

Event Services Procedures

for

DTS Groups

(04/2010)

Scheduling an Activity

Please follow the procedure below to ensure that your event is scheduled and all specific needs are met.

1. **Event Service Request (ESR) Forms**

ESR forms are available online (<http://www.dts.edu/eventservices>) or in the Facilities and Plant Operations (FPO) office building. To find the ESR forms online go to www.dts.edu, click on departments, click on Event Services. The Event Services page has links to all forms mentioned in this document. Please entirely fill out an Event Service Request (ESR) to the best of your ability. A phone call will not guarantee a room reservation; no rooms are held or reserved until a completed ESR is submitted to the Event Services Department.

Contact Info for Event Services Department:

Allison Smith: asmith@dts.edu (214) 841-3486 or x3486

Charissa Fry: cfry@dts.edu (214) 841-3592 or x3592

2. **Filling Out an ESR**

Please see next page for more details on options listed below.

- Room setup: room diagram choice
- Catering: food, drink, supplies
- Outside Caterers: approved list and contact info
- Equipment: borrowing catering equipment after hours
- Reserved Parking: number of spaces and location
- Campbell Kitchen Key: access times and reason
- Wireless Internet: number of users and reason

3. **Signatures**

- Advisor or Department Head
- Audio Visual Department (if audio/visual equipment is needed or using CAC 109)
- Video Conferencing (if CAC103 is being requested)
- Advisor for Student Activities (if the event is a Brown Bag)
- Applicant

4. **Submission of an ESR**

Submit the ESR to the Event Services Department via fax (214-841-3591 or x3591), interoffice mail, or you may deliver it to the FPO office personally at 1222 Apple Street (across Apple Street from the Walvoord Student Center).

5. **Deadlines for Submission of an ESR:**

-Events with less than 50 people and no catering

Wednesday of the week before the event is to occur (not the Wednesday during the week of the event)

-Events with more than 50 people that require catering

Monday of the week before the event is to occur

Late ESR's may incur additional costs, may be denied or altered due to limited resources, planning time, and space. Food and drinks are especially subject to non-availability due to the deadline for ordering supplies.

6. **ESR Approval**

Once the Event Services Department has approved your event, you will be notified by email or phone and a signed copy of the ESR will be returned to you. Your receipt of the signed ESR is confirmation that your event is booked; you are free to advertise your event. *Please do not advertise for your event until after it has been approved.*

Filling Out an ESR

1. **Room Diagrams**

Room setup diagrams are available in a drop down menu format online on the Event Service Department page: <http://www.dts.edu/eventservices> under the link Reservable Room Directory.

2. **Catering Menu**

A catering menu may be requested from Event Services by emailing cfry@dts.ed or calling x3592 (214-841-3592). DST Catering offers its catering services for on-campus events only. Event Services offers beverage service, light snacks, and desserts. Please contact Event Services for a menu and pricing.

Orders must be placed the Monday of the week before the week of your event. Permission to adjust the final headcount is based on the size and complexity of an event and will be determined on a case-by-case basis. If you cancel your order or adjust the headcount you may still be required to pay for the entire order.

DTS Catering is only available during normal business hours.

If Event Services and A/V staff are required to serve at your event during a meal then staff must be provided with meals at the expense of the event.

3. **Outside Caterers**

All catering arrangements are coordinated through the Event Services Department. For events requiring full meals or after-hours services, DTS contracts with outside caterers to provide food and beverages. Only certain restaurants and caterers are approved to serve on the DTS campus. Please contact Event Services for a current list of approved caterers and restaurants.

Approved Outside Caterers have submitted all required insurance certificates and are aware that they are responsible to supply all equipment, food, drinks, and supplies. Cooking and extensive food preparations are not permitted. The microwaves may only be used for warming food.

4. **Borrowing Catering Equipment**

If your event requires equipment or catering supplies for DTS Catering, please request a Borrowed Equipment Form from Event Services. The form must be signed by the requestor indicating the willingness and ability to reimburse the seminary for any damaged or lost equipment. The form must also have the signature of Event Services.

<http://www.dts.edu/eventservices>

5. **Reserved Parking**

If you would like to reserve parking, please indicate the number of spaces you would like to reserve on the ESR. Reserved parking is limited and the number and location of spaces will be determined upon the event. The lots next to Mitchell Dining Commons (E5 and E4) have 20 visitor spaces that may be reserved. For larger groups, the Live Oak Lot (N1) is available. Please request the gate code and Special Event Parking Permit from Event Services. The parking permit must be filled out by yourself and must be distributed with the parking code in advance of the event. Event Services staff will place the cones on the lines in between parking spaces prior to the event and will pick up cones after the event. If you prefer, Event Services will place the cones blocking each parking spot. If you request this option then you must supply the labor to remove cones as guests arrive on campus.

6. **Campbell Kitchen Key**

If your event is after normal business hours (Mon-Fri 8:00 AM-4:30 PM) and you would like access to the catering kitchen in the Campbell Academic Center, room 107, please request a key. If the event is approved a time will be arranged for you to pick up the key before your event.

7. **Internet Access**

Access to the internet from the DTS campus is regulated by assigned usernames and passwords for both wireless and ethernet connections.

Please list the number of users requesting access and the reason for access.

8. **Audio/Visual**

Audio/visual equipment is arranged through the AV department. AV's signature of approval is required on the Event Services Request Form before submitting it to the Event Services Department.

A/V Department: (214) 841-3691 or x3691

After Hours/Weekends/Holidays/DTS Closings

Events may be scheduled during normal business hours (Mon-Fri from 8:00 AM-4:30 PM). After hours/weekend/holiday events require special approval (we will obtain this approval once the ESR is submitted). Only outside caterers are available.

Due to energy costs and security issues, events will be consolidated into as few buildings as possible, dependant on the event, the number of attendees, meeting time, etc.

If DTS is closed and classes are cancelled (usually due to bad weather), all events scheduled on campus will also be canceled.

Facilities Guidelines

1. Nothing is to be attached to the walls by any means.
2. The use of props such as hay, straw, artificial snow, any form of confetti, and smoke generators are not permitted. Dark or red liquids are not permitted.
2. Open flames are not permitted on DTS property.
3. No smoking or alcoholic beverages are permitted in any area of the campus.

Clean Up

For catered events the caterer and requestor are responsible for clean up of space used.

For a non-catered event occurring *after hours* the requestor is responsible for clean up.

1. Garbage

Place all garbage in plastic garbage bags, tie them closed, and leave them on a **tiled surface**- preferably in the Campbell kitchen. No garbage bags should be placed on a carpeted area.

2. **Spills**

If food or drink are spilled please call Facilities and Plant Operations immediately at x3595 or 214-841-3595.

3. **General**

Clean up must be completed immediately following the activity. All rooms used, including the kitchen, must be left as found.

This includes:

Counter Tops—wiped down

Sink—cleaned

Microwave—cleaned

Dishwasher—load and begin cycle

Linens—collected

Decorations—removed

Garbage—collected and placed on tiled surface

DTS Equipment—cleaned

DTS equipment must be cleaned in DTS kitchen facilities and may not be removed from the campus.

DTS Event Services Serving Guideline

The Event Services Department can usually supply between 1-5 staff to help serve at events. Service will be given in uniforms provided by the seminary or in business casual attire depending on the position of the Event Services Staff. If professional wait staff is preferred, please alert Event Services to this request on your ESR and we will obtain professional wait staff for your event.

If Event Services staff are required to serve at your event during a meal then staff must be provided with meals at the expense of the event.

Resident Housing Groups

Community space and amenities contained within Swiss Tower and Washington Hall are reserved for the exclusive use of campus residents. These facilities are not available for use by non-residents. Swiss Tower and Washington Hall resident groups will reserve the public meeting rooms through their respective managers.

Non-DTS Groups

Non-DTS groups are defined as “organizations or groups which exist independently of Dallas Theological Seminary or do not exist within the Seminary body.” Participation of DTS students, faculty, or staff within an organization does not qualify that organization as a “DTS” group.

Please see the “Event Service Procedures for Non-DTS Groups” online for further information.

Fee Scale for DTS Groups During Business Hours

(Monday through Friday—between 8:00 AM and 4:30 PM)

Reminder: You have the option of either In-House or Out-Sourced Catering during business hours.

Place Settings: \$.75 per place setting for disposable items.
 \$5.00 per place setting for full meals on Correll dishes.

Custodial: \$5 for supplies for every 50 people attending

Events scheduled during business hours, with or without food, will not be charged additional fees.

Fee Scale for DTS Groups After Business Hours

(Monday through Friday—before 8:00 AM and after 4:30 PM and on weekends)

Reminder: Only out-sourced catering is available after business hours.

Events scheduled after business hours, with or without food, will pay the following fees:

Event Services: \$25/hr (1-hour minimum) per staff person working the event (non-refundable)

Catering: \$25/hr (1-hour minimum) per staff person working the event (non-refundable)

Catering Supplies: \$.75 per place setting for disposable items.
 \$5.00 per place setting for full meals on Correll dishes.

Food, drink, and catering supply costs are additional.

Custodial: \$25/hr (1-hour minimum) per person as needed.
 \$5 for supplies for every 50 people attending

Audio Visual: \$25/hr (1-hour minimum)

Security: \$25/hr (1-hour minimum) per staff person working the event (non-refundable)

Room Set-up: For complex facility and catering arrangements, a \$25/hr fee will be charged. This quote may be requested prior to the event.