

University of Delaware, College of Agriculture and Natural Resources
Townsend Hall Commons
Terms of Use

The renter entered on the reservation form is responsible for fulfilling all of the terms of use and is responsible for the conduct of the guests during the event.

Preparing for the Event

Capacity/Seating

The maximum capacity for any Townsend Hall event is 250 people.

The following furniture is maintained in the Commons:

- 30 chairs (non folding)
- 8 square tables (appropriate seating for 4)
- 4 couches
- 2 loveseats
- 2 sets of 3 joined chairs
- 3 coffee tables
- 2 long (8 foot) rectangular tables

These items are available to the renter during the scheduled event but may not be removed from the Commons.

If you need additional tables and chairs, they may be rented (for a charge) by filling out a web form for Request for Service-Movers. Movers may also provide a podium and/or stage/riser for your event. For more information please contact Gary Clark at Mover Services at 831-6917 or 99clark@udel.edu. Any fees associated with the service are the responsibility of the renter. The renter must be present at the arranged delivery time.

Please note that capacities are only rough estimates. Capacity for your event will be determined by your individual set up. It is recommended that you visit the site prior to ordering additional seating to determine your set up. Be sure to include space for seating as well as catering or other special needs.

The doorways and hallways cannot be blocked off, and the exits must be easily accessible in the event of an emergency.

At a maximum, the Commons can comfortably accommodate the following WITH the existing furniture present:

- Classroom style seating (chairs behind one side of rectangular table): 8 tables, 40 chairs
- Rectangular tables (chairs on both sides of table): 10 tables, 100 chairs
- Audience (no tables, just chairs): 120 chairs
- Round tables (chairs around a round table): 48 chairs, 6 tables

In addition to the Commons, you will have access to the lobby area during your scheduled event. This area and the 4 chairs in it are available for your use. At a maximum, the lobby can accommodate the following:

- Classroom style seating (chairs behind one side of rectangular table): 20 chairs, 4 tables
- Rectangular tables (chairs on both sides of table): 33 chairs, 3 tables
- Audience (no tables, just chairs): 40 chairs
- Round Tables (chairs around a round table): 24 chairs, 3 tables
- Tall round tables (no chairs-cocktail style): 7 tables

If you plan to have your tables covered, you must order these coverings through Dining Services or provide your own tablecloths.

Audio-Visual Equipment

Available equipment includes: DVD player, CD player, lighting, handheld microphone, and lavalier microphone. You must provide your own laptop. Occasionally, we have experienced problems with tablet PCs not being able to project. This is why it is essential to speak with James Hageman prior to the date of your event.

During your event, IT staff may not be able to assist with the AV equipment. If you will be using the AV equipment, you must arrange to pick up the equipment and be trained in its use *prior to the date of your event*.

Contact James Hageman at 831-1364 or jhageman@udel.edu to arrange a date/time prior to the event for training.

A bag containing the necessary cables, the microphone, window shade key, etc. is kept at the front desk in the Administrative Office, Townsend Hall room 113. This office is open Monday through Friday from 8am-4:30pm. You must pick up the bag during normal business hours, so if you have a weekend or evening event, you must arrange to pick up the bag in advance.

Sound projected in the Commons may also be broadcast into the lobby and/or Room 233. If you have not reserved these spaces for your event, please be sure to turn off the sound in these areas. James Hageman may demonstrate the use of this equipment at the time of your training.

Additional media services can be provided, at cost to the renter, by UD Media Services. <http://www.ums.udel.edu/services.php>

Catering

To arrange catering, at the renter's expense, please contact UD Dining Services-Catering at (302) 831-2891. They offer a wide variety of services from coffee breaks to fine dining buffets. Any fees associated with the service are the responsibility of the renter. The renter must be present at the arranged delivery time. <http://www.udel.edu/catering/>.

Alcoholic beverage service requires 45 days advance notice to Dining Services in order to receive the required forms and approvals, including that of the Dean. Please visit the following website for more information. http://www.udel.edu/catering/forms/alcohol_form.html

Catering may provide table coverings upon request. Be sure to tell catering what tables (round or rectangular) you will be using.

Drink and snack vending machines are located in the Commons area.

Custodial Services

Custodians only work until 1pm, Monday through Friday. A work request form must be submitted if you will be using the area after 1pm or if you are in need of larger trash receptacles or anything in addition to what is typically in the Commons area. If you wish to request custodians to attend to the facilities prior to your event, you may make this request via a web form for Request for Service-Facilities prior to your event. Facilities may be reached at 302-831-1141 should you have questions. Any fees associated with the service are the responsibility of the renter.

CANR Communications

Katy O'Connell, CANR Communications Specialist (kvo@udel.edu), is available to assist with broad scale event planning related to agenda development, media coverage, and publicity. Please contact her if the event is appropriate to publicize, either as an announcement or as a news release (either before or after the event). To request specific assistance from CANR

Communications, please submit a work request form on CANR Today at <http://ag.udel.edu/forms/commForm/form.php>.

Because nothing is to be affixed to the walls or columns in the Commons, easels may be borrowed from CANR Communications. Please email Katy O'Connell kvo@udel.edu at least one week prior to the event to check availability.

Weekend and Night Use

If your event will be held on the weekend or after 6pm on weekdays, you must submit a request for services in order to have the building unlocked prior to your event and locked after the event. Visit the Public Safety Security Services website for more information or call (302) 831-2682. <http://www.udel.edu/PublicSafety/securityservices.htm>.

If you are having an evening program and will be using the projection system, you should also reserve Townsend Hall Room 233. If you need the Commons dimmed, there are no shades to block light from Room 233 if another group is using it.

Parking

If the attendees of the event will not have UD parking tags, contact Public Safety at (302) 831-1184 or parking@udel.edu for information about visitor parking. <http://www.udel.edu/PublicSafety/parkingservices.htm>

During the Event

- During your event, administrative staff may not be available to assist. Please be prepared in advance to be self sufficient.
- If a facilities emergency arises during normal business hours, please notify Jenny McDermott at (302) 831-1389 or cell (302) 218-1882. If she is unavailable, call (302) 831-1141. If a facilities emergency arises during non-business hours, please call (302) 831-1141. Please inform Jenny McDermott of the emergency the following business day. Air conditioning and heating levels are pre-set and cannot be adjusted. Should the temperature feel unusually hot or cold, indicating a mechanical problem, please follow the above procedure.
- If a personal or safety emergency arises, dial 911. University Police can be reached at (302) 831-2222. Please inform Jenny McDermott of the emergency as soon as possible.

- During your event, IT staff may not be able to assist with the AV equipment. In the event that you need assistance (during business hours), please contact CANR's CITAs in the following order:
 - James Hageman 831-1364 103 Townsend
 - Yohannes Tesfaye 831-8762 005 Townsend
 - Greg Keane 831-0867 102 Townsend
- ***Please note that there may be a class in 132 TNS during your event. Students and faculty must be able to enter and exit the classroom and get to the exterior doors. To reduce thru-traffic in the Commons during your event, it is helpful to post a sign on the outer door of the Commons and one at the entrance to the Commons from the lobby.***

After the Event

- Clean up is the sole responsibility of the user. Overflowing trash bags/cans are to be removed and placed next to the trash compactor at the rear of Townsend Hall. Do not leave boxes, posters, or other materials behind.
- Please arrange the tables, chairs, and couches that remain in the Commons back to their original places.
- Please close all windows.
- Please lock any opened areas.
- Return the AV equipment bag (microphone, cables, keys) to Debbie Hall or other administrative personnel at the front desk in Townsend Hall Room 113. If the event ends after business hours, please return it the morning following the event.
- Any damage must be immediately reported to Jenny McDermott (mott@udel.edu). The renter may be responsible for damage to the area and/or extra cleaning.