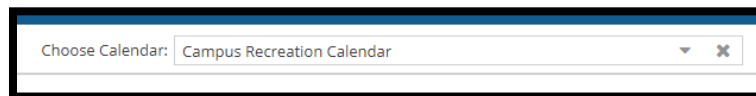


SMC Event Planning Guide

Student Memorial Center

- **Reservable Rooms: Review** the [SMC Reservable Rooms list](#) which includes photos and specs of rooms available in the SMC.
- **Reservations: All** SMC room reservations are requested through [Ad Astra](#). The SMC Information Desk does not reserve rooms in person or via phone.
 - [SMC Astra User Guide](#)
 - You must contact the SMC (X7672) if you are requesting space within 24 hours of the event start time.
 - **Reservation Cancellations: Email** smc@millersville.edu to request Astra cancellations in the SMC. Email allison.yarrow@millersville.edu to cancel reservations in SMC Rec spaces. Cancellations cannot be completed by the user in Astra.
 - **Rec Spaces: Reservations** for the SMC Rec Center reservable spaces (Ville Courts, the Quad, SMC Yards) can be made by selecting the Campus Recreation Calendar in Astra.



SMC Event Setup & IT Request Form

- **Tables/Chairs:** If you require tables/chair *in addition to* what is provided in the standard room setup, you must complete a [Setup Event Request Form](#) at least **two (2) weeks** prior to your event. Otherwise, the space will be set up as shown on the web page.
 - Requests made less than two (2) weeks in advance cannot be guaranteed and are subject to the availability of staff/resources.
 - **Cancellations:** Email smc@millersville.edu to cancel setup requests. Failure to notify the SMC of setup cancellations within 24 hours of the event may result in a \$25.00 setup/teardown fee.
 - **SMC Requestable Inventory:**
 - Seventy-five (75) 6-foot rectangle tables
 - Thirty (30) 5-foot round tables
 - 400 stackable chairs
 - 6 high-top bar chairs with cushioned seating
 - Please review the [SMC Reservable Room List](#) to determine the capacity and setup requirements for each space
 - NOTE: Inventory may fluctuate due to multiple events within the building occurring at the same time. If resources are not available in the SMC, the event planner is responsible for contacting Facilities to request additional tables/chairs.

- Standard setups (no additional tables/chairs) must remain in SMC 18, SMC 202, SMC 203, SMC 204
- **Tech Ops:** Tech Ops (not the SMC) provides all technical service for events and meetings (lighting, sound, projection, etc.) If your event requires technical support such as projection, laptops, special lighting, extension cords, or sound, you must complete the [Tech Ops Form](#) on the SMC Event Setup & IT Request Form at least **two (2) weeks** prior to your event.
 - Requests made less than two (2) weeks in advance are not guaranteed and are subject to the availability of staff/resources.
 - **Cancellations:** Email techops@millersville.edu to cancel setup requests within 24 hours of the event.

Food & Beverages

- **Catering:** All food and drinks served at events held within the SMC must be provided by [MU Dining and Catering](#).
 - To request food from an outside vendor/food truck, or to prepare and bring your own food, you must complete a [Waiver of Catering Policy Approval Form](#) and return to Dining. **Outside food is not permitted until this form has been reviewed and approved by MU Dining.**
- **Table Linens:** Table linens may be rented directly through MU Catering or from an outside vendor. The SMC does not provide table linens.
 - Requests should be made at least ten (10) days in advance by emailing catering@millersville.edu or calling X5143.
- **Alcohol:** **Alcohol** is not permitted to be served inside the Student Memorial Center per the [MU Alcohol Policy](#).
- **Food Trucks:** If you have been approved by Dining to have Food Trucks, use this [Food Truck Parking Map](#) to assist in your event planning.

Facilities & Housekeeping

- **Trash Cans:** If you anticipate more than average debris/trash from your event, please request additional trash cans from Facilities through the [Facilities Management Move Request Form](#). Events with food that anticipate more than 100 people are required to request additional trash cans.
- **Tent Requests:** Tents may be requested from Facilities using the [Tent & Temporary Structure Request Form](#) at least two (2) weeks before the scheduled event.
- **Housekeeping:** Contact the SMC Info Desk should you need housekeeping assistance during/after your event (spills, paper towels, restroom supplies, etc.).

General SMC Event Guidelines

- **Parking:** Visitor Parking passes for event attendance may be requested online through [MU Parking](#).

- **Signage:** Event organizers must provide their own event signage. Only PAINTER'S TAPE may be used to hang signs on walls on the day of the event. All other adhesives will cause wall damage resulting in the event organizer being charged for repairs.
 - Signage may *not* be hung on windows, glass, tabletops, stalls, etc.
 - Promotional handouts/flyers may not be left on tables, chairs, desks, etc.
- **Event Advertising:** events hosted within the SMC may be promoted on the Spot, the SMC digital monitors, by completing a [Spot Request Form](#).
- **Flyers:** The SMC has three (3) bulletin boards to hang on-campus event flyers (University Store foyer, Rec Center entrance, SMC 24 lobby). Flyers must abide by the [MU Posting Policy Guidelines](#) and be submitted to the SMC Information Desk for approval.
 - To hang flyers in other areas of campus, you must take them to the building manager of that building for review/approval. The SMC does not approve flyers for other buildings on campus.
- **Chalking:** Chalking is permitted outside of the SMC without prior approval so long as it is on the ground where it can be washed away by rain (not under overhangs/awnings) and abides by the [University's Posting & Chalking Policy](#).
- **Event Hours:** Event organizers are responsible for ensuring events are scheduled within the operational hours of the [Student Memorial Center](#), which includes the time it takes to set up and teardown.
 - Events are subject to the [SMC Inclement Weather Policy](#)
- **Animals:** Only service animals are permitted within the SMC per the [MU Service and Assistance/Emotional Support Animal Policy](#).
- **Restrooms:**
 - Men's Room – Across from Galley & Lower-Level
 - Women's Restroom – Across from Galley, in Atrium, and on Lower-Level
 - Family Restroom – Atrium
 - All-Gender Restrooms (2) - Reighard MPR Entrance
- **Student Attendance:** Events hosted within the SMC after 4:30PM and on weekends should be open to students. Because the SMC is supported by student fees, it's a priority to ensure students have access to the SMC during prime engagement hours.
- **Cleanup:** It is the responsibility of the event organizer to leave the room(s) in the same condition as it is found. Failure to do so may result in loss of reservation privileges.
 - **Supplies:** A broom and dustpan are available at the Information Desk for minor cleanup.
 - **Wet Spills:** Wet spills should be reported to the Information Desk as soon as possible. The Info Desk will contact Housekeeping to request a cleanup.
- **Galley:** The Galley may be requested to reserve during hours in which the Galley is not operational. Contact Heather Keck at X5651 or via email. Once approved by Dining, please notify smc@millersville.edu to have the reservation officially recorded in Ad Astra.
- **Meetings:** **University departments and committees can use spaces within the SMC for meetings; however, they are subject to the standard setup of the rooms.** We do not provide setup crew support for events in meeting rooms which students are not permitted to attend.
- **Banners:** Hanging banners on the clock tower is only reserved for multi-day events or University initiatives. One day events are not eligible for banners.

- **Prohibited Items:** weapons, narcotics, alcohol, any items that completely cover the face (costume masks, ski masks, etc.), items that simulate weapons in use or appearance, charcoal grills (inside or outside), aerosols, smoke/fog machines, incense, glitter, tape that is not painter's tape, any items that do not reflect [MU's EPPIIC Values](#).
- **Address:** The street address of the Student Memorial Center is [21 South George Street, Millersville PA, 17551](#).
- **Emergencies:** For all emergencies during events, please dial **9-1-1**.
- **MUPD Helpline:** To contact MUPD dial 717-871-4357 for urgent, but non-emergency purposes.

Student Organizations

- **Approval:** Student Organizations must have all events reviewed and approved in Get Involved by Campus Life before the event is permitted to occur.
- **Tabling:** Tabling is not considered an event; therefore student organizations are permitted to have tabling events within the SMC without having to register it on Get Involved.
- **Campus Life:** Student Organizations must abide by all [Campus Life Event Policies and Procedures](#) when hosting events at the SMC.

Consultations:

If you would like a consultation with the SMC Team to discuss details of your event, please contact john.hearn@millersville.edu within 2-3 weeks of your event.

Millersville University
STUDENT MEMORIAL CENTER