



**PRINCETON UNIVERSITY
FRICK CHEMISTRY LABORATORY
EVENT GUIDELINES**

We are pleased to host your event in the Frick Chemistry Laboratory. Here are some guidelines for use of Taylor Commons (Frick atrium), Taylor Auditorium and other meeting spaces in the building. Any questions, please contact Chemistry Facilities Manager Alice Monachello at 609-258-7048, or amonache@princeton.edu

We strongly suggest that in order to ensure the success of your event, the individual who makes your arrangements (i.e. for set up, catering, cleanup, etc.) remain on site throughout the event, including setup. It is the only way to ensure that your event runs smoothly.

1. **BUILDING CAPACITY:** The maximum number of people allowed in the atrium for a non-seated reception or other format is 600. Seated dinners have a maximum capacity of 350. (Please request seating diagrams from Alice Monachello.)
2. **BUILDING ACCESS:** When filling out the Public Safety form (see link below), please skip the Un- & Re-Lock part of the form (Questions 13 & 14), since any such requests must be made by Alice Monachello. Simply indicate the hours you will need an officer on the form and notify Alice for the un-and re-prox order, which will be placed a week before your event. You will receive a copy. If the designated door (we only unprox the north main entrance) is not open when you arrive, call 609-258-1000. There is no public phone available, so bring your cell phone.
<http://web.princeton.edu/sites/publicsafety/Events%20Registration%20Get%20Form.htm>
3. **CATERING:** On-site catering is provided by University Dining Services. Please contact Brenda Wood, Catering Sales Manager, at catering@princeton.edu or at 8-3726, to make arrangements for any weekday catering in Taylor Commons or the meeting rooms. After 5:00 PM daily and on the weekend, you may use the on-site vendor, University Dining Services, Restaurant Associates, or you may obtain a list of University-approved caterers through the Purchasing Department. We do not offer a kitchen facility, so all outside caterers must prepare food off-site and be completely self-sufficient. **Please note, open flames, candles and on-site cooking are prohibited!** You or your representative must be here to receive all deliveries (including china or glassware), and you are strongly advised not to leave same unattended. No catering supplies can be left behind for pickup later; everything must be removed as the event ends. Please convey this to your caterer.
4. **ALCOHOL:** The University Office of Risk Management requires alcohol to be served by a trained bartender – self-service is not allowed. Your caterer should provide serving staff for this. Student Agencies also provide bar-tending service.

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5. **SECURITY:** If you serve alcohol on site, we require you to have a Public Safety officer present throughout this event, from arrival time of caterers to departure time of the very last guest or worker. You should make this arrangement **at least 3 weeks** in advance, using the Public Safety Event Registration Form at:
<http://web.princeton.edu/sites/publicsafety/Events%20Registration%20Get%20Form.htm>
6. **AUDIO-VISUAL EQUIPMENT:** Please contact Media Services (609-258-3196) and the Broadcast Center (609-258-7872) directly in advance for assistance. The Department of Chemistry does not manage A/V and media equipment in Taylor Auditorium. Please note, the ceiling lights in the atrium must be switched on for evening events (this is an override of the normal operation of the lights and must be done by staff on-site). Please contact Public Safety, 609-258-1000 in advance, to schedule and implement this override.
7. **RENTALS:** Building Services (609-258-3490) can provide rental equipment for your event. (see link below) The Building Services staff will move atrium furniture, if required for your event, and set up table rentals (if rented from them). It is up to you to coordinate deliveries, set-up, and pick-up of any rentals, including any arrangements you make with a caterer or party rental company. All rentals, or other equipment you bring in, must be removed promptly at the end of your event, so please plan accordingly. (Items from Building Services will be removed when they do their clean-up.) Please note, removal of atrium furniture by Building Services is costly and you will be charged a significant fee for this service.
http://www.princeton.edu/facilities/info/dept/building_services/equipment-rental-catalog-current.pdf
8. **DELIVERIES:** All deliveries must be made through the main entrance of the building (north door), unless a prior arrangement is made with Alice Monachello. Propping open any perimeter door will result in an alarm to Public Safety.
9. **CLEAN UP:** You must arrange a **post-event clean-up** by Building Services, which will be billed to your project/grant number.
10. **NOISE: No marching bands or amplified music** is allowed, due to disruption to researchers who work evenings and weekends.
11. **11:00 PM END TIME:** All attendees and caterers must vacate the building by 11:00 pm, unless you have prior approval from the department. Please plan your end time accordingly. No catering supplies may be left behind and must be removed at the end of your event, unless you have prior approval from Alice Monachello.
12. **PRE-EVENT WALK THROUGH:** For events in Taylor Commons and Taylor Auditorium, schedule a pre-event walk through, ahead of the event date with Alice Monachello and Building Services contact, Mike Carson, so you can review the set-up and event requirements.
13. **PARKING:** For events requiring parking, contact the Office of Parking and Transportation at 609-258-3157.

Frick Chemistry Laboratory is a 24-hour “working facility” and we kindly request your consideration for those working in the building during evening hours and on the weekends. For safety reasons, entry to the labs, basement and exterior staircases is prohibited.