



# CONNECTICUT COLLEGE

## COMMENCEMENT Weekend Guide for Hosting Private Parties

Connecticut College recognizes the desire of its graduating seniors to celebrate with family and friends during Commencement Weekend. In order to balance this desire with the College's need to devote its resources to the "official" weekend events, the following policy has been developed regarding private party requests from students:

- All requests must be submitted to the Office of Events and Catering in writing via email to Marilyn Burrige ([mlbur@conncoll.edu](mailto:mlbur@conncoll.edu)) with a copy to Merrill Collins ([Merrill.collins@conncoll.edu](mailto:Merrill.collins@conncoll.edu)). The senior class may request spaces for private parties after February 1, 2018.
- Requests must include the following information:
  - Requestor's name and phone number
  - Event start and end times
  - Space request start and end times
  - Name of preferred space
  - Number of attendees
  - Is food being served?
  - Is an outside caterer being used?
  - Are alcoholic beverages being served?
- Requests may be submitted for the Saturday immediately preceding Commencement (May 19, 2018) for the hours of noon to 3 p.m. and 5 p.m. to 8 p.m., and on Sunday immediately following Commencement (May 20, 2018) from noon to 4 p.m.
- Requests will be reviewed and approved on a first-come, first-served basis. Once the available campus locations have been exhausted, no additional requests will be approved.
- Due to the high level of activity on campus over Commencement Weekend, the locations available for private parties are limited to the following outdoor and indoor spaces:

### **Saturday, May 19 (Noon to 3 p.m. and 5 p.m. to 8 p.m.)**

- Cro BBQ Pit (outdoor / 150 capacity)
- 33 Gallows Lane (indoor/ 100 capacity)

### **Sunday, May 20 (1 p.m. to 4 p.m.)**

- Cro BBQ Pit (outdoor / 150 capacity)
- Cro's Nest (indoor / 60 capacity)
- Cro 1941 Room (indoor/120 capacity)
- 33 Gallows Lane (indoor/ 100 capacity)

### **Support Services and Other Event Details:**

- Because of the high level of activity for institutional events during Commencement Weekend, support services from campus departments such as Facilities Management and Media Services will not be available for private parties. This means that party organizers will be responsible for providing any equipment and room set-ups that
- 2/5/2018

are not part of the standard room set-up. Depending on the nature of your request, Connecticut College Catering may be able to provide the food and service requested for your event. If interested in this option, please discuss with Marilyn Burrige at the time of your original booking. Outside caterers may be used, with the prior approval of the Office of Events and Catering. Approval for an outside caterer will be granted only when their license and insurance information is on file with the Office of Events and Catering. Students will be expected to clean up following their events, leaving the locations in the condition they found them. A charge may be applied for any areas left in less than clean condition or for any damages that are incurred.

- Each student receiving approval for a private party must sign a short-form agreement with the College that will be prepared by the Office of Events and Catering. The student or his/her parents (or other relative) must supply a certificate of insurance naming Connecticut College as an additional insured on their homeowner's insurance policy for the time period of the approved function. Please note that you should not consider your request approved until you receive a confirmation report from the Office of Events and Catering and the agreement has been executed. Failure to provide required insurance documentation may be cause for cancellation of a reservation.