Event Policy Guide 2024-2025

Revision 8/30/2024

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iHQ Event Policy

InnovationHQ "iHQ" is defined as the MIT Innovation Headquarters, located on floors 3 through 7 at 292 Main Street, Cambridge MA 02142. The "Office of Innovation event team" is defined as the office with responsibility for event scheduling and administrative processes related to events. The "Events Team" is defined as the Events Manager, and any Events and Space Assistants, who both approve space and provide guidance.

An "event" constitutes any gathering exceeding 10 persons in a reserved space within iHQ, scheduled for a specific, mutually agreed upon date and time. Stakeholders such as student-affiliated groups, residents, DLCs, and Non-MIT Groups are eligible to host events.

"Non-MIT groups," are defined as any person or party not currently associated with MIT as an active student, staff, or faculty member. They must have an MIT Sponsor acting as event host on their behalf. Non-MIT groups include any vendor, caterer, or person/party providing event related services that are not currently associated with MIT as a student, staff, or faculty member. The event host acting upon the Non-MIT group is responsible for paying invoices via wire or check, two days prior to event start date.

The "Event host/MIT sponsor" is defined as the main event coordinator and point of contact in regards to communicating about event logistics. The "Event Host" is the sole entity responsible for booking space, speaking directly with the iHQ Event Team, placing work orders, arranging catering, securing loading dock access, and managing all event logistics for an individual event. If there is a team coordinating the event, the team must select one person to act as "event host."

The responsibilities of event planning and event coordination fall on the Event Host. The "event coordination" are defined as all aspects of planning an event from setup through breakdown. Responsibilities include but are not limited to:

- Catering activities (requesting building access, reservations, load in, clean up)
- Event agenda and/or itinerary
- Setup of space
- Food and beverage needs
- Communicating parking
- Cleaning and resetting the Event Space
- Submitting any custodial work orders.
- Cleaning and resetting the Event Space
- Identifying Audio-Visual needs
- Building Access for event attendees
- Billing (with exception of Non-MIT group this payment is taken via journal voucher.)

Please find additional policies by clicking on the link.https://policies.mit.edu/policies-procedures/120-relations-public-use-mit-name-and-facilities-use/125-use-facilities *Facilities are not available to individuals* but only to academic departments, administrative offices, and officially recognized student, faculty, staff, and employee organizations. In addition, under certain circumstances, non-MIT organizations may be sponsored and overseen by any of the above or by faculty or staff members, with prior permission of the appropriate Institute official. (See Section 12.5.1 Use of Facilities by Non-MIT Groups in the above link)

Hacker Space

The 7th Floor Hacker Space offers complete privacy, making it an exemplary venue for corporate events. Spanning 1,450 square feet, this versatile space is equipped to comfortably accommodate 100 guests with its existing seating arrangement, which includes high-top tables and plush couches. For specialized setups, the space can be arranged as a theater with seating for 80 guests or configured with work tables to accommodate 60 attendees comfortably.

7th Floor -Hacker Reactor Lounge

The Hacker Lounge is an ideal space for both breakout meetings and coffee break sessions. Featuring a skylight ceiling and flexible modular seating, this expansive 620-square-foot area comfortably accommodates up to 20 individuals. Additional furniture may be provided subject to availability.

The kitchenette is fully equipped to support catering operations, providing a functional space for catering partners to prepare and serve refreshments to guests efficiently.

7th Floor Conference Room

Strategically located adjacent to the Hacker Space, the 7th Floor Conference Room is tailored for high-level engagements, including VIP meetings. This room offers luxurious seating, a Nespresso machine, and state-of-the-art audiovisual capabilities, making it suitable for both breakout and private meetings. Spanning 525 square feet, it can host up to 22 participants.

Reservations

A "reservation" is defined as specific time(s), date(s) and space(s) reserved for an event. This encompasses all required setup and breakdown times; this may include events that occur over multiple days or in multiple Event Spaces.

A "reservation request" is defined as a request submitted for an event at iHQ via the Event Request Form. iHQ Event Reservations cannot be made via any other means. An iHQ Event team member will review requests and send an e-mail notice of approval or denial following any requests. Submission of an Event Request Form is not a Reservation Confirmation.

Events will only occur once there is a written email confirmation of acceptance of proposal. The proposal states the associated room rental, cancellation policy and necessary steps for event host. These action steps include creating a custodial work order, understanding AV guide, and acknowledging payment method.

Submission Requirement

For space requests from student groups, residents, and DLCs the submission form must include a cost object. For events that incur a cost for use of space, the cost object provided indicates to the Innovation Services Team where invoices should be sent following event completion.

If the cost object is not filled out the event will not be able to move as a definite or occur.

For Non-MIT submissions, the event host must agree to paying via wire or check must be sent two business days prior to event date.

Pricing

Pricing for the Hacker Reactor and Executive Conference Room can be viewed here. Please note, pricing may change based on the discretion of the assistant events manager.

For pricing on other iHQ Event Spaces, please submit an Event Request Form and include all spaces of interest. The iHQ Events Team will respond within three to five business days.

All events, regardless of pricing, must be associated with an MIT Cost Object. For all Non-MIT groups, the Cost Object would be taken via wire or check payment no later than two days prior to event.

Event Invoices are generated and sent out after the event's conclusion. MIT Sponsors for Non-MIT Groups are responsible for sending payment via wire or check two business days prior to start day. Failure to do so will result in penalty fees. MIT iHQ cannot invoice Non-MIT Groups directly.

Cancellation

If the Event host chooses to cancel an event, the Event Host must notify the iHQ Events Team in writing to both indaco17@mit.edu and ihqevent@mit.edu. Please refer to the cancellation policy below. Canceled reservations for events in the Hacker Reactor and Executive Conference room may incur a charge. Other charges may apply for Non-MIT Groups.

Cancellation Policy

In the circumstance where an event must be cancelled, <u>written notice</u> is required.

In the event of a Snow Emergency/Force Majeure, the Event Host is responsible for reaching out to the iHQ Event team to reschedule. In all other instances – the below table sets out the associated - cancellation fees:

0-14 Days	100% total event cost incurred
15-30 Days	80% total event cost incurred
31-90 Days	50% total event cost incurred
91+ Days	No Fee

Event Host Responsibility

The Event host is responsible for coordinating all aspects of the event including custodial services, catering, audio-visual, and parking. This includes:

Walk through of Space

- A site-tour is defined as a physical visit by the event host to view the space in person alongside an Events Team-member prior to the event date. The Event Host should reach out to both indaco17@mit.edu and ihqevent@mit.edu to schedule a tour. Please note that site tours are based on the event manager's availability. Some site-tours may be joint meaning meeting with multiple event hosts at once.

- Site-tours are required for student groups that have more than 50+ attendees and are multi-day events.

- Site-tours are required for Non-MIT Groups.

- Site-Tours are strongly encouraged for any residents or DLCs hosting an event at iHQ.

Submitting Work Orders

The Event Host is responsible for submitting an "Event Setup/Cleaning Request" via Atlas. General custodial services do not cover event trash removal.

Failure to comply with a work order will result in a cancelled event. Upon receiving the proposal, the event host must fill this portion out and respond to indaco17@mit.edu and ihqevent@mit.edu. Accepting the terms and providing the custodial work order number.

To submit a work order, a cost object must be provided for facilities to bill upon completion of the work order. If the Event Host cannot submit a work order due to an error with the cost object, the Event Host should reach out to their Fiscal Officer to approve their usage of the cost object. For expectations of the Event Space being in pristine condition upon arrival, the Event Host must also submit a corresponding work order for cleaning services to be conducted on the preceding night.

The iHQ is a 24-hour co-workspace for MIT students, and all rooms are accessible to students at all hours. This means the Event Space is not guaranteed to be in perfect condition upon the Event Host's arrival.

Student Work Orders

All student groups, including those who are part of ASA, are all responsible for submitting and providing their cost object for facilities to bill. Student groups who have any questions should reach out to the events team with questions.

Student groups who have a multi-day event, must set up a time with the custodial team for information. The student program manager will coordinate a time and be a part of meeting to help answer any questions.

Catering

For preferred vendors, we recommend East Meets West, Catering Concept or Rita's Catering. Further information can be found via the link iHQ's Approved Vendors.

The event host must communicate with the vendor the loading dock instructions to enter and exist to 75 Hayward Street, Cambridge, MA 02142. It is important to note, however, that access to the building would be the event hosts responsibility.

Loading Dock Frequently Asked Questions

- **What is the address to access the loading dock?**

To access the loading dock please use the following address: 75 Hayward Street, Cambridge, MA 02142

- **How many spots are there offered?**

There are three allotted spots for vehicles to use. No code is needed upon entering. The dock door is either open, or will automatically open when a vendor pulls up to it.

- **What are the hours of operation?**

Standard hours of operation are as follows: Monday- Friday, 6:00AM-8:00PM

- **My event is on a weekend, how do I proceed?**

For weekend access, you can call the phone number listed on the door which is 617-500-7822, and we can send someone to open. It is important to note, however, that access to the building would be the event host's responsibility.

Audio Visual

The default audio-visual recommendation is through MITAV. They can be contacted via email at mitav@mit.edu or [contact MIT AV](#) for support. iHQ provides basic Audio Visual and is not responsible for the performance or any technical complications that may arise.

Instructions for Setting Up Audiovisual Equipment
Determining Room Usage
1) In-Person Presentations:
- Selecting Mode: If the session involves only in-person attendees and content presentation, opt for "Laptop Presentation."
- Screen Reference: Utilize the top screen displayed on the left-hand side.
2) Hybrid or Remote Presentations:
- Selecting Mode: For meetings that include remote participants or require Zoom capabilities, select "Zoom Presentation."
- Screen Reference: Use the bottom screen shown on the left-hand side.

Connecting to Laptop Presentation
1) Activate Presentation Mode
- On the top screen, select the "Laptop Presentation" option.
- Click "Screen Down" to lower the projector screen for your presentation.
2) Establish Laptop Connection
- Connect your laptop using an HDMI cable.
- If your laptop lacks an HDMI port, utilize the HDMI to USB-C converter provided.

Setting Up for Remote Attendees
On the top screen, switch from "Laptop Presentation" to "Zoom" to prepare your device for a Zoom meeting.

1) Starting a New Meeting
- Host a new Zoom meeting by creating a unique meeting ID or Zoom link.
- Distribute the new meeting ID or link to invite participants.
2) Joining an Existing Meeting
- Use the provided meeting ID to join an ongoing Zoom meeting.
- This option allows you to link the room to an existing Zoom session.
3) Pairing and Hosting
- As the host, you can join as an attendee while managing the meeting settings.

Availability of Extra Cables
- Each room is equipped with an "AV Guide Bag" containing essential cables.
- Additional cables are available upon request at the reception desk on the third floor.

For further assistance or specific AV setup needs, please consult the on-site technical support team.

AV Equipment

For accessing the microphones stored for event usage, please locate the designated safety box situated on the 7th floor. This secure box houses all necessary audio equipment, including microphones, essential for facilitating clear and effective communication during your event. To gain access, enter the code: 1995# into the keypad. We urge you to handle the equipment with care and return it to its designated place within the safety box after your event concludes, ensuring it is available for subsequent users. In the event that a microphone does not function properly, additional batteries will be provided for your convenience. Should you encounter any other issues with accessing the box or the equipment itself, please contact the events team immediately for assistance. As a reminder events team is available during business hours and is not responsible for quality or performance or any complications that may arise.

Event Host Expectations Continued Space Setup

Post-setting Space
All Event Spaces at iHQ must be left in clean, functional, and usable condition for the next event group at the conclusion of the event reservation. The floor located on the iHQ website and Event Binders located in each Event Space are to be used as photo references to reset the space.

Each space should be set as "classroom style" that is table with chair directly behind facing the front wall where AV is located. It is strongly encouraged that the event host takes a photo of the space post-event to show task was accomplished. Failure to set the space back to its original state post-event will result in an incurred penalty fee of $200.

If an event requires outside parties to remove or bring in additional furniture, MIT/iHQ approved vendors must be used. This must be communicated to the iHQ Events Team as soon as possible, and the Event Host must be present to oversee any furniture removal or returns. Furniture must be returned to the Event Space in the condition in which it was found by the conclusion of the event reservation, unless otherwise discussed and confirmed in writing by the iHQ Events team. Costs may be incurred if furniture is damaged or lost in transit.

Adjusting reservations for setup and breakdown:
Event hosts should consider the necessary time taken to set the room, along with the breakdown time for pre and post event. If an event's setup and breakdown time is anticipated to be more than 30 minutes, the Event Host must contact the iHQ Events Team immediately to adjust the reservation. There may be an additional cost associated with this action.

The Event Host must be present for the entirety of the event reservation. If MIT is sponsoring a Non-MIT Group, the MIT Sponsor for this event is considered the Event Host, and therefore must be present throughout the event's duration. A staff or faculty member of MIT staff must be present at all student events. *iHQ personnel are not responsible for interacting with caterers and movers.*

The Event Host is also responsible for having rented furnishings or equipment dropped off and picked up in a timely fashion. All furniture must be returned to the Event Space in the condition it was found in by the conclusion of the event reservation. **Scheduling delivery and pickup and meeting with the delivery or pickup personnel onsite are the responsibilities of the Event Host**.

After Hour Access, Lobby TIM-Tickets

Coordinating Access to an Event
Tim Tickets, MIT's visitor pass system, allows the Event Host to invite event attendees to an MIT-sponsored event and issue them a digital pass referred to as a "ticket." Please ask your event manager for further information.

If an event occurs before 9am or after 5pm, the Event Host and attendees may have to register for "After Hours" access. "After Hours" is defined as any hour before 9am or after 5pm. Visit this link to gain "After Hours" access.

Submitting Event to Atlas
Events must be submitted to Atlas if any of the following descriptions apply to the event:
- Minors will be present
- Alcohol will be served
- >20% non-MIT community members will be in attendance
- Money will be exchanged
- 100+ attendees will be expected

Building E38 is accessible to the public from 9AM to 5PM. Events commencing before 9AM or after 5PM will require "After Hours" Access. MIT Community Members can follow the link here to [register for "After Hours" Access](#).

Non-MIT Groups will need Tim Tickets to access the building. Non-MIT Groups must be escorted by MIT Community members when entering the building. It is a fire code violation to prop open doors to elevator egress areas. The entrance doors to Building E38 are not to be propped open under any circumstances, as this is a safety violation. MIT Police will be notified if the entrance doors to Building E38 are propped open. [Visit this link to coordinate Tim Ticket access for event attendees.](#)

Additional Event Host Expectations

Innovation Headquarters provides inspiring event spaces for the Innovation and Entrepreneurship community to coordinate self-run events to the best of their availability.

The iHQ Events Team is not required to attend events or be present for events that the Office of Innovation is not hosting. The Events Team is available Monday through Friday from 9am-5pm. The Events Team is not available on weekends. The Events Team is not available during all federal holidays and MIT campus closures for holidays or inclement weather. Any event occurring on a weekend or despite inclement weather is at the risk of the Event Host.

Event Hosts must be familiar with MIT Safety Policies. Event Hosts are liable for contacting MIT Police in case of an emergency. Additional insurance costs may incur for weekend events.

The Event Host is responsible for returning the Event Space to the conditions indicated in the photos of the event space maintaining cleanliness and respecting the space. Any catering materials left behind will result in an additional cost added to the final invoice if the Event Host cannot arrange for the caterer to return to pick up their belongings within 24 hours of the event's conclusion. iHQ is not responsible for keeping track of catering equipment.

Lobby Prescence

The lobby of building E38 is home to MIT's Welcome Center, Open Spaces, and Admissions. Neither the Welcome Center, Open Space Programing, nor Admissions are associated with iHQ, therefore, the associates at the front desk do not have information about events at iHQ.

The events team will print out daily signage and post it on elevator and easel in the lobby so attendees are aware of the event location.

All "After Hours" events must have a presence in the lobby. This can be a table with a formal check-in area, or just one person standing near the entrance to direct event attendees.

Holidays

Access to building E38 is Monday-Friday 9am-5pm. MIT Community Members may sign up for After Hours Access for evening and weekend access.

Due to Facilities constraints, the iHQ is not accessible on Federal Holidays or other days the MIT Campus is closed for business. Please consider Campus Holidays and closures when planning your event. Building E38 does not provide building access on Campus Holidays and closures.

We look forward to working with you and hosting your event with us. Thank you!