

Center for Social Concerns Space Usage Policies
Geddes Hall

As of August 25, 2009

The University of Notre Dame and the Center for Social Concerns are committed to providing a safe environment conducive to educational and cultural events. To meet this requirement, all Geddes Hall patrons are expected to conduct themselves in a responsible manner. Disciplinary action for violating Geddes Hall policy shall be governed by the applicable provisions of duLac (the UND student handbook) and the UND Human Resources Policy Manual as well as local, state and federal laws.

Reservations & General Use

Student groups, community partners, University faculty, staff, and departments may reserve Center spaces in Geddes Hall during the Academic year with the exception of University breaks and holidays during the Center's posted evening and weekend hours listed below. There are no evening or weekend hours during (1) summer, fall, winter and spring breaks, (2) University holidays, or (3) the University's Christmas and New Year's holidays.

Evening & Weekend Hours

Monday through Thursday 5 – 10 p.m.

Friday 5 p.m. – 7 p.m.

Saturday 10 a.m. – 5 p.m. (The Center closes one hour before game time on ND football game Saturdays)

Sunday 5 – 10 p.m.

Center for Social Concerns spaces in Geddes Hall are intended primarily for the use of Center staff Monday through Friday from 8 a.m. – 5 p.m., however, limited use may be available for all rooms except the Rosa Parks Room (which can only be reserved during evening and weekend hours).

The Auditorium is Registrar controlled during the day. Requests for daytime use of the Auditorium must be processed through the Registrar. After 4:30 p.m. and on weekends, it can be reserved through the Center in accordance with its posted hours and subject to availability.

Rooms that can be reserved:

Room #	Name	Seats	Technology/ Equipment
B001	Andrews Auditorium <i>Reserved by Registrar M-F for daytime use Reserved through the Center evenings & weekends on Auditorium Reservation Request Form by Nicole Bourbon</i>	157	Podium, Microphones, Projector & Screen, Telephone
B022	Student Group Work Room <i>For student and student group use only</i>	8 – 10	
100	Our Lady of Mercy Chapel <i>Reserved through ICL by Ginny Nawrocki (574) 631-5510 or Nawrocki.2@nd.edu</i>	72	

101	Coffee House (<i>Kitchen & Patio included</i>)	56	TV/DVD
126	Nelson Mandela Room	4	Telephone
128	Rosa Parks Room (Casual Furnishings) <i>May be reserved evenings & weekends only</i>	6 – 8	TV/DVD/VCR Cart, Telephone
135	Founders Room	12	Projector & Screen, DVD, Whiteboard, Telephone
144	Dorothy Day Room	8	Whiteboard, Telephone
152	Mahatma Gandhi Room	8	Whiteboard, Telephone
208	Oscar Romero Room	12	Projector & Screen, DVD, Telephone

*Additional chairs are available in Room B003 on movable carts. It is the responsibility of the person or group reserving the space to get the chairs (front desk attendant will unlock and relock B003 for you), set them up, and ensure their prompt removal and return to B003 after each use. Other than these extra chairs, furnishings and other items may not be rearranged, removed or moved between rooms.

Receptions where food and beverages will be served cannot be held in the open areas outside the Coffee House and Chapel and should be scheduled in the Coffee House itself.

The McNeill Library and the Moreau Social Concerns Library will not be open for reservations. They are intended to be quiet work and study spaces.

Our Lady of Mercy Chapel may be used for liturgies, prayer services, and theological reflection sessions only. The Chapel cannot be scheduled for baptisms, weddings, etc. The Chapel is reserved through the Institute for Church Life by Ginny Nawrocki at (574) 631-5510 or Nawrocki.2@nd.edu.

A representative from the sponsoring organization must be present at all times during a meeting or event. This representative should check in with the front desk attendant upon arrival, and again at the conclusion of the meeting or event once the last attendees have departed and clean-up has taken place.

Groups that require use of the copiers and/or fax machine must provide their own supplies. The Center does not provide administrative support services.

Repeated no shows may be denied further reservations.

Users are responsible for knowing and complying with the specific policies that apply to Geddes Hall. The Center for Social Concerns reserves the right to cancel a reservation if any of these policies are violated.

Scheduling

Reservations for the Auditorium may be made only on an *Auditorium Reservation Request Form*.

The form is located on the Center's website in the Facilities & Resources section

<http://socialconcerns.nd.edu/about/facilities.shtml> at

<http://socialconcerns.nd.edu/about/documents/AuditoriumReservationRequestForm.pdf>

Auditorium requests are processed by Nicole Bourbon (nbourbon@nd.edu, 631-9403). Paper and electronic versions of completed forms will be accepted. Auditorium reservation confirmation will not be made until sixty (60) days prior to event (though requests may be made and tentative holds placed upon receipt of the request form). Reservations are not guaranteed until confirmed and are subject to availability. The Auditorium is not generally available for weekly classroom use during evening and weekend hours.

The Auditorium is Registrar controlled Monday through Friday during the day and must be scheduled through the Registrar's office during those hours. Visit http://registrar.nd.edu/classroomrequests_faculty.shtml for instructions.

All other Center spaces will be reserved through the Center's Receptionist/Office Coordinator. Though inquiries regarding availability may be made by phone or e-mail (Flynn.3@nd.edu or 631-5293), a *Reservation Request Form* is required to make a reservation (no reservation may be confirmed prior to completion and submission of the form). Paper and electronic versions of completed forms will be accepted. Reservations will be confirmed upon processing of the Reservation Request Form.

The form is located on the Center's website in the Facilities & Resources section

<http://socialconcerns.nd.edu/about/facilities.shtml> at

<http://socialconcerns.nd.edu/about/documents/ReservationRequestForm.pdf>.

Please allow sufficient time for set up and clean up when making your reservation and plan to begin and end on time.

Fees

There are no rental fees charged to Geddes Hall building occupants, student groups, community partners, or for meetings/events co-sponsored by the Center or its staff, although incidental charges may be incurred by the user for: (1) additional staffing needed for meetings/events that take place outside the Center's daytime, evening and weekend hours, (2) damages to the facility, and (3) additional cleaning fees that may be required.

Meetings of short duration (two hours maximum) will be accommodated according to availability of space at no charge.

Fees for University departments and others groups not exempt from rental fees are as follows:

Room	Half Day/Evening	Full Day
Auditorium	\$150	\$300
Small Meeting Rooms (Rooms 126, 128)	\$50	\$100
Medium/Large Rooms (Rooms 135, 144, 152, 208)	\$100	\$200
Coffee House	\$150	\$300

University departments will provide a FOAPAL at the time of reservation which will be used to process the rental fees and any incidental charges (such as those for additional staffing, cleaning, or damage to the building, furnishings, or equipment. Non-University users will be invoiced for any such charges and may pay by check.

Failure to cancel an Auditorium reservation at least two (2) weeks prior to date reserved results in a cancellation fee of 50% of the event charge.

Front Desk Student Attendants will staff the building during the Center's posted evening and weekends hours during the Academic year. The Center cannot guarantee reservations outside its posted hours but will do its best to accommodate them. The cost of staffing the building during off-hours will be borne by those reserving the space (University departments will provide a FOAPAL to be charged, others will be invoiced and may pay by check).

Food & Beverages

No food or beverages are allowed in the Auditorium or Chapel. Food and beverages in all meeting, conference, and seminar rooms are limited to boxed lunches/cold sandwich buffets, pizza, and light refreshments. Groups needing other types of food or catering should please reserve the Coffee House.

Food and beverages may be provided by Catering by Design @ 631-7859. Catering by Design offers set up and clean up. They will also provide additional tables, tablecloths, plates, cutlery and many other items. Food may also be provided by approved off-campus sources.

Clean Up

Clean up is the responsibility of the individual or group using the Center's Geddes Hall spaces and must take place immediately following a meeting, class, or event. A fee may be assessed for additional or excessive cleaning required. Additionally, the cost to repair any damage done to the building, its furnishings or equipment will be charged to the individual or group using the space.

Kitchen & Coffee House: Groups using any of the Center's dishes, pots and pans, cutlery, or other kitchen items are required to load any dirty dishes into the dishwashers and wash/dry/put away others that do not fit in dishwashers. Groups should clean the kitchen including the sink, tables and countertops, and all appliances used with the cleaning materials provided in kitchen storage closet.

All other meeting and conference rooms: If food and beverages have been served, surfaces should be cleaned upon conclusion of use with the wipes in the kitchen storage closet and under the sink in Room 223.

Please note that due to the University's trash pick-up schedule, conference and meeting rooms are not cleaned on a daily basis or on Friday and Saturday. At the conclusion of your meeting or event in any of the Center's meeting/conference rooms, food and beverage trash must be taken to the Coffee House or Recycling Centers located on each floor of Geddes Hall (outside the Auditorium on the basement level, outside of staircase 1S2 on the 1st floor and 2S2 on the 2nd floor).

For certain events (such as weekend events or large scale evening events) where food and beverages will be served, Building Services is required for clean up (there is a four hour minimum, fees at current rates, costs are borne by the user). For clean-up assistance, please contact Notre Dame Building Services at 574-631-5615.

While we appreciate the good intentions of staff, groups, and guest users sharing their leftovers, we ask that you not leave them if you cannot return to discard the remaining food/beverages after the use by/discard date.

Technology and Equipment

The Center for Social Concerns provides no tech support. Those needing tech support or equipment not provided in Geddes Hall must contract with the University. Contact Denis Lindquist in IT Administrative Services at 631-6423 or lindquis@nd.edu to schedule services and arrange payment of charges.

For Auditorium tech support needed during registrar controlled hours and for evening/weekend events associated with a University accredited course, please contact the Registrar's office Technology Enhanced Learning Spaces at 631-8782.

Videotaping services are available through OIT. Please contact Claude Devaney at 631-8776 to schedule services and arrange for payment of charges.

Guest access to the Notre Dame network may be arranged for presenters by contacting the OIT Help Desk at 631-8111.

If the conference or meeting room you are using is not equipped with the capability to play a VCR tape or DVD, you may reserve the Center's mobile unit. Please indicate your need for its use on the ***Reservation Request Form***.

Tables & Chairs

To reserve use of tables and chairs other than what is provided in Geddes Hall, please contact General Services at 631-8327. General Services will deliver and pick-up after your event. You will be required to place a facilities requisition through the Facilities Management Channel on *InsideND* and to provide a FOAPAL for payment of charges.

Emergency Procedures

Please refer to the posted signage in Geddes Hall regarding procedures for emergencies.

Campus Security may be contacted at 631-5555 or 911.

Security & Safety

Hiring security guards is not required on a regular basis, though exceptions may be required depending on the event. If Security is required, the cost will be borne by the user.

In compliance with fire and safety codes, hallways and stairwells must be free and clear of unauthorized items (an unauthorized item is defined as anything that is not a permanent Geddes Hall authorized item, such as a trash receptacle).

All persons using Geddes Hall are to act responsibly. Individuals that display disruptive, dangerous or inappropriate behavior will be asked to leave.

Smoking/Life Flame/Fire Codes

In accordance with University policy, smoking is prohibited in Geddes Hall.

Candles and other open-flame devices shall not be used in places of public assemblage. Section 25.115 of the Unified Fire Code. No exceptions are made for this at any time.

Reserved events must not exceed occupancy capacity of the designated area as determined by the local Fire Marshall.

Animals

Working dogs, in addition to other animals designated to assist the physically challenged, are the only animals permitted inside Geddes Hall.

Alcohol Policy

Users who intend to serve alcohol at events in Geddes Hall must comply with any and all University policies. No alcohol may be served at events where students are present.

Building Location and Parking

Geddes Hall is Building #1212 located behind the Hesburgh Library and across from Breen Phillips Dorm on St. Joseph's Drive. Parking is available in campus guest/visitor lots located in the ND Parking Map:

<http://www.nd.edu/~ndspd/parkrules2007.pdf>

Temperature Control and Lighting

The temperature in Geddes Hall is controlled by the University. The thermostats cannot be adjusted.

Geddes Hall is a green building. In the spirit of conservation, we ask that you turn off all lights when they are not in use.

Damage and Loss

All individuals using Geddes Hall are expected to take reasonable steps to ensure proper care of the building and equipment. Accidental damage, repair and replacement costs are the responsibility of the sponsoring group or organization. Intentional misuse, vandalism, defacing and/or destruction of Geddes Hall and/or its equipment are prohibited.

Property of Geddes Hall (furniture, paintings, displays, kitchen items, etc.) may not be removed from the facility.

Miscellaneous

Nothing may be taped or affixed to the walls in Geddes Hall.

There is no building manager for Geddes Hall.

Contact Us:

Center for Social Concerns

Geddes Hall

Notre Dame, IN 46556

(574) 631-5293 Phone

(574) 631-4171 Fax

ndctrsc@nd.edu

Links to Space Usage Policies and Reservation Forms are located on the Center's website under the Facilities & Resources tab <http://socialconcerns.nd.edu/about/facilities.shtml>

Space Usage Policies

http://socialconcerns.nd.edu/about/documents/External_CSC_Space_Usage_Policies.pdf

Reservation Request Form

<http://socialconcerns.nd.edu/about/documents/ReservationRequestForm.pdf>

Auditorium Reservation Request Form

<http://socialconcerns.nd.edu/about/documents/AuditoriumReservationRequestForm.pdf>