Booking Space

Tip: You should book your space before finalizing other plans. Do this at least 2 weeks out.

Student Activities (Shapiro Campus Center 203)
Robbie Steinberg, rstein@brandeis.edu, 781-736-3551
Steve Pagios, pagios@brandeis.edu, 781-736-5065

Conference and Events Services (Kutz Hall Room 9)
Autumn Sendzik, apoulos@brandeis.edu, 781-736-4300

Public Safety (Stoneman Building)
Chief Edward Callahan, ecallaha@brandeis.edu

Intercultural Center (Swig Center)
Elba Valerio, evalerio@brandeis.edu, 781-736-8580

Most Spaces on Campus
Visit Conference & Events Services (Kutz Hall, Room 9) to fill out a form in person
Go to www.brandeis.edu/ces and fill out a Space Request Form

Shapiro Campus Center (SCC)
Go to www.brandeis.edu/activities, and click “Forms”
Visit or email Johnny Wilson (jtwilson@brandeis.edu) in the Student Activities (SCC 203)

Intercultural Center (ICC)
Go to www.brandeis.edu/studentaffairs/icc to complete the Space Request Form
Contact the ICC at 781-736-8580

Residence Halls
Visit https://goo.gl/W9Aq6T to complete the “Reserve a Common Space” form

Athletic Facilities
Available: Club & Soccer Field, Shapiro Gym, Auerbach Arena, Indoor Tennis Crts, Gosman Multipurpose Room, Linsey Multipurpose Rooms (1-4), Dance Studio, & Squash Crts
Check facility schedule to see available spaces: www.brandeisjudges.com/facilities/schedule
Email request to Matt Callahan (mcalli@brandeis.edu), include Club Name; Space; Day(s) and time(s) requested; & Coach or instructor name and email, if applicable.

Other Specialty Spaces on Campus:
Spingold: Contact Leslie Chiu (lchiu@brandeis.edu), Theater Arts Dptmt at 781-736-3381
Slosberg Music Hall: Contact Deborah Rosenstein (deborahr@brandeis.edu), Music Department at 781-736-4867
Rapaporte: Email Martha Barry at barry@brandeis.edu
Marketing Tips

Tip: You should submit these at least 2 weeks out.

Posting Polices
Each building has different policies. Overall, all marketing must be in appropriate, approved places (e.g., no glass, statues, or doors). Check out the Club Leader Handbook (as well as Student Rights & Responsibilities) for all available policies.

**Shapiro & Usdan Campus Centers:** Must be stamped & approved at SCC Info Booth or in the Department of Student Activities. There’s a limit of 6 per building.

Submit to Weekly Undergraduate Emails
Thursday’s What’s Happening: [www.brandeis.edu/studentaffairs/activities/forms](http://www.brandeis.edu/studentaffairs/activities/forms)
Sunday’s Student Union: [www.go.brandeis.edu/sua](http://www.go.brandeis.edu/sua)

Official Brandeis University Events Calendar
If you want your event featured on the Brandeis events calendar, submit at [www.brandeis.edu/events/submit](http://www.brandeis.edu/events/submit)

Important Policies to Know and Understand

Event & University Policies to Check Out in the Club Leader Handbook
- Alcohol at Events
- Film Viewing Rights
- Demonstrations & Protests

Insurance & Liability

**Vendors, Artists, and Contractors** coming on campus must have adequate insurance, and Brandeis University must be listed on their insurance certificate and named as additional insured. More information: [www.brandeis.edu/risk-management/vendor/index](http://www.brandeis.edu/risk-management/vendor/index)

**Liability Waivers** are needed for events involving student participation (e.g., date auctions, petting zoos, etc.). Student Activities will draft them and file the signed copies.

**Food Waivers**
Student organizations **MUST request a waiver** when using university funds for outside food. Waivers may be approved for various reasons, including but not limited to cost effectiveness and food preparation is integral to the event. Waivers must be submitted 2 weeks before the requested date. Complete the waiver at [http://goo.gl/A4HgSS](http://goo.gl/A4HgSS)

The 411 on Contracts

Tip: This process usually takes at least 4 weeks, so plan ahead!

Most of these forms can be found at Student Activities or at the Student Union.

All Contracts Must Be Approved and Signed by Specific University Officials
1. Obtain a contract for performing groups, service providers, instructors, and/or coaches.
3. Bring the original contract, as well as ICA to Student Activities for review and signature.
4. When Student Activities receives the completed contract back from university officials, they will send you an email to pick up.
5. Return signed contract to performer, and get final signatures on all copies (if needed).
6. Along with the signed contract, ensure the Contractor has completed the Brandeis W-9/W8BEN for payment.
7. Once everything is complete (i.e., contract with both parties’ signatures, signed ICA, completed W-9/W8BEN), submit all of this information with Non-Employee Payment Request Form to the Student Union Treasurer.
8. After submitted to the Student Union, they will process payment.

Note: Never pay a contract with your own money. It will not be reimbursed.
Sound, Lights, & Tech

Student Production Services (SPS)
Offer sound and lighting equipment and expertise, free of cost to student organizations. Make reservations: http://www.brandeis.edu/studentlife/activities/sps.html

Media Technology Services (MTS)
Provides state of the art audio, visual equipment and technical support. Make reservations or request support: http://lts.brandeis.edu/courses/mts/av_request.html

A Few Common Expenses to Know About

Tip: With the exception of ticking and Great Lawn noise permit, the rest of these can be ordered through Conference and Events.

Personnel Approximate Costs
Custodian: $250 for 4-hour shift
(Required at events with food and/or room set-up. At times, more than one required.)
Public Safety/Knight Security: $225 for 4-hour shift
(Likely required if: Expecting 100+ people to attend; event is controversial; and/or features an act that requires security. Always required for events with alcohol. Additionally, the metal detector policy may sometimes require Public Safety/Knight Security.)
Wait staff: $175 for 5-hour shift
(If you are using Sodexo, you may be required wait staff for your event.)
Bartender: $200 for a 5-hour shift / Carder: $125 for a 2-hour shift.
(If your event features alcohol, Sodexo must staff bartenders and carders.)
BEMCo: $20 per hour, per EMT--minimum of two EMTs. Additionally, charged 1/2 hour before the event for set up, and the 1/2 hour after for break-down.

Permits
Noise Permit: $10 (Mandatory any time with projected sound outdoors. Most Noise Permits can be requested through Conference and Events.)
Liquor License: $250 (Sherman, Faculty Club, & Usdan are licensed to serve alcohol. If other location, must obtain a one-day liquor license. Plan in advance--can take 4-6 weeks.)

Tickets (cost per ticket)
Charging for Event: $.50 / Free Event: $.10 / Unsold Printed Tickets: $.05
Ticketing request form: www.brandeis.edu/tickets/.
A Board requires ticketed events receiving SAF funding to be ticketed through Brandeis Tickets. Charges to note: 3% surcharge for each ticket purchased via credit card (charged to the club); customer pays handling fees for phone and internet sales.

Materials (all rentals are subject to a $33 delivery/pick-up fee)
Tables: $7-$14 (you can order both round or long) Chairs: $0.90-$7
Pipe & Drape: $30 per 10-foot section Stanchions and Velvet Ropes: $18
Staging: Price based on size Grills: N/A

Audio/Video (A/V) – Student Group Discount Equipment Rentals Rates
Typical Rate: Student Group Discount Rate:
$24-$99 $25
$100-$249 $50
$250-$499 $75
$500+ $100 + 20% of university affiliated charges
## Room Capacities

### Tip: Before you negotiate any contract, make sure you have a space!

<table>
<thead>
<tr>
<th>Usdan Student Center</th>
<th>Levin Ballroom:</th>
<th>North/South Mezzanines (Levin Ballroom):</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Lounge: 110 (Aud. Style), 80 (Banquet Style)</td>
<td>450 (Aud. Style), 380 (Banquet Style), 750 (Empty)</td>
<td>80 (Aud. Style), 50 (Banquet Style)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Shapiro Campus Center</th>
<th>Levin Ballroom:</th>
<th>North/South Mezzanines (Levin Ballroom):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atrium: 150</td>
<td>Carl J. Shapiro Theater: 249</td>
<td>Room 315: 16</td>
</tr>
<tr>
<td>Room 315: 16</td>
<td>Room 314: 16</td>
<td>Room 313: 25</td>
</tr>
<tr>
<td>Multipurpose Room (Rm 236): 100</td>
<td>Shapiro Patio/Lawn: Varies</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hassenfeld Conference Center</th>
<th>Residence Hall Areas</th>
<th>Residence Hall Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sherman Function Hall: 350 (Aud. Style), 250 (Banquet Style)</td>
<td>Polaris Lounge (North - Gordon/Scheffres)</td>
<td>Castle Commons (Castle - C Tower)</td>
</tr>
<tr>
<td>Lurias (1, 2, &amp; 3): 30 (Aud. Style), 16 (Banquet Style)</td>
<td>Airplane Lounge (East - Pomerantz)</td>
<td>South Lounge (Rosenthal South)</td>
</tr>
<tr>
<td>Levine Ross (1 &amp; 2): 40 (Aud. Style), 22 (Banquet Style)</td>
<td>Dance Studio (Rosenthal East)</td>
<td>Seminar room (Village - B House)</td>
</tr>
<tr>
<td>The Stein: 110 (as is)</td>
<td>Charles River Commons (150 Charles River Road)</td>
<td>Ridgewood Commons (Ridgewood A)</td>
</tr>
<tr>
<td>Geller Lecture Hall: 28</td>
<td>Multi-purpose room (Village - A House)</td>
<td></td>
</tr>
<tr>
<td>Feldberg Lounge: 50-75</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Gosman Sports and Convocation Center</th>
<th>Residence Hall Areas</th>
<th>Residence Hall Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multipurpose Room: 200</td>
<td>Polaris Lounge (Massell - Shapiro B)</td>
<td>Castle Commons (Castle - C Tower)</td>
</tr>
<tr>
<td>Napoli Trophy Room: 150</td>
<td>Lurias (1, 2, &amp; 3): 30 (Aud. Style), 16 (Banquet Style)</td>
<td>South Lounge (Rosenthal South)</td>
</tr>
<tr>
<td>Shapiro Gym: 2,000</td>
<td>Airplane Lounge (East - Pomerantz)</td>
<td>Seminar room (Village - B House)</td>
</tr>
<tr>
<td>Aerobics Room: 25</td>
<td>Dance Studio (Rosenthal East)</td>
<td>Ridgewood Commons (Ridgewood A)</td>
</tr>
<tr>
<td>Pool Mat Floor Room: 25</td>
<td>Charles River Commons (150 Charles River Road)</td>
<td></td>
</tr>
<tr>
<td>Pool Cork Floor Room: 20</td>
<td>Multi-purpose room (Village - A House)</td>
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<td></td>
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<tr>
<td>Other Spaces</td>
<td></td>
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</tr>
<tr>
<td>Swigg Lounge, ICC: 80</td>
<td>Main Dining Room, Faculty Center: 130-180 (Banquet style)</td>
<td></td>
</tr>
<tr>
<td>Social Lounge, Faculty Center: 50-100</td>
<td>Wasserman Cinema, Sachar/IBS: 240</td>
<td></td>
</tr>
<tr>
<td>Shiffman 219, Shiffman (Rabb Quad): 100</td>
<td>Lown Auditorium, Lown (Rabb Quad): 108</td>
<td></td>
</tr>
<tr>
<td>Golding Auditorium, Golding (Rabb Quad): 150</td>
<td>Cholmondeley's, Castle A: 80</td>
<td></td>
</tr>
<tr>
<td>Olin-Sang Auditorium, Olin-Sang (Rabb Quad): 250</td>
<td>Pearlman Lounge, Pearlman: 40</td>
<td></td>
</tr>
<tr>
<td>Schwartz Auditorium, Schwartz: 231 (Fixed Seating)</td>
<td>Pollack Auditorium, Pollack: 120</td>
<td></td>
</tr>
<tr>
<td>Slosberg Auditorium, Slosberg Music Center: 240</td>
<td>Chapels: 65-120</td>
<td></td>
</tr>
<tr>
<td>Classrooms: Lown, Golding, Olin-Sang, Shiffman, Schwartz, &amp; Pearlman: Varies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mandel 128 &amp; 228: 16</td>
<td>Mandel 10, G 11, &amp; 303: 24</td>
<td></td>
</tr>
<tr>
<td>Mandel 328: 20</td>
<td>Mandel G3: 90</td>
<td></td>
</tr>
<tr>
<td>Mandel G12: 48</td>
<td>Rapaporte Treasure Hall, Goldfarb 1: 100</td>
<td></td>
</tr>
</tbody>
</table>
An Idea of Estimated Event Costs

Dance Party
SPS Tables: $47 (2 tables plus $33 delivery; Required for any staffed SPS event)
Public Safety/Knight Security: $225 (You’ll need 1-6, depending on estimated attendees, off campus invites, and beer garden; cost is per 4 hours, with a 4-hour minimum)
Custodian: $250 (Remember, you might need more than 1)
BEMCo: $80

If Off-Campus Guests Are Invited…
Metal Detector: $1,250 (Public Safety covers the first one, but additional may be required)
Security Tables: $61 (Required with metal detectors, must be rented for Levin)

If There’s a Beer Garden…
Liquor License: $250 (Required for space outside Usdan, Hassenfeld, or Faculty Club)
Carder: $150 (1 per 100 guests)
Bartenders: $200 (1 per 100 guests)
Keg: $175 each (Estimated depending on beer type; 1 keg serves 248 cups)

Cook Out
Tables: $47 (2 tables plus $33 delivery; Depending on location, might not be needed)
Grills: $ TBD (Must be reserved on your own from outside vendor)
Noise Permit: $10
Custodian: $250 (Remember, you might need more than 1)

Movie Viewing
Film Rights: $400-$1,200 per viewing (Talk with Student Activities about reservations)
Noise permit: $10 (If it’s an outdoor viewing)
Custodian: $250 (If you’re serving food or need a room set-up)
Data projectors and screen: $25-$50 (Check with Conference and Events for details)

Wake & Shake
Noise permit: $10 (If there is any amplified outdoor sound)
Tables: $47 (2 tables plus $33 delivery; You may be able to get free tables outside Usdan)

Confirming your Events
Communication all event needs and requirements with Conference and Events services. Even if you book a space somewhere else, see them for the rest of your planning needs. When you visit, make sure you have all diagrams and room setups.
Request a Reservation Form and Invoice from Conference and Events services. You may need this for payment, but it’s good to keep on file.

Equipment You Can Borrow
Request These through Student Activities (SCC 203)
Portable PA system
Hot Dog Steamer
Sno-Cone Machine
Button Maker
Projector
Chairs*
Tables*
Popcorn machine (must provide popcorn)
Cotton Candy Machine
Inflatable Movie Screen
Hot Fudge/Nacho Cheese Warmer
Projection Screens (6’ and 20’ diagonals)*
Staging*
(*cannot be removed from SCC)