Rochester Institute of Technology
University Gallery Event Scheduling Request Form
158 Lomb Memorial Drive * Rochester, NY 14623-5608 * Phone: 585-475-2404; Fax: 585-475-6014

*Please read the attached guidelines before submitting. Fill in all information. You will receive a room reservation confirmation via e-mail. Requests must be made at least ten business days in advance (6 weeks in advance if your event involves serving alcohol). If you have questions, please contact Jessica Erickson at jleugs@rit.edu or (585) 475-2404.

Requestor’s Information

Name:
Title:
Name of Department, Organization or Club:

(For Students Only) Advisor’s Name:

(For Students Only) Has this event been EVR’d?:

Phone:
Fax:
E-mail:

RIT account number:

Event Information

Event Title:
Purpose of Event:
Anticipated Attendance:
Who will attend?:

Schedule of Events (Please be specific on actual arrival times, event times, set-up/tear-down times.)

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<th>Date</th>
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<th>Applicant Tear Down Hours</th>
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**Please note all tables, chairs, coat racks, and audio visual equipment must be rented. Facilities Management Services and Tech Crew/ETC charges will be incurred. The Gallery Manager will work with you to coordinate services.**

**Food Service** (Brick City Catering is the exclusive University Gallery caterer.)

Will you require catering?

Yes  No

Will alcohol be served? (If an event is scheduled to have alcohol, a liquor license is required. Events must be scheduled at least 6 weeks in advance to get required license.) **If your event is not open to the public (invitation only with name tags) then you will not need a license.

Yes  No

**Event History**

Where has the event been held in the past?:

RIT Affiliation:

**I _____________________________________________, have read the guidelines below and agree to follow the University Gallery rules and regulations.**

**Guidelines Concerning Use of University Gallery**

1. RIT has the right to determine the required personnel based on your event needs. Additional charges may be incurred for any services used beyond contracted times.

2. Occupancy maximum 250 (for a standing reception; events with guest seating have a smaller maximum occupancy). The number of occupants must be limited to the safe capacity of the University Gallery. The Organization is responsible to limit attendance so as not to tax the safe capacity of the gallery.

3. Payment for any damage to the building, facilities or equipment will be assumed by the authorized organizer on this application.

4. Flyers and unapproved signage placed throughout the gallery ARE PROHIBITED. Clean up costs can be incurred by the authorized organizer.

5. Brick City Catering is the exclusive University Gallery caterer. Catering services may be contracted through the Brick City Catering Sales Department. If the sale of alcohol is involved, a New York State liquor license is required.

6. Parking is limited to the designated parking lots as assigned by RIT. All vehicles illegally parked will be towed at the authorized organizers expense.

7. All advertising or publicity regarding the event must be specific in stating the Organization sponsoring the event and list details of the event (event title, event location, assigned parking lot). Any publicity bearing RIT’s name must be pre-approved in writing by the Development and Alumni Relations Office.

8. A Certificate of Insurance will be required for outside organizations (general liability coverage).

9. If the authorized organizer cancels the event after facilities and services have been reserved, the authorized organizer will be charged event costs pursuant to the terms of the Facility Use and Service Contract.

10. The University Gallery event space will NOT be scheduled for:
   - Students/faculty/staff/alumni for personal, non-RIT related business
   - Groups external to RIT are defined as those with no RIT-sponsored affiliation (e.g. not affiliated with an RIT recognized club/organization or not an authorized department/academic event). These groups will not be provided space unless approved by Lisa Cauda, Vice President of Development and Alumni Relations.
11. Event Priority System
Prioritizing events is necessary for scheduling purposes. Its intent is to give higher priority events precedence over lower priority events when competing requests occur. A higher priority event may “bump-out” an existing lower priority event when required. Prioritizing events will also determine when events can be requested and scheduled.

- Priority 1 Special Event: An event that generally meets the criteria below, and is endorsed by a member of the President/Leadership team.
  - Development and Alumni Relations functions
  - Serves a large RIT community audience
  - Occurs infrequently (one-time, bi-annually, annually, or semi-annually), and therefore can be reserved as part of an annual calendar planning process.
  - Requests will be accepted no more than twelve months in advance (unless approved).

  Priority 1 Special Events:
  - Development Events
  - President’s Roundtable
  - Board of Trustee Meetings
  - Alumni Reunions
  - Brick City Homecoming & Family Weekend Events
  - Club/Organization Banquets
  - Job Fair

- Priority 2 Special Event: An event that generally meets the criteria below, and is requested at the Department level.
  - Minimally serves/services a club/department-centered audience - in attendance or purpose.
  - Is one-time in nature, but several independent occurrences may be planned within a year.
  - Requests will be accepted no more than six months in advance (unless approved).

  Priority 2 Special Events
  - Club/Organization Education Development Workshops and Training
  - Club/Organization Open Houses
  - Department Sponsored Workshops/Lectures
  - Department Professional Development
  - Greek New Member Education Programs
  - RIT United Way Campaign
  - Student Government (SG)

12. Event Bumping
- When required, priority 2 events may be bumped and moved to another location by a Priority 1 event. Every effort will be made to limit this practice. In all cases the Gallery Manager will communicate with the parties and coordinate moving events. For this reason, it is highly recommended Priority 1 events are planned, requested and scheduled six months in advance.

13. Scheduling Authority and Service
- The Gallery Manager will handle all logistics for the University Gallery (including but not limited to: communication with RIT’s Facility Management Services to support various room setup needs, including table and chair setups, possible furniture rentals and overtime cleaning requirements). This office also maintains records of all requests and confirmations and collaborates with other offices whenever special needs may exist such as technical and engineering support.
  - Contact: Jessica Erickson, Gallery Manager, 585-475-2404 jleugs@rit.edu

14. When requests will be accepted
- Priority 1 events will be requested and scheduled annually. Annual requests will be accepted on a one year rolling basis, i.e., an event being planned for January, may be requested and scheduled in the preceding January.
- Priority 2 events will be accepted and scheduled on a “first come, first serve” basis. Requests will be accepted no more than six months in advance.

15. How to make a room reservation
- Events may be requested via the on-line request system at: TBD *Website is being created
- Requestor must fill out this request form. An RIT account number is required before a room confirmation can be generated. This account number will only be charged if there is any damage to the room or if additional services are required.

16. Your responsibilities
- Remember the University Gallery is used by the community for a variety of purposes and it is important for other users, that you ensure the room is left clean and all rental equipment is removed from the space.