

EVENT HANDBOOK 2019

SECTION 2: Buildings & Spaces on Campus (incl. hours & capacities)

Produced by the Events Management Office
Smith College

51 College Lane
Northampton, MA 01063
www.smith.edu/emo
Tel. (413) 585-2669
Fax (413) 585-6990



Table of Contents

BUILDING HOURS	
Building Hours for Departments/Offices	3
NON-RESIDENTIAL SPACES & CAPACITIES	
Alumnae House	4
Athletic Facilities	5
Campus Center	5
Chapel	5
College Hall	6
Conference Center	6
Davis Center	6
Ford Hall	6
Hillyer Hall	7
JMG—John M. Greene Hall	7
Mendenhall Center for the Performing Arts	7
Neilson Library	7
Pierce Hall (MMD)	7
Sage Hall	7
Seelye Hall	7
Stoddard Hall	7
Unity House	7
Wright Hall	7
EVENT CAPACITY	
Event Capacity Recommendations.	8
NON-RESIDENTIAL DINING OPTIONS	
Non-Residential Dining Space Options	10

BUILDING HOURS FOR DEPARTMENTS/OFFICES

During the academic year, (starting just before Labor Day), office hours for most academic offices are Monday–Friday, 8:30 a.m.–4:30 p.m. Please note that office hours will often change during holidays, breaks, and the summer months. During the summer months (3rd week of May through the 3rd week of August), office hours generally change to 8 a.m.–4 p.m.

For more information about a specific office, visit the offices Web page at <https://www.smith.edu/about-smith/offices>.

NON-RESIDENTIAL SPACES AND CAPACITIES

Alumnae House Spaces

Space

- Priority will be given to official functions of Smith College, the Office of Alumnae Relations and all of its programs, associated offices/departments of the Five Colleges and Five College, Inc., and private functions held by Smith College employees or alumnae. Requests for space will be approved on a first-come/first-serve basis.
- Student organizations of Smith College have restricted access to the Alumnae House for their events, and a college faculty member or staff sponsor must be present for the duration of the event.

Hours and Receptionist

A receptionist will be assigned whenever events are scheduled before/after the Alumnae House business hours (8:30 a.m.-4:30 p.m. in the fall, winter and spring; 8 a.m.-4 p.m. in the summer), and at all times during the weekends. Events ending at/after 4:30 p.m. will require an after-hour receptionist for the last hour of the event. The cost of the receptionist is borne by the client or host department.

Fees and Room Capacity

All external clients (private, alumnae, Five Colleges, Five College, Inc. and non-Smith College events) will be charged a space-use fee. Multiple-day functions will be charged for each day the event is held.

A signed contract and deposit of 50% is required for all external bookings, at which point the event is confirmed.

Entire first floor	(max. number depends on the rooms being used)
Conference Hall	(Capacity: 160 seated or 300 standing)
Gallery	(Capacity: 50 seated or 100 standing)
Living Room	(Capacity: 70 seated or 100 standing)
Terrace	(Capacity: 50 standing)
Dining Room	(Capacity: 30 seated)
Trudy's Garden	(Capacity: 100 standing)

Athletic Spaces

Field House (Capacity: 80)

Scott Gym (Capacity: 600 standing, 400 at 8' round tables)

Scott Dance Studio (Capacity: 50)

Campus Center Spaces

The Campus Center has many spaces available for student campus groups and organizations, faculty, staff and departments to reserve via 25Live. Note: Reservation requests must be made at least 10 business days prior to your event and are granted on a first-come, first-served basis. All events in the Campus Center require one hour setup time and 1 hour take-down time – except for the Carroll Room, which requires two hours before and after. This required time does NOT appear on 25Live, so please take it into account when making your space reservation request. Please take note: the *Campus Center only accepts reservations one semester in advance.*

Lounge/Meeting Room 003 (Capacity: 22)

This room has a meeting table, sofa with coffee tables and soft seating; perfect for holding a small meeting. Various room setups available.

Meeting Room/Study Lounge 102 (Capacity: 25)

The meeting room has a combination of soft furniture, tables and chairs to allow for small meetings, intimate receptions, or relaxation. Various room setups available.

Meeting Room 103 /104 (Capacity: 60)

Coffee tables, lounge chairs and stackable chairs make this room ideal for meetings or receptions. Various room setups available.

Conference Room 204 (Capacity: 25)

A large, formal conference table surrounded with chairs dominates this room making it perfect for formal meetings.

Lounge 205 (Capacity: 60)

Whether it is a lecture or a large meeting, this room includes a sofa, coffee tables, lounge chairs and stackable seating that can be arranged to the ideal setup for your event. Various room setups available.

Carroll Room 208 (Capacity: 500)

This large maple-paneled room can seat 170 people around round tables for a banquet and up to 250 seated lecture-style, or can be cleared out for a dance party. This room has a podium, blackout shade for the large windows and acoustic curtains lining one wall to make your event look and sound just as you wish. Various room set-ups available.

Chapel Spaces

Bodman Lounge (Capacity: 30)

Sanctuary (Capacity: 308)

College Hall Spaces

Emma Proctor 35 (Capacity: 17)

Conference Center Spaces

Paradise Room (Capacity: 112 banquet, 175 reception, 160 theater-style)

Main dining room

Directors Room (Capacity: 18 seated table) Formerly the Red Room

Oak Room (Capacity: 64 banquet, 100 reception, 80 theater-style)

Larger downstairs carpeted area

Lounge (Capacity: 25 reception with some casual seating) Smaller downstairs carpeted area

Oak Room & Lounge (Capacity: 125 Little House, 1st floor reception with some casual seating)

Terrace & Atrium (Capacity: 100 reception) Outdoor deck overlooking Mill River

Meeting Room B (Capacity: 6 seated)

Meeting Room C (Capacity: 12 seated) Little House, 1st floor

CPA – Mendenhall Center for the Performing Arts Spaces

Berenson 3 (Capacity: 40)

Hallie Flanagan Theater (Capacity: 200)

Mendenhall Theater 14 (Capacity: 450)

Lower Gamut (Capacity: 75)

Davis Center Spaces

Ballroom (Capacity: 300 standing, 200 theatre-style, 240 lecture-style, 180 round tables)

Mwangi Center (Capacity: 90 classroom style)

Dewey Hall Spaces

Dewey Common Room (Capacity 32)

Ford Hall Spaces

Ford Atrium (Capacity: 60 reception style)

Pearsall Seasons Room (Capacity: 40)

Room 146 (Capacity: 12)

Room 246 (Capacity: 12)

Room 346 (Capacity: 12)

Hillyer Hall Spaces

Graham Hall (Capacity: 109)

Jannotta Gallery (Capacity: 30 reception-style standing room)

John M. Greene (JMG) Hall (See specific guidelines in Section 3)

JMG Main Hall (Capacity: 2046 including stage)

Museum of Art

Atrium (Capacity: 250 standing or 150 seated)

Neilson Library Spaces (under renovation 2017-2020)**Pierce Hall Spaces**

Mary Maples Dunn Conference Room (Capacity: 24-26 at conference table, additional 50 around room)

Sage Hall Spaces

Earle Recital Hall (Capacity: 100)

Green Room (Capacity: 30 seated, 125 standing)

Sweeney Concert Hall (Capacity: 600-630)

Seelye Hall Spaces

Room 106 (Capacity: 105)

Room 201 (Capacity: 105)

Stoddard Hall Spaces

G2-Auditorium (Capacity: 143)

Unity House Spaces

Lounge 1st Floor (Capacity: 40)

Living Room 1st Floor (Capacity: 24)

Wright Hall Spaces

Poetry Center (Capacity: 75)

Weinstein Auditorium (Capacity: 364 - 354 fixed, 6 wheelchair and 4 armless aisle seats)

EVENT CAPACITY RECOMMENDATIONS

The number of people at an event is strictly limited to an established maximum occupancy. The number of people who can be in any campus location has been set by the college and adheres to the fire codes for the City of Northampton.

The maximum occupancy is based on the space available for the event. If a space is made smaller by any means, such as by blocking off an adjoining room, maximum occupancy is reduced. All participants are included in this number.

To view the various spaces available for reservation on campus and their capacities, go to <https://www.smith.edu/about-smith/emo/reservable-spaces>.

Recommendations for Space Capacity/Safety for Campus Event Planners

- 1) When reserving a space in 25Live, check the 'details' of that space for the capacity to ensure it will accommodate your anticipated attendance.
- 2) If reserving any space (especially Weinstein Auditorium, Sweeney Concert Hall, John M. Greene Hall or Nielson Browsing Room), **and you anticipate a capacity crowd**, plan and reserve for overflow spaces:
 - Consult with the Events Management Office on back-up plans.
 - If you anticipate an over-capacity crowd, plan ahead by reserving an overflow space.
 - Arrange with Educational Technology Services (Jeff Heath) to have the event recorded and shared in those spaces via Channel 88. (This may be an additional budget item.)
 - Make Campus Police aware of the possibility of exceeding capacity.
 - In promoting the event (including reminders in calendars/e-digest), consider stating limited capacity; or attendance is limited to ____; or distributing tickets in advance.
 - Assign a staff person to monitor the doors and attendance to notify crowd manager (see below) if approaching capacity.
- 3) Identify one responsible person as 'crowd manager' who knows the space capacity and is aware of, responsible for, and comfortable with taking next steps if capacity is reached.
 - By law exits, aisles, stairs must be open and unblocked for safety and accessibility.
 - A limited number standing at the back is acceptable, but never 2-3 people deep.
 - Make an announcement from the podium to
 - Encourage those in attendance to raise a hand if there's an empty seat next to them and have those who are standing sit.
 - Encourage everyone to move inward to the center, thereby opening up seats on the end for others to fill.
 - Call Campus Police (if needed) ext. 2490 for assistance in closing the doors to additional attendees.
 - Prepare the presenter if a Plan B exists i.e. moving everyone to a larger space and having a delayed start.
- 4) Feel free to call Events Management Office (Andrea, Steve, or Kathy) if you are concerned that your reserved space may not be big enough for the anticipated audience.

Contacts:

Events Management Office: ext 2669 – Steve Campbell, Kathy San Antonio, Andrea Fernandes, Peg Pitzer

Facilities Management: ext 2458 – Rich Korzeniowski, Health and Safety Coordinator

5-Colleges: 413-538-3092 – Stacie Kroll, Director of Compliance and Risk Management

NON-RESIDENTIAL DINING OPTIONS

PLEASE NOTE: During holiday and academic breaks, operating hours of all facilities may change. Always refer to the respective Web sites for up-to-the-minute information.

Campus Center Café, ext. 2333

www.smith.edu/diningservices/cafe.php

Mary Barr, Manager of Retail & Catering, mbarr@smith.edu, 413-585-2326

School Year Hours of Operation

Monday–Friday: 7:30 a.m.–11:30 p.m.

Saturday and Sunday: 9 a.m.–11:30 p.m.

Summer Hours of Operation

Monday–Friday: 7:30 a.m.–2:30 p.m.

Saturday and Sunday: CLOSED

For more info

Café hours change periodically, especially during the summer. Consult the Café Website.

Call 413-585-2233 (or ext. 2233)

Visit www.smith.edu/diningservices/cafe.php

Catering Operations

www.smith.edu/diningservices/catering.php

For catering for events at Smith College Conference Center, Alumnae House and other campus locations, contact:

Meghan Garrity, on-campus catering, 413-585-2304, mgarrity@smith.edu

Mary Barr, Campus Center catering, 413-585-2332, mbarr@smith.edu

Patty Hentz, Associate Director, Dining Services, 413-585-2326, phentz@smith.edu

Or visit www.smith.edu/diningservices/catering.php.

Other Dining Information

Visit <https://www.smith.edu/diningservices>