

This brochure has been developed to assist departments in planning support services for events such as lectures and conferences being held on campus.

When you read through this, you will see that the best way to be sure services are available for your event is to plan ahead and contact the appropriate departments as early as possible to assure buildings are available, your guests can park, and any other assistance can be provided.

The goal of the Department of Public Safety is to aide departments in making arrangements for events so visitors to our campus feel like the institution as a whole is supporting their event and that they are welcome on our campus. Failure to plan ahead can result in ticketing of guests, buildings being locked and services being unavailable which can negatively affect your visitors' impressions of your event and of the College.

BUILDING ACCESS

When classes are in session academic buildings are generally open Sunday-Saturday from 7:00am-11:00pm. Note that some administrative buildings, such as Mary Woolley and Mary Lyon Halls are open only until 6pm. During breaks when offices are open the buildings are open 7am-6pm and are closed on weekends. This schedule pertains to the summer as well.

Departments and groups need to schedule spaces through the Events Coordinator on campus (dial x2153). Generally, events should be held in buildings that are open. Note that Public Safety does not provide access to individual rooms and classrooms except the major auditoriums on campus. Event organizers are responsible for working with departments in charge of various rooms to assure they

will have access. If you have questions, please ask the Events Coordinator.

PARKING

Coordinators of events are responsible for contacting the Parking Coordinator at x2514 to make arrangements for parking guests. If more than five vehicles are expected the Parking Office can assist your department in finding parking. For five and fewer vehicles expected, departments can issue one-day scratch passes valid for faculty/staff parking. Campus departments can get scratch-off one-day passes from the Parking Office.

If you will be mailing materials to your visitors, you should make your parking arrangements prior to this mailing so you can provide information about where to park as well as mail passes, if provided, to visitors.

Large groups are generally directed to exterior lots. When weather permits, the Morgan Street grass lot may become available as an option. However, departments need to remember that there may be multiple events occurring on campus; coordinating with the Parking Office will reduce anxiety caused by multiple groups assuming their visitors have sole access to any particular parking area on campus.

Events occurring during a weekday (Monday-Friday 8am-5pm) require more advanced notice as this is the peak demand time for faculty/staff as well as student parking. Small groups will be easier to accommodate; the Parking Office can help evaluate options for larger groups.

Public Safety Staffing

If you expect many off-campus guests who have not visited the campus before, you can arrange to hire Public Safety staff to assist them to locate parking and their meeting site(s). Signs also prove helpful. Depending on the type of event and the size of the group, parkers and/or Public Safety Officers may be requested. Contact Public Safety at least three weeks in advance (or at budgeting time) to inquire about your needs.

FLEET VEHICLES

The College has three sedans, two eight-passenger vans, three twelve-passenger vans as well as a mini-bus and a full-size bus for use by college departments and organizations. These are used extensively, especially on weekends. Departments expecting to need vehicles need to make arrangements as early as possible. We suggest thinking about your maximum needs and booking those rather than trying to add vehicles or times closer to the date of your event as vehicles will often be booked to other groups by then. Departments hosting events may have to consider using rental vehicles if the quantity of fleet vehicles does not meet their needs.

Drivers

Fleet vans and sedans can be driven by members of the community **who have attended a Fleet Orientation Class and have submitted their driver's history**. This can take up to three (sometimes more) weeks, so if you plan to use student or employee drivers, be sure they attend a Fleet Class a month before your event.

Bus & Mini-buses

The College does own a 29-passenger and a 27-passenger mini-bus and a 47-passenger full-size bus. Their primary use is for athletics, but can be used by other departments and groups when they are not

available. Advanced arrangements must be made for these vehicles, and usage charges apply.

The Fleet Office is open Monday-Friday 10am-3pm. The office is open 10am-noon during the summer.

SPREADING THE WORD

If you have an event that will attract much off-campus interest, give some details to Public Safety so the switchboard operators (dispatchers) can connect visitors to your contact person.

If your event will affect other departments (passing near their areas, possibly taking up parking, etc.), we found it is helpful to give them a heads up so they are aware of your event and its possible impact, and they can support your event. If this is a big and important event, consider using college-wide communications sources such as the College Street Journal and mhc.announce.college.

EVENT PLANNING CHECKLIST

- Reserve rooms with Events Coordinator x2153
- Arrange for parking x2514
- Arrange for Parkers and/or Officers x2304
- Arrange for Fleet vehicles and/or drivers x2128
- Advise Public Safety of contact information for dispatchers/operators x2304
- Advise other affected departments

HELPFUL PHONE NUMBERS

Event Services	x2153
Parking Office	x2514
Mon-Fri 8:30am-4pm	
Fleet Office	x2826
Mon-Fri 10am-3pm	
Summers Mon-Fri 10am-noon	
College Street Journal	x2809
Public Safety	x2304
24 Hours a day	
Emergencies	1-911

MOUNT HOLYOKE.

DEPARTMENT OF PUBLIC SAFETY
CENTRAL SERVICES COMPLEX

***REMEMBER: Make arrangements for your
event early***

**EVENTS PLANNING RESOURCE
GUIDE**

