

Posner Center Policies and Responsibilities

The following are detailed, with links, at
<http://www.library.cmu.edu/Libraries/Posner/guidelines.html>

1. **On-site Representative**

Every event must have an on-site representative. This person will coordinate event details with the Arts Library Associate or Posner Center Coordinator and is required to be in charge and on-site throughout the event. MORE:

<http://www.library.cmu.edu/Libraries/Posner/guidelines.html#representative>

2. **Opening/Closing Facility**

If an event is not scheduled during regular Posner Center hours (Monday-Friday, 1-4 p.m.), the on-site representative must arrange with University Police to open and close the building. Please notify University Police of the event at least 24 hours in advance.

The on-site representative should remain in Posner Center until the event is over and all guests have exited the building. All external doors should be locked.

3. **Doors**

For most events, only the North doors of Posner Center may be used. The South door is an emergency exit only. The side door, into Posner Hall (Tepper School of Business), may be used if catering staff needs access or if guests are using both buildings. The on-site representative must monitor any unlocked or open door into Posner Center throughout the event.

4. **Event Services**

The event sponsor pays for all event services (setup/cleanup, catering, parking, technology, etc.) with authorized service providers, including any overtime incurred by service providers.

With the exception of setup/cleanup, the event sponsor is responsible to arrange for all event services. The Arts Library Associate arranges for setup/cleanup.

5. **Setup/Cleanup**

The event sponsor is responsible to coordinate setup/cleanup details with the Arts Library Associate or Posner Center Coordinator.

6. **Food and Beverages**

Permitted at catered events only. Only University Catering Services may be used. MORE:
<http://www.library.cmu.edu/Libraries/Posner/guidelines.html#catering>

7. **Carnegie Mellon Alcohol Policy** must be observed. MORE:

<http://www.library.cmu.edu/Libraries/Posner/guidelines.html#alcohol>

8. **No Open Flames** are permitted in or around Posner Center since the Center is also a museum. This includes everything from candles or sterno inside the facility to barbeque grills on the grounds.

9. **No Smoking**

Posner Center is a non-smoking facility and the Carnegie Mellon Smoking Policy applies. Smoking is not permitted on Boardroom terraces.

10. **Decorations**

Decorations, signs, etc. are limited to table decorations and other freestanding items. Decorations may not be attached to the walls, exhibit cases, or glass surfaces.

11. **Re-arranging/Removing Furniture**

If it is necessary to re-arrange or remove Posner Center furnishings for an event, the change must be approved and scheduled by the Arts Library Associate, and performed by Facilities Management Services. Cost of change and restoration to default condition is the responsibility of the event sponsor.

12. **North, South or Full Boardroom**

The default setup is the full Boardroom with 38 monitors and 75 chairs. The room can be divided into two smaller conference rooms. If it is necessary to set up the dividing wall for your event, the change must be approved and scheduled by the Arts Library Associate, and performed by Central Property Services. Cost of change and restoration to default condition is the responsibility of the event sponsor.

13. **Using Technology**

Media Technology support must be scheduled in advance. MediaTech staff will set up desired technology, and must be present during any event that uses any Posner Center technology, including audio or video conferencing, PowerPoint presentations, document cameras, etc.

Do not unplug, move or remove equipment from the Boardroom. Any such change must be performed by Media Technology, 412-268-2430, mediatech@andrew.cmu.edu. Cost of change and restoration to default condition is the responsibility of the event sponsor.

14. **Parking**

Arrange for guest parking through Parking Services, 412-268-2052, parkingreservations@andrew.cmu.edu.

15. **Heating and Air Conditioning**

HVAC systems are calibrated for the optimum well-being of the Posner Center collection. Do not adjust heat or air conditioning during an event. Call University Police in case of an emergency.

16. **Computers**

There is one dedicated public workstation in the reception area for Posner Memorial Collection full-text viewing only. Guests are welcome to bring laptops and use wireless Internet access. Datacom outlets are available in the Boardroom. Network Guest accounts may be set up in advance for guests who are not affiliated with the University by visiting the following link: <http://www.cmu.edu/computing/doc/accounts/network-guests/index.html>.

17. **Damage**

The on-site representative insures that Posner Center facilities are not damaged during an event. Any damages caused by neglect or carelessness will be repaired or replaced at the expense of the event sponsor.

18. **Cleanup**

Posner Center staff arranges cleanup for events using catering services. Cost of post-event cleaning is the responsibility of the event sponsor.