

ASU Washington Center

Resource Guide: Meeting and Event Procedures

EMS Room Booking Software

All meeting room reservations must be tracked in EMS, ASU's system-wide room booking software. Instructions on how to use EMS and recommended best practices when booking a function are available under the ASU DC Resources tab. The facility manager can also provide training.

All full-time ASU DC staff are welcome to access and utilize this web-based software for their room booking needs. Please send all user-account set-up requests to the facility manager.

Reserving a Meeting or Event Space

Reservations are required for the use of all conference rooms, classrooms, enclaves, the Decision Theater and the Event Pavilion. See your assigned department administrator to book a meeting space thru the EMS room booking software or contact the facility manager for assistance in making the reservation or to learn how to use the system.

Note that all meeting space is shared ASU space and does not 'belong' to any individual department.

Event requests for functions hosted in the eighth floor Event Pavilion must be vetted by the facility manager to ensure adequate time for set-up and breakdown and ensure availability of necessary staff.

Meeting requests for functions hosted in the Decision Theater must be vetted by the Decision Theater Manager to ensure all technology requests/needs may be met.

Enclaves are intended for meetings and private phone calls that require privacy or a quiet space in a shared office environment. At no time, should an enclave be utilized as a staff office. Users are asked to vacate the enclave as soon as their meeting/conversation has concluded.

Please avoid unnecessary holding of meeting rooms in an effort to block others from booking them. All meeting spaces within the facility are ASU spaces and are to be shared amongst the ASU community.

Room Usage Guidelines

Events at the Washington Center must be ASU-sanctioned functions, hosted by a specific department and with an ASU employee member in attendance. Requests for functions outside these parameters must be submitted to the facility manager.

The individual who reserves the meeting space is responsible for its use and care. Rooms must be left in the same condition as found and cleared of any debris.

Any leftover food items that the group wants to keep must be removed immediately following the event and taken to the appropriate department floor. All other items must be discarded.

After-Hours and Weekend Meetings and Events

All meetings and events taking place after regular business hours (defined as anything before 8AM, after 5PM and any time on the weekends) requires a staff member from the hosting department to be onsite to manage all aspects of the event, from providing access to the building for the security guard staffing the lobby (as required) through final cleanup at the conclusion of the event.

Responsibilities of the department hosting the function

- Book appropriate function into EMS room booking software; note that security guards require two weeks advance notice to secure
- Communicate event details to the director of operations in a timely manner
- Provide staff member to be first person on-site the day of the event to provide security guard access to the facility
- Meet the caterer, sign for catering and either escort the caterer or bring the food them self to the event room
- Provide on-site support for your guests' needs, such as printing, making photocopies, getting beverages, etc.

- Clean up after the function removing all debris from tables and placing all unconsumed food into trash bins. Function rooms should be left as found.
- Ensure all guests have departed the facility before leaving (ie. be the last to leave)

Responsibilities of facilities team

- Actively track upcoming events in EMS
- Communicate with department staff booking the meeting to clearly define the needs of the meeting or event to include: timing of guest arrival and departure, make up of guests invited (public vs. internal ASU), expected number of attendees, room set-up requirements, and audio-visual needs
- If the event is being attended by the public and a security guard is deemed necessary by the director of operations, the director of operations will contract for this service. The guard will arrive 30 minutes prior to the advertised start of the function and will remain until 30 minutes after the advertised end of the function.
- Set-up the room as specified by the end user in advance of the function.
- Provide audio-visual support at the start of the function; event-long AV coverage to be at the discretion of the director of operations based on programming needs

After Hours Security Coverage

A security guard must be on duty for events where the public is invited to attend, including early mornings, evenings and on weekends ('public' is defined as anyone who does not have an ASU Sun Card or access card).

Requests for coverage must be submitted to the facility manager via email at least two weeks prior to the event date (ten business days) to allow the building management team enough time to staff the position.

For approved functions, security personnel will be requested half an hour prior to the beginning of the posted event start time until half an hour after the event has been advertised to end. Regretfully, requests for last-minute over time on the day of an event will not be accepted.

The security guard must remain in the lobby at all times, ensuring the safety and security of the attendees and the facility.

Event Registration

Event registration must be hosted in the lobby for all events where the public is invited.

A registration table and chairs will be provided for the department hosting the function and all incoming guests will be directed by the security desk to that table. It is the responsibility of the event staff to approve those guests who may then proceed via the elevator to the appropriate floor.

Catering delivery procedures

Catering, including the delivery and payment of, must be coordinated by the ASU unit hosting the function. A list of nearby caterers, and those who deliver and/or offer full service catering, is available in the **ASU Barrett & O'Connor Washington Center Event Guide** found under the ASU DC Resources tab.

A calendar appointment must be added to the ASU DC Guest and Delivery Calendar to advise the front desk of the impending delivery.

Because the security guards cannot leave their desk to locate the event host, your contact number (and a backup) should be included in the body of the meeting added to the Outlook calendar.

If items are being delivered before or after official business hours and no security guards are on duty, the ASU hosting department will be responsible for assisting the caterer in gaining access into the facility.

Arrangements should be made in advance for where the food and beverage will be stored if the caterer delivers early and another event is taking place in your reserved meeting space. Note that the eighth-floor catering kitchen does not have a refrigerator.

Service of Alcohol

Below is a brief synopsis of how the service of alcohol at events is to be handled at the Washington Center. See the **ASU Service of Alcohol Policy**, available under the ASU DC Resources tab, for the full statement from ASU's Office of General Counsel.

All ASU events where members of the public are invited to attend require a licensed caterer to provide and pour the alcohol (to include beer, wine and/or liquor). The caterer must provide their DC Department of Consumer and Regulatory Affairs (DCRA) license to pour alcohol, proof of their liability coverage and add ASU and its affiliates as additional insured. This

insurance document must be on file with the facility manager.

ASU functions where all guests are ASU staff members and affiliates may provide self-pour alcohol provided the following criteria are met:

- The facility manager must attend the event and pour the alcohol
- Only beer and/or wine may be served
- Events may not exceed 40 guests in size
- Hosting dean, director or SVP of University Affairs must provide written approval for the event

Vendors

All vendors, including caterers who are offering full-service catering, at the Barrett & O'Connor Washington Center must provide proof of up to \$1,000,000 liability insurance. Proof of insurance must be filed with the facility manager.

Any vendors who mis-use the facility, endanger our staff/students or their own employees, cause avoidable damage to the building or its elevators and/or otherwise engage in inappropriate behavior may be prohibited from doing future business at the Barrett & O'Connor Washington Center.

ASU Barrett & O'Connor Washington Center Event Guide

The ASU Barrett & O'Connor Washington Center Event Guide has been created to assist in producing meetings and events. The document includes local hotel and catering suggestions, in addition to capacity information, diagrams and photos of the meeting and event spaces available within the facility.

This document is available under the ASU DC Resources tab and on the website. You may forward it to ASU colleagues as requested. It is updated regularly by the facility manager.

Inclement Weather Procedures

It will be up to the hosting department if they want to continue to host their function in cases of inclement weather.

Note that the support staff at the Barrett & O'Connor Washington Center including security guards, day porter and janitorial staff will follow OPM closing and delayed-opening procedures.

Room Set-Up Assistance

The operations staff will assist with requested room set-ups (for example: requesting rounds of eight, classroom or theater style, an extra table for catering, etc.) for your meetings and events. Adequate time must be allotted when making your room reservation for set-up and breakdown. Consideration must be taken for how the room will be set previous to your function and how long it will take to move/install/remove the existing tables and chairs to meet your request.

Based on the operation team's availability, last minute requests may not be able to be accommodated. Staff should remain flexible and assist where possible at all times. Grabbing an additional chair or table on your own may be the fastest way to accommodate your guests.

Additionally, the operations team will not change the room set-up after the function has begun. Tables and chairs must remain in the same position throughout the duration of your function.

Audio-Visual Assistance

Staff members with the University Technology Office are on hand to assist with the audio-visual set-up needs of your meetings and events.

Meetings and events with extensive audio-visual needs should be discussed with the UTO staff members in advance, to both ensure staffing availability and to provide time for appropriate testing and run-thrus. Please contact UTO at utodc@asu.edu for assistance.

Coat Check and Valet Parking

Coat check and valet parking should be contracted as needed by the department hosting a function at the Washington Center. The cost of these services are the responsibility of the department host.

Smoking

Smoking is strictly prohibited within the facility, on the Event Pavilion patio or within 25' of the front door.