



Rollins College Rooms Permissions and Policies

The following rooms are not managed by Scheduling and Event Services. When requested, Scheduling and Event Services will seek out permission from the individual overseeing that space.

1. **Indoor Event Locations:** *including: Alumni House, Annie Russell Dance Studio, Annie Russell Theater, Alford Sports Center rooms, Bush Labs, Casa Iberia, Cornell Fine Arts Center classrooms, Cornell Fine Arts Museum, Crummer rooms (exception for Suntrust), CSS 100, 118, & 119, Fred Stone Theater, French House, International House, Keene Hall, Lucy Cross Center, Olin Library Meeting Room & Van Houten, Rice Family Bookstore, Rice President's Dining Room, Rinker lobby, Skillman Dining Room, and Woolson House:* **Rooms require written approval from the staff member(s) in charge of overseeing the space.**
2. **Residence Hall Locations:** **SES will contact Hall Director in charge of space for permission.**
3. **Outdoor Event Locations:** **SES will contact Grounds Manager for approval. Events may be denied based on event activities or setup requirements.**
 - General rules: Tents or other large setups cannot be staked into the ground. Light recreational activities only, and no participant is permitted to wear cleats.
 - Rain back-up: A rain back-up plan is **mandatory** at the time of booking for any event scheduled outdoors.
 - Weather Policy for Outdoor Events: A decision for all outdoor event set-ups is required in writing to Scheduling and Event Services (SES) by noon one business day prior to event. If the client does not make the required decision, then SES, along with Facilities Management (FM), will make the decision regarding the event location or event cancellation (when no rain back-up location was scheduled). SES/FM will make the event set-up determination by consulting weather.com and weatherunderground.com, when rain or thunder/lighting is predicted for 40% chance or higher at any time during event and the two hours prior to the event. Once a set-up location has been determined, there will be no changes. This policy ensures the safety of our Transport team members, which is our number one priority. For all facets of SES/FM to be successful in executing the set-up for your event, proper advanced planning is required.
 - Alford Pool: SES will contact Aquatics Director for approval. Same general outdoor event rules apply.
 - Sutton Pool: SES will contact Residential Life Director for approval. The pool is **not** available to schedule during the Academic Year (*exceptions for Major Campus Events, including: Board of Trustee events, Family Weekend, and Alumni Weekend*). Same general outdoor event rules apply.

Rollins College Furniture and Equipment Setup

1. **Rollins Inventory of Furniture & Equipment:** The following furniture and equipment is maintained in the Rollins event inventory, and is permitted for setup for scheduled **on-campus** events only: *six foot tables, 60" round tables, 72" round tables, captain's chairs, Dave's chairs, beige folding chairs, black folding chairs, 30" high top tables (adjustable; 42" tall at max height), lecterns, display easels, flip chart easels, pipe and drape, trash cans, and vertical banner holders.*
 - **Note:** Rollins furniture and equipment cannot be transported off campus.
2. **Borrowing Furniture & Equipment:** Individual Rollins departments own furniture and equipment *including, but not limited to 10'x10' pop-up tents, campus signage, grills, extension cords, stanchions, etc.*
 - Other Departments wishing to use equipment belonging to a different department must arrange pick-up, drop-off, setup, and tear down procedures with the department loaning the equipment.

- **Note:** Facilities Transport will **not** setup or teardown any equipment that is not included in the Rollins event inventory listed above.
3. **Campus Signage:** All event directional signage is provided, setup, and removed by the department hosting the event.
- Signs should be displayed no more than 24 hours prior to the event date, and must be taken down no more than 24 hours following the event.
 - According to Winter Park ordinance, no yard signs can be displayed on non-Rollins property. This area includes the sidewalks along Fairbanks Avenue.
 - Yard signs on thin metal stakes are permitted for use on campus. Event signage cannot be taped to any outdoor painted surface; instead, signs should be tied around outdoor fixtures with twine or string.