Selected Rooms at
**Pitzer College**
2014 – 2015

<table>
<thead>
<tr>
<th>Uses</th>
<th>Occupancy</th>
<th>Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Benson Auditorium</strong></td>
<td>Classes</td>
<td>Minimum 35</td>
</tr>
<tr>
<td></td>
<td>Lectures</td>
<td>(Very Complex)</td>
</tr>
<tr>
<td></td>
<td>Performances</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Presentations</td>
<td>Audio</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Maximum 313</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Microphones</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rear-Projection</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Recording</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Video Playback</td>
</tr>
<tr>
<td><strong>Broad Center</strong></td>
<td>Classes</td>
<td>Minimum 5</td>
</tr>
<tr>
<td>Performance Space</td>
<td>Conferences</td>
<td>(Simple)</td>
</tr>
<tr>
<td></td>
<td>Meetings</td>
<td>Microphone</td>
</tr>
<tr>
<td></td>
<td>Performances</td>
<td>Pull down screen</td>
</tr>
<tr>
<td></td>
<td>Presentations</td>
<td>w/AV set up possible</td>
</tr>
<tr>
<td><strong>McConnell Founders</strong></td>
<td>Meetings</td>
<td>Minimum 5</td>
</tr>
<tr>
<td>Room</td>
<td>Presentations</td>
<td>(Simple)</td>
</tr>
<tr>
<td></td>
<td>Receptions</td>
<td>Microphone</td>
</tr>
<tr>
<td></td>
<td>Seated Meals</td>
<td>Pull down screen</td>
</tr>
<tr>
<td></td>
<td>Special Event</td>
<td>w/AV set up possible</td>
</tr>
<tr>
<td></td>
<td>Seminars</td>
<td></td>
</tr>
<tr>
<td><strong>McConnell Living</strong></td>
<td>Seated Meals</td>
<td>Minimum 5</td>
</tr>
<tr>
<td>Room</td>
<td>Receptions</td>
<td>(Very Simple)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Microphone</td>
</tr>
<tr>
<td></td>
<td></td>
<td>is possible; note: extremely poor acoustics</td>
</tr>
<tr>
<td><strong>Pitzer Archive and</strong></td>
<td>Classes</td>
<td>Minimum 25</td>
</tr>
<tr>
<td>Conference Center</td>
<td>Conferences</td>
<td>(Very Complex)</td>
</tr>
<tr>
<td></td>
<td>Meetings</td>
<td>Computer Links</td>
</tr>
</tbody>
</table>

Pitzer is fortunate to now have a selection of several sophisticated multi-use rooms available for use by faculty, students and staff. In order to contribute to the functionality and longevity of these rooms and to make the highest and best use of them for the maximum number of people, all are asked to abide by the use outline above and the specific room use policies described in the following.

Please note staff charged with overseeing these rooms reserve the right to re-direct requests to appropriate staff for alternative spaces on campus deemed more suitable for the requested reservation; as well, in the unlikely event that it would occur, staff reserve the right to remove anyone in violation of the use policies from any of these rooms.

Thank you!
Benson Auditorium

Reservations for the George C.S. Benson Auditorium are restricted to Pitzer Community members only for the purposes of College sponsored events and/or held for the larger Pitzer College community. Questions can be directed to benson@pitzer.edu or (909) 607-9595 (x79595).

Reservations

- Reservations for Benson Auditorium may be made through the Event Management System (EMS).
- Reservations must be made at least 10 days prior to the event.
- Reservations for overlapping times are moderated on a first-come, first serve basis.
- Time requested for a reservation may be no more than up to 30 minutes before the event itself starts unless additional setup or technical support is needed.
- Time requested for a reservation must include additional time for attendees to exit, use the auditorium and/or atrium as a gathering space, and similar; attendees in the auditorium or atrium may be asked to leave after the reserved time to allow upcoming events set up.
- Reservations for Benson Auditorium are not final until a representative from Benson confirms via email and all questions regarding event have been answered. Reservations for classes will be given priority and prompt review through coordination with Registrar and Dean of Faculty Office as necessary. Note: Benson staff may re-direct requests to alternative space on campus deemed more suitable for the event.
- An event itinerary or outline must be provided, along with a list of needs, to Benson staff no later than 5 days before the event.
- The College reserves the right to request the presence of Campus Security at certain events and any and all fees associated will be charged to the organizers.
- If A/V needs change after the reservation is final, changes must be approved by Benson personnel in writing.
- Client agrees to have a responsible representative on site for the duration of their event.

Use of the Auditorium

- No tape, paint, sticky substances, etc. that would alter the appearance of the facility are to be used anywhere in the auditorium.
- All equipment and props must be approved by the Benson Auditorium staff.
- Use of the Green Room is limited event production staff members only.
- The Green Room must be left in its original condition.
- Benson Auditorium personnel only are permitted to operate the auditorium’s A/V and computer systems; absolutely no one may operate the console except Benson Auditorium personnel.
- No smoking or burning of candles, incense, sage or other flammable is permitted at any time.
- Your organization will be wholly responsible for any damage caused by your group to the auditorium, its equipment, etc. during your organization’s use of the auditorium.

Conduct in the Auditorium

- No food or drinks are permitted in Benson Auditorium; water only may be provided for speakers/performers on stage; water may not be placed on the lectern; any food or drink brought into the Green Room must be consumed in the Green Room only.
- Gum chewing is not permitted in Benson Auditorium.
- The stage and seating area must be left in their original condition.
- For the safety and consideration of others, there is no climbing over or placing of feet on the seats.
- Aisles must remain clear; all videotaping, photography, etc. must be done from designated areas.
- Benson staff reserve the right to remove anyone in gross violation of the safety rules or engaged in disruptive conduct.
**Broad Center Performance Space**

*Reservations for the Broad Center Performance Space are restricted to Pitzer Community members and members of the Claremont Colleges only for the purposes of College sponsored events.*

**Reservations**
- Reservations may be made through the Event Management System (EMS).
- Reservations must be made at least 10 days prior to the event.
- Reservations for overlapping times are moderated on a first-come, first serve basis.
- Time requested for a special event reservation must include a two hour window before and after the event; attendees may be asked to leave after the reserved time to allow upcoming events set up.
- A special event itinerary or outline must be provided, along with a list of needs, at time of reservation.
- Reservations are not final until EMS staff confirms via email and all questions regarding the event have been answered. Note: EMS staff may re-direct requests to alternative space on campus deemed more suitable for the event.
- The College reserves the right to request the presence of Campus Security at certain events and any and all fees associated will be charged to the organizers.
- If your A/V needs change after your reservation is final, these changes must be approved by Facilities in writing.

**Use of the Broad Center Performance Space**
- No tape, paint, sticky substances, etc. that would alter the appearance of the facility are to be used anywhere in the Performance Space.
- All equipment and props must be approved at time of reservation.
- No smoking or burning of candles, incense, sage or other flammable is permitted at any time.
- Your organization will be wholly responsible for any damage caused by your group to the Performance Space during your organization’s use of the room.

**Conduct in the Broad Center Performance Space**
- Absolutely no food or drinks are permitted in the Performance Space unless provided by Bon Appetit catering that has been approved in advance in writing by EMS staff at time of reservation or by an outside caterer with approval in writing by EMS staff at time of reservation.
- The room must be left in its original condition.
McConnell Founders Room

Reservations for the Founders Room are restricted to Pitzer Community members only for the purposes of College sponsored events.

Reservations
- Reservations may be made through the Event Management System (EMS).
- Reservations must be made at least 10 days prior to the event.
- Reservations for overlapping times are moderated on a first-come, first serve basis.
- Time requested for a reservation must include a two hour window before and after the event; attendees may be asked to leave after the reserved time to allow upcoming events set up.
- An event itinerary or outline must be provided, along with a list of needs, at time of reservation.
- Reservations are not final until EMS staff confirms via email and all questions regarding the event have been answered. Note: EMS staff may re-direct requests to alternative space on campus deemed more suitable for the event.
- The College reserves the right to request the presence of Campus Security at certain events; any and all fees associated will be charged to the organizers.
- If your A/V needs change after your reservation is final, these changes must be approved by EMS staff in writing.

Use of the Founders Room
- No tape, paint, sticky substances, etc. that would alter the appearance of the facility are to be used anywhere in the Founders Room.
- All equipment and props must be approved at time of reservation.
- No smoking or burning of candles, incense, sage or other flammable is permitted at any time.
- Your organization will be wholly responsible for any damage caused by your group to the Founders Room during your organization’s use of the room.

Conduct in the Founders Room
- Absolutely no food or drinks are permitted in the Founders Room unless provided by Bon Appetit catering that has been approved in advance in writing by EMS staff at time of reservation or by an outside caterer with approval in writing by EMS staff at time of reservation.
- The room must be left in its original condition.
McConnell Living Room

Reservations for the McConnell Living Room are restricted to Pitzer Community members only for the purposes of College sponsored events. A reservation for the Living Room includes use of McConnell Apron.

Reservations
- Reservations may be made through the Event Management System (EMS).
- Reservations must be made at least 10 days prior to the event.
- Reservations for overlapping times are moderated on a first-come, first serve basis.
- Time requested for a reservation may be no more than up to 30 minutes before the event itself starts unless additional setup or technical support is needed.
- Time requested for a reservation must include additional time for attendees to gather and exit and use the lobby or apron as a gathering space; attendees may be asked to leave after the reserved time to allow for upcoming events set up.
- An event itinerary or outline must be provided, along with a list of needs, at time of reservation.
- Reservations are not final until a representative from EMS staff confirms via email and all questions regarding the event have been answered. Note: EMS staff may re-direct requests to alternative space on campus deemed more suitable for the event.
- If your A/V needs change after your reservation is final, these changes must be approved by Facilities in writing.

Use of the Living Room
- No tape, paint, sticky substances, etc. that would alter the appearance of the facility are to be used anywhere in the Living Room.
- All equipment and props must be approved at time of reservation.
- No smoking or burning of candles, incense, sage or other flammable is permitted at any time. Use of the fireplace must be approved at time of reservation and managed during the event by approved EMS staff.
- Your organization will be wholly responsible for any damage caused by your group to the Living Room during your organization’s use of the room.

Conduct in the Living Room
- Absolutely no food or drinks are permitted in the Living Room unless provided by Bon Appetit catering that has been approved in advance in writing by EMS staff at time of reservation or by an outside caterer with approval in writing by EMS staff at time of reservation.
- The room must be left in its original condition.
Pitzer Archive and Conference Center

Reservations for the Conference Center are restricted to Pitzer College community members only; requests for access to the Pitzer Archive and Conference Center should be made through the Event Management System (EMS). Questions may be directed to Henry Fernandez, George C.S. Benson Auditorium and Pitzer Archive and Conference Center Manager at x79595.

Reservations
• Reservations for the Archive and Conference Center may be made through the Event Management System (EMS).
• Reservations must be made at least 10 days prior to the event.
• Reservations for overlapping times are moderated on a first-come, first serve basis and are made at the discretion of EMS staff based on intended use and occupancy.
• Time requested for a reservation may be no more than up to 30 minutes before the event itself starts unless additional setup or technical support is needed.
• Time requested for a reservation must include additional time for attendees to gather, exit and use the lobby as a gathering space. Attendees in the Conference Center or lobby may be asked to leave after the reserved time for upcoming events set up.
• Reservations for the Conference Center are not final until EMS staff confirms via email and all questions regarding the event have been answered. Note: The Benson Auditorium and Pitzer Archives Conference Center Manager will review reservation request and assist in ensuring the appropriate fit between event and facility. Reservations for classes will be given priority and prompt review through coordination with Registrar and Dean of Faculty Office as necessary. EMS staff may re-direct requests to alternative space on campus deemed more suitable for the event.
• An event itinerary or outline must be provided, along with a list of needs to EMS staff at time of reservation.
• If your A/V needs change after your reservation is final, these changes must be approved by EMS staff in writing 5 days prior to use of the room.

Use of the Archive and Conference Center
• No tape, paint, sticky substances, etc. that would alter the appearance of the facility are to be used anywhere in the Archive and Conference Center.
• No outside furniture may be brought in to the room; no existing furniture may be removed from the room.
• All equipment and props must be approved by the Archive and Conference Center staff at time of reservation.
• Archive and Conference Center personnel only are permitted to operate the room’s A/V and computer systems.
• No smoking or burning of candles, incense, sage or other flammable is permitted at any time in the Archive and Conference Center.
• Your organization will be wholly responsible for any damage caused by your group to the Archive and Conference Center, its equipment, etc. during your organization’s use of the room.

Conduct in the Archive and Conference Center
• No one may operate the multimedia hardware/software except Archive and Conference Center personnel.
• Absolutely no food or drinks are permitted in the Archive and Conference Center unless provided by Bon Appetit with written approval by Archive and Conference Center personnel at time of reservation, all of which must be set up and consumed in the lobby outside of the room. (Drinks may be approved to be consumed in the room, and if so must be set on bamboo coasters provided by staff.)
• Gum chewing is not permitted in Archive and Conference Center.
• The room must be left in its original condition.