VENUE LEASING PROCEDURES & FACILITIES PROTOCOLS FOR EXTERNAL ORGANIZATIONS

CONTACT:
VENUE LEASE & EVENTS MANAGER
Mary Rose Go
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1. VENUE LEASING PROCEDURES

Members of the University community request the use of facilities on behalf of outside organizations. Outside organizations also contact the University directly to request the use of space. Regarding those requests, it should be kept in mind that the University facilities are for the primary use of members of the University community for educational purposes. Facilities are not available for fundraising purposes or political activity by outside organizations. Space is at a premium and requests by outside organizations generally cannot be satisfied. When space is available, the university will consider requests for space by outside organizations if they meet the criteria enumerated and observe the following procedures in 1A.

1A. VENUE LEASING PROCESS

1. Visit the website and fill out an application form to receive a quote. The Venue Lease and Events Manager will review and approve applications for the use of facilities. A soft hold will be placed if a venue is available. Soft holds are released if confirmation is not received within a week.
2. Place a firm hold on the venue(s) by sending a $500 holding fee to address below.
3. Conduct a walk through of the venue(s) with the Venue Lease and Events Manager. Finalize all rooms and load in and load out times to begin contract process.
4. Due at least 3-4 weeks prior to event:
   • Drafts of run of show, marketing materials, and all needs for AV, Facilities, Security.
5. Due at least 2 weeks prior to event:
   • Signed venue lease contract adhering to the University’s standard template
   • Certification of Insurance (see 1B)
   • Payment via check:
     The New School
     Attn: Mary Rose Go
     79 5th Avenue, 17th Floor
     New York, NY 10003
     (ACH/Wire Transfer information available upon request)

Cancellations must be received in writing to the Venue Lease and Events Manager or to venueleasing@newschool.edu at least 30 days prior to the event. The $500 holding fee will be refunded if cancellation is received at least 30 days prior to the event. If cancellation is received less than 30 days prior to the event, the University will retain the $500 holding fee.

Advertising CANNOT name The New School. Advertising may read:

<table>
<thead>
<tr>
<th>EVENT NAME</th>
<th>e.g.: Public Lecture</th>
</tr>
</thead>
<tbody>
<tr>
<td>VENUE NAME</td>
<td>The Auditorium</td>
</tr>
<tr>
<td>ADDRESS</td>
<td>66 W 12th Street</td>
</tr>
</tbody>
</table>
1B. CERTIFICATE OF INSURANCE (COI) REQUIREMENTS

1. The Named Insured producing a certificate of insurance must be the same as the entity entering into an agreement with the University.

2. Organization shall procure and maintain the following insurance:
   • Commercial General Liability insurance in an amount not less than $1,000,000 per occurrence, $2,000,000 general aggregate, $4,000,000 umbrella
   • Workers Compensation and Employers Liability coverage at the statutory limits.
   • If liquor is being served, Liquor Liability insurance in an amount not less than $1,000,000 per occurrence, $2,000,000 general aggregate
   • If the event is open to minors, Sexual Abuse and Molestation in an amount not less than $1,000,000 per occurrence, $2,000,000 general aggregate

3. Under the Description of Operations section:
   • List the date of the event and the location it is being held at, and
   • Include: “The New School, its trustees, officers, employees, agents, students, and volunteers as Additional Insureds on the commercial general liability policy.”
   • If event is open to minors, contract must name “The New School, its trustees, officers, employees, agents, students, and volunteers as Additional Insureds on the commercial general liability policy and sexual abuse and molestation policy.”

4. Under the Certificate Holder section:
   The New School
   Attn: Howard Bressler
   80 Fifth Avenue, 8th Floor
   New York, NY 10011

Send COI to Venue Lease and Events Manager: venueleasing@newschool.edu.

Should an external organization not have insurance, a one time Certificate of Insurance for an event can be purchased through TULIP.
   • Use the Venue ID Code: 3316-000
1C. DAY OF THE EVENT

The University does not provide any materials or equipment beyond the room, AV equipment in the room, and existing onsite furniture. It is the external organization’s responsibility to bring all needed materials including copies of documents, flatware, catering supplies, etc. as the University will not provide these for the external organization. Printing is not available.

- The Venue Lease and Events Manager will be the main liaison between the external organization and University facilities, security, and AV teams.
- The external organization must adhere to the venue lease reservation times and cannot arrive prior to the venue lease reservation or remain beyond the venue lease reservation.
- It is the external organization’s responsibility to arrange all deliveries/pick ups with the Venue Lease and Events Manager and ensure and deliveries/pick ups are scheduled during venue lease reservation. The University is not liable for lost items that were left behind after external organization’s event.
- The external organization must arrive with all necessary items and may not leave any items at the University after the event. The Venue Lease and Events Manager will be onsite during the event but cannot procure copies or any forgotten items for your event.
2. FACILITIES PROTOCOLS

2A. GENERAL USE

Proper regard must be shown for the facilities, and the external organization is asked to encourage guests to use trash and recycling receptacles on each floor.

2B. AUDIO/VISUAL SUPPORT AND EQUIPMENT

It is recommended that the external organization attend an onsite meeting with AV and the Venue Lease Manager at least three weeks prior to the event. Equipment needs, space set up, and any other requests regarding the facilitation of the event must be communicated to the Venue Lease and Events Manager within three weeks prior to the event. The University is under no obligation to provide any additional equipment beyond what it has in-house. For AV intensive events, rehearsal time must take place a minimum of three hours prior to doors opening. No significant last minute changes will be considered. A draft of the run of show is due two weeks prior to the event.

2C. COMMERCIAL ACTIVITY

ON-SITE SALES:
No commercial activity may be conducted within a University facility. This includes sale of products or merchandise and on-site ticket sales either via cash and/or credit card. External organizations or vendors may not sell any products, including through online or website sales, or solicit donations (see fundraising below).

EVENT REGISTRATION & TICKETS:
Registration for the event must be managed by the external organization, which agrees to provide registration data, including total number of people registered and number of members of the University community registered within one week before the event.

Tickets may be sold in advance by a third-party online ticketing system.

FUNDRAISING:
Fundraising activities for the benefit of external organizations are not permitted. This includes auctions, raffles, sale of merchandise, and any other fundraising-related activities.

2D. EXCESSIVE NOISE

External organizations must ensure their guests are respectful of classes in session and of the University’s neighbors in adjacent buildings. The University
reserves the right to intervene in cases of excessive noise as it deems appropriate and at its own discretion. Such actions may include termination of the event.

2E. FIRE SAFETY

Event attendance shall not exceed room capacity. The University may immediately shut down any event found in violation.

No open flames are allowed on campus, including sternos used by caterers.

Fire safe doors in the University Center (63 5th Ave) may not be propped open with doorstoppers. This includes the doors to Tishman Auditorium, Starr Foundation Hall (UL102), Hoerle Lecture Hall (UL105), and UL104.

All plans to alter the space in anyway including bringing in additional furniture, plants, banners, or equipment must be sent to Venue Lease and Events Manager for approval, at least 30 days prior to the event date.

University furniture in the space cannot be moved to other locations and furniture from other locations cannot be moved into a space. Any upholstered furniture brought in by the external organization must be accompanied by: 1) a Certificate of Flame Resistance and 2) either a receipt proving that the furniture is new or an affidavit from a New York licensed exterminator confirming it has been treated for bed bugs.

Rugs or red carpets must be colorfast, have a Certificate of Flame Resistance, and must have edging to avoid tripping. All pull up banners must be fire rated.

Any use of stanchions must maintain egress.

2F. FOOD & ALCOHOL

All alcohol must be served by a TIPS-certified bartender, who is required to check identification before serving. Organizations cannot charge for alcohol. If the external organization chooses to hire or subcontract a bartender or caterer who is not an employee of the organization, a separate Certificate of Insurance is required by the bartender or caterer that names both the organization and The New School as additional insureds. In addition the caterer pouring the liquor must have liquor liability insurance, which must be listed on the Certificate of Insurance (see 1B). The external organization should be the primary contact for scheduling bartenders and should coordinate delivery of the alcohol to the event with the Venue Lease and Events Manager.

Alcohol may not be left unattended. Alcoholic beverages are not permitted onstage, backstage, or in dressing rooms.
Food and drink are allowed in all venues with the exception of Tishman Auditorium (63 5th Ave) and The Auditorium (66 W 12th Street).

2G. GUNS

The University’s Workplace Violence policy prohibits anyone, other than law enforcement officers, from bringing weapons on campus.

2H. MINORS ON CAMPUS

Please see the University’s policy on Minors on Campus.

2I. OTHER PROHIBITED ACTIVITIES

Select University spaces have additional limitations on the activities that can be conducted in these spaces. These limitations are based on potential damage to University property and equipment. Examples of activities that are not permitted in certain spaces include (but are not limited to) food and beverage, flying objects, painting, building of structures, pyrotechnics, and hanging objects to walls. A complete description of proposed or scheduled activities that will occur in the space must be submitted with the venue lease request.

2J. PETS ON CAMPUS

Pets are not allowed on campus. However, the University permits a service animal in all public areas of the facilities. Per New York State service animal rules, documentation is not required. University security cannot ask about the nature or extent of a person’s disability and may not demand proof that the animal is certified. However, if it is not readily apparent that a dog is a service animal, they may ask, (1) if the animal is required because of a disability, and (2) what work the animal has been trained to perform. The University must allow the animal regardless of any stated “no pets” policy; a service animal is not a pet.

2K. POLITICAL CAMPAIGNING

Campaigning and fundraising for political candidates or representatives is not permitted on campus.

2L. SMOKING & DRUG USE

Controlled substances are not permitted anywhere on campus.

Pursuant to New York City’s “Smoke-Free Air Act of 2002” as amended, the University is a smoke-free institution. All forms of smoking, including the use of cigarettes, any tobacco products and e-cigarettes, are prohibited in all University buildings.
2M. SHIPPING

The University will not accept or store any packages on behalf of the external organization.

2N. STORAGE

The University will not provide storage for equipment or materials. The University will not assume or accept any responsibility for damage to or loss of any merchandise or articles belonging to the external organization or its guests left in/on the premises prior to, during or following the event. Any overnight storage must be requested in advance and approved by the Venue Lease and Events Manager and will incur charges for rental of the room and an overnight guard to watch items.

2O. VENDORS AND SUBCONTRACTORS

External vendors or subcontractors may be contracted to perform services on University property only with the explicit written permission of the University. External organization understands that all external vendors or subcontractors hired to perform services on University property are required to provide a Certificate of Insurance. This includes press with cameras, exhibitors with equipment, and videographers.

2P. VIDEO, LIVE STREAMING AND RECORDING SERVICES

External organization will be responsible for hiring and paying for videography services, arranging for releases to be signed, informing the Venue Lease and Events Manager of plans to record, and ensuring the videography company provides a Certificate of Insurance.