



Policy Name: 16th Floor Event Space Use Policy

Effective Date: 9/1/26

Last Approved: 9/1/26

Responsible Office: Conferences & Special Events (CSE)

1. Scope

This policy applies to all internal and external Event Sponsors requesting use of the 16th Floor Event Space within the Living and Learning Center. This policy supplements the Use of Campus Space Policy and establishes additional space-specific requirements for this venue. Tenant use of the 16th Floor Event Space is subject to this policy unless a written lease, license, occupancy agreement, or other University agreement expressly provides otherwise.

2. Purpose

This policy establishes expectations, restrictions, and operational procedures for the use of the 16th floor event space within the Living and Learning Center (LLC). It ensures that events are conducted in a manner that supports campus operations, protects residential community standards, and aligns with University policies.

3. Policy Definitions

16th Floor Event Space

The designated reservable event space located on the 16th floor of the Living and Learning Center, including any adjacent pre-function, storage, or service areas approved for event use.

Approved Event Hours

The approved time during which guests or attendees may be present for the event program.

Conferences & Special Events (CSE)

The University office responsible for reviewing and approving use of the 16th Floor Event Space; managing external event inquiries and external client coordination; coordinating event space reservations as assigned; and supporting facility-use coordination for the 16th Floor Event Space. CSE is not responsible for planning, staffing, or managing internal department or student organization events unless such support is separately approved or arranged.

Event Sponsor

The Simmons department, office, recognized student organization, external client, or approved individual responsible for requesting, hosting, and overseeing an event in the 16th Floor Event Space.

External Event

External events are subject to the external client requirements in the Use of Campus Space Policy, including applicable contract, insurance, payment, approval, and operational requirements. Additional restrictions may apply because the 16th Floor Event Space is located within a residential building.

Guest or Event Attendee

Any person attending an approved event who is not otherwise authorized to access the 16th Floor Event Space or residential areas.

High-Impact Event

An event that may create significant building impact due to attendance size, amplified sound, alcohol service, outside vendors, extended hours, special access needs, media presence, or other operational considerations.

Internal Event

An event sponsored by a Simmons University department, office, academic program, administrative unit, or recognized student organization.

Residential Occupant

Any individual authorized to reside in the Living and Learning Center, including residential students, tenants, leased-space occupants, and other authorized residents.

Setup and Breakdown Periods

The approved time before and after an event used for vendor access, room setup, deliveries, decoration placement, audiovisual preparation,

catering setup, cleanup, and removal of event materials.

University Service Providers

University departments or approved vendors that may support events, including Facilities, Public Safety, Technology, Catering/Dining, Residence Life, and other offices as applicable.

4. Roles & Responsibilities

Conferences & Special Events (CSE)

1. Manage external event inquiries, external client coordination, and facility-use coordination for the 16th Floor Event Space.
2. Coordinate or support scheduling and approval workflows for use of the space, as assigned by the University.
3. Advise Event Sponsors on space capabilities, restrictions, event timelines, and required University approvals.
4. Coordinate logistics for external events and large-scale events where CSE involvement is required.
5. Review requests for exceptions to standard use requirements in consultation with appropriate University offices.
6. Communicate confirmed event details to relevant University service providers as needed.

Event Sponsor

1. Submit complete and accurate event requests by the required deadline.
2. Identify an on-site representative who will be present for the full duration of the event, including guest arrival and departure.
3. Coordinate all required services, including technology, catering, furniture setup, access, signage, Public Safety, and Facilities needs.
4. Ensure that the event complies with this policy, the approved reservation details, and all related University policies.
5. Ensure guests remain within approved event areas and do not enter residential floors or restricted areas.
6. Assume responsibility for any damage, excessive cleaning, policy violations, unauthorized use, or additional costs associated with the event.

Facilities/Buildings & Grounds

1. Support approved furniture setup, room readiness, building systems, cleaning, maintenance, and post-event condition review.
2. Determine whether requested setups, decorations, or equipment may damage the space or exceed building capabilities.
3. Assess damage, repair needs, or excessive cleaning following an event.
4. Provide guidance on loading, deliveries, trash removal, storage, and building operations as needed.

Public Safety

1. Support access control, guest entry procedures, security planning, crowd management, and after-hours operations.
2. Determine whether security staffing is required based on event size, timing, audience, alcohol service, VIP presence, or other risk factors.
3. Support emergency response and policy enforcement during events.

Technology/Audiovisual Services

1. Review and support approved audiovisual, presentation, microphone, sound, and technical needs.
2. Determine whether amplified sound or special technical setups are appropriate for the space.
3. Provide staffing or equipment support when requested and approved through standard service procedures.

Catering / Dining Services

1. Provide or coordinate approved food and beverage service in accordance with University policy.
2. Follow requirements for setup, service, cleanup, waste removal, alcohol service, and food safety.
3. Ensure catering activities do not damage the space or disrupt residential operations.

5. Space Use & Restrictions

Permitted Uses

The 16th floor event space may be used for approved events, including:

- Meetings and conferences
- Receptions and social gatherings
- Educational programs and lectures
- Approved performances or entertainment events

Prohibited Uses

The following are not permitted without written approval:

- Events involving excessive noise or disruption to residential floors
- Activities involving open flame, pyrotechnics, smoke, fog, incense, candles, hazardous materials, or combustible materials
- Events that exceed approved occupancy limits or approved room setup capacity
- Unauthorized commercial activity, vending, ticket sales, solicitation, or product promotion
- Activities that block entrances, exits, elevators, corridors, stairwells, fire lanes, or emergency equipment
- Events involving animals, except service animals or approved assistance animals
- Events that require construction, drilling, anchoring, painting, or physical alteration of the space

- Events that conflict with University policies, applicable law, licensing requirements, or residential community standards

Space Restrictions and Care Standards

The 16th Floor Event Space is a high-profile University event venue and must be used in a manner that protects the condition, appearance, and residential function of the building. Event Sponsors and guests are expected to preserve the space and avoid activities that may cause damage, excessive cleaning, or disruption.

The following restrictions apply unless advance written approval is granted:

- No paint, spray paint, chalk, markers, dyes, powders, confetti, glitter, rice, sand, flower petals, or similar loose decorative materials.
- No balloons unless approved in advance. Mylar balloons, balloon arches, helium tanks, and balloon releases may be restricted due to safety, cleanup, and building system concerns.
- No open flame, candles, incense, sparklers, pyrotechnics, smoke, fog, or haze unless specifically approved through the appropriate University review process.
- No tacks, nails, staples, screws, tape, adhesive hooks, decals, or other materials may be applied to walls, windows, ceilings, floors, doors, fixtures, furniture, or equipment unless approved by Facilities or CSE.
- Decorations must be freestanding or placed using approved methods only.
- Furniture, fixtures, artwork, plants, technology, and equipment may not be moved, removed, or altered without prior approval.
- Food and beverages must remain in approved event areas.
- Deliveries, equipment, catering supplies, and event materials may not be stored in corridors, elevator lobbies, residential areas, stairwells, or other unauthorized spaces.
- Event materials must be removed immediately following the event unless prior storage approval has been granted.
- Music, amplified sound, microphones, performers, DJs, and other sound-producing activities require advance approval.
- Live bands, subwoofers, large speakers, dance floors, staging, specialty lighting, or production equipment require advance review and written approval.
- Guests may not access residential floors, residential amenities, back-of-house spaces, rooftops, mechanical areas, or other restricted areas.
- Alcohol service, if permitted, must comply with all University policies, licensing requirements, and approved service procedures.
- Smoking, vaping, and use of cannabis or controlled substances are prohibited in accordance with University policy and applicable law.

Failure to follow space restrictions may result in event termination, cleaning or repair charges, loss of future reservation privileges, and other corrective action.

6. Hours of Operation & Noise Restrictions

Event Hours

Due to the residential location and operational requirements of the Living and Learning Center,

the 16th Floor Event Space has restrictive standard event hours than the general reservable-space hours stated in the Use of Campus Space Policy.

Approved event hours are the times during which guests or attendees may be present in the 16th Floor Event Space for the event program.

Standard event hours are:

- Sunday-Thursday: 8:00 a.m.-10:00 p.m.
- Friday-Saturday: 9:00 a.m.-11:00 p.m.

Setup may begin no earlier than one hour before the approved event start time, and breakdown must be completed no later than one hour after the approved event end time, unless otherwise approved. Setup and breakdown periods are subject to building access, staffing availability, Public Safety requirements, and any required approval for activity outside standard reservable-space hours.

Noise Expectations

- Events must not disrupt residential occupants, academic activity, building operations, or neighboring spaces.
- Amplified sound must be requested and approved in advance.
- Noise levels must comply with University requirements, residential community standards, and applicable local regulations. The University may impose more restrictive sound limits for the 16th Floor Event Space due to its residential location.
- Live bands, DJs, large-scale amplified performances, subwoofers, and similar sound-producing activities require prior written approval.
- Bullhorns, air horns, sirens, or other disruptive sound devices are prohibited.
- The University may require sound checks, volume limits, speaker placement adjustments, closed doors, additional staffing, or other mitigation measures.
- The University reserves the right to lower sound levels, modify event activity, or end an event if noise creates a disruption.

7. Pre-Event Requirements

The Event Sponsor is responsible for coordinating the following:

Access & Elevator Programming

- Submit request for elevator programming for express service to the 16th floor
- Ensure proper signage is in place for event wayfinding

Coordination

- Submit all service requests (Facilities, Technology, Catering, Public Safety) in accordance with campus policy timelines

- Confirm event staffing and security requirements, if applicable
- Communicate with Guests the Guest Access Process noted below

Mandatory Resident Notification

To ensure residential students have adequate preparation time for significant disruptions to their living and study environment, Residence Life will issue an official operational notice at least seven (7) days prior to the commencement of any planned high-volume activities. This mandatory notification period is designed to allow students to adjust their schedules or seek alternative study locations if necessary. For events granted special exceptions to standard quiet hours, a secondary notification will be distributed no later than 48 hours before the event starts.

8. Event-Day Operations

Guest Access Process

All event attendees must follow LLC access procedures:

- Check in at the front desk
- Present valid identification if required
- Be directed to the designated express elevator
- Follow staff instructions for movement within the building

Event Management

- Event Sponsor must have an on-site representative present for the duration of the event
- Attendance must not exceed approved capacity
- Event must remain within approved time and use parameters

9. Post-Event Responsibilities

- All guests must exit promptly at the conclusion of the event
- Space must be returned to original condition
- Event Sponsor is responsible for any damage, excessive cleaning, or policy violations

Guest Departure and Building Access

At the conclusion of the approved event time, all guests must promptly vacate the 16th Floor Event Space so that breakdown, cleaning, and restoration of the space may begin.

If the Living and Learning Center remains open to the public after the event, guests may remain only in public areas of the building, such as designated dining, cafe, lobby, or other publicly accessible spaces, in accordance with standard building access rules.

If the event ends at or after the building's public closing time, or if the event occurs outside standard public access hours, all guests must vacate the building unless they are otherwise authorized to remain, such as residential occupants, approved University personnel, or individuals with separate building access privileges.

Event guests may not remain in the 16th Floor Event Space, residential floors, restricted areas, service areas, or other non-public spaces after the approved event end time.

10. Compliance & Enforcement

Failure to comply with this policy may result in:

- Immediate event termination
- Loss of reservation privileges
- Additional fees or charges

Enforcement aligns with the Use of Campus Space Policy.

Exceptions to this policy must be requested in advance and approved in writing by CSE in consultation with Facilities, Public Safety, Residence Life/Housing, Student Affairs, or other University offices as applicable. Approval of an exception for one event does not create approval for future events.

11. Related Policies

1. Use of Campus Space Policy
2. LLC Front Desk Operations Policy
3. Living & Learning Center Quiet Hours & Event Noise Policy
4. Campus Access & Use Policy
5. Posting Policy
6. Drug & Alcohol Policy
7. Policy on Weapons
8. Minors on Campus Policy
9. Student Event Policy
10. Student Protest and Demonstration Policy and Guidelines
11. Student Handbook
12. Environmental Health & Safety Policies