



CALIFORNIA INSTITUTE OF TECHNOLOGY

## Cahill Hameetman Auditorium

### FACILITY USAGE POLICY

**The Hameetman Auditorium** is the primary classroom for large classes in astronomy and astrophysics (e.g. Ay1, Ph101). Events that conflict with these classes or with the weekly astronomy colloquium may not be scheduled.

#### 1. TYPES OF EVENTS PERMITTED

Events of educational and scientific interest, such as: lectures, seminars, meetings, workshops, conferences, classes, and student organizations events. Related receptions and food/beverage service are possible utilizing the outdoor patio space. Events scheduled in the auditorium are not to disrupt the normal business, activities, and flow of traffic in the Cahill building, which is a vibrant center of astrophysical research. Maximum capacity is 149. There is a strict **no food or drink** policy for the auditorium.

#### Reservation Policy:

- 1) Those with offices in Cahill – Reservation requests accepted up to 1 year in advance with acknowledgment that classes must be accommodated first if a conflict arises.
- 2) Other campus or IPAC groups – 9 months in advance for a summer recess or academic year weekend reservation, 6 months for academic year weekdays with a reservation after 6:00pm. Reservation requests during business hours (8am-6pm), 6 weeks in advance for academic year weekdays.
- 3) Outside groups and JPL – 6 months in advance for summer recess or academic year weekend reservation, 3 months in advance for academic year weekdays with reservations after 6:00pm. Reservation requests during business hours (8am- 6pm), 6 weeks in advance for academic year weekdays.

All reservations must include event information as listed in item 7 below, and an account (PTA number) for charges (see below) if the event is of a chargeable type.

#### 2. CHARGES

- No charge for use of facilities for Caltech and IPAC internal (academic or administrative) events. Events that involve only partly Caltech personnel and that are not in a direct support of the Institute's mission shall be counted as external, regardless of who is making the reservation.
- Non-Caltech non-profit uses and JPL: \$450.00 (unless they are for fundraising purposes; in which case an additional fee may be levied).
- Charge for use by commercial organizations: \$600.00 minimum; additional charges will be determined on a case-by-case basis.
- The facility should be left in good order after use. Cleanup fees charged if additional custodial or landscape cleanup is required. Repair fees will be charged for damages. External organizations should provide evidence of event insurance.
- For the non-internal events, an additional fee will be charged if the recording/streaming equipment is being used, at a level of \$150 for the first day, and \$100 for each subsequent day, with no partial day reduction.

#### 3. WEEKEND USE

The auditorium is available for Saturday and Sunday use. Cahill Administration will arrange for building opening and closing. Access is permitted to the auditorium and patio only, not to the library or other areas of the building.

For events on weekends and evenings (continuing after 6pm) that require the Cahill front (North) doors to be

unlocked before, during or after, the event, Caltech Security will be required to be present for the duration of the event, and the moveable barriers and doors blocking access to the rest of Cahill must be closed by Security. Contact Security for rate information, 626-395-4701.

#### **4. CATERING AND CLEANUP**

Patio catering is permitted by campus and non-campus caterers. If the tables, chairs, umbrellas and bases need to be moved for your caterer, we will have Transportation move, store and replace them, at a cost of approximately \$38/per person, per hour, plus their vehicle fee, charged to your account. If you or your caterer try to move them yourselves, and damage/break anything, you will also be responsible for repair/replacement costs, i.e., umbrellas @\$393.22/ea plus delivery. Extra trashcans are required (to be furnished by user or caterer). After the event any trash bags other than in the trashcans should be placed in the dumpsters (west building exit). No boxes or bagged trash is to be left in the building or on the patio. **The Cahill library and kitchen areas may not be used for food service and cannot be reserved for events. As well, the front (North) entrance may not be used for any catering or food service of any kind.** Please do not prop open the exterior doors to the front (North) entrance or especially the back patio area as this disrupts the temperature equilibrium in the rest of the building. If a tent is being used on the patio, please inform the tent company to use adequate supports between the poles and the pavers as several have cracked under the direct pressure of tent polls, and to not tie any support lines to the gate that opens onto the field. There is a strict **no food or drink** policy for the auditorium.

#### **5. NETWORK**

Wireless network access is available in the auditorium via the Caltech guest network. This is sufficient for most users though some may find a need to activate VPN.

#### **6. AUDIO/VISUAL**

There is a mounted LCD projector with connections at the podium in the front of the auditorium. Users may use laptops to connect. Connection instructions are within the podium. Instruction is available upon request; please call x4973. Overhead projectors are available, but need to be arranged in advance.

Video recording of the events is available using the existing system, at an additional charge. You may use Caltech Audio/Visual Services for all other audio and visual needs. Contact them for fee information.

There is one 6-foot table located outside the auditorium. Additional tables and chairs can be requested from Facilities, ext. 4717.

#### **7. FOR ADDITIONAL INFORMATION**

Reservation requests must include the following information:

- Name and purpose of the event
- Names of all sponsoring and attending organizations
- The estimated number of Caltech attendees
- The estimated number of non-Caltech attendees
- Will food be catered?
- (for campus sponsors): a PTA number for cleanup, repair and use charges
- A link to the advertisement for the event when this becomes available.
- (for non-Astro): Please justify your request for use of Hameetman rather than one of the many other similar-sized lecture halls on campus. <http://directory.caltech.edu/Auditoriums>

Please contact Althea Keith, [ae@astro.caltech.edu](mailto:ae@astro.caltech.edu) at x4973, for additional information.

#### **8. CAMPUS MAP** - <http://www.caltech.edu/map/Caltech-map-20090923CO>