Both of these spaces are treated like classrooms during the academic day. After 4:00 p.m. the Runyan Center will schedule these spaces. Priority is given to worship services and we must be careful about what is scheduled in these spaces so as not to disturb activities in the Meetinghouse main room.

**Meetinghouse Proper (MH)-** There are not classes regularly scheduled in this space. However we need to be mindful of classes in other portions of the building and not schedule programs which may disturb them.

**Wellness Center-** All reservations for the Wellness Center must be cleared through the Wellness Director prior to confirming the request. Reservations staff will take care of this confirmation.

**Japanese Garden-** This space is mostly for reflection and quiet contemplation. Groups have used it for special events. This space may only be reserved with the approval of the Fine Arts Department. Reservations staff will contact them for approval.

**Richmond Room and LBC 106(President's Conference Room)-**These rooms must be reserved through the President's Office x1211.

**All other academic rooms-** Runyan reservations desk coordinates all of these spaces outside of the academic day. For spaces requested before 4:00 p.m. Reservations staff will need to get clearance from the Registrar's Office prior to confirmation.