

SSL Multi Purpose Room Reservation & Usage Guidelines :

1. Reservations & Scheduling

- Advance Booking: Events can be scheduled through [25Live Space Scheduling](#) Space Scheduling up to one year in advance; however, space requests will only be reviewed and confirmed up to 6 months prior to the event date.
- Changes: To request changes to room size, layout, or duration, email SSL_MPR@brown.edu at least 2 days prior to the event.
- Cancellations: Cancellations must be made via email to Kristina Zanni at least 1 day prior. Late cancellations may result in charges for previously scheduled setup, cleaning, or security.

2. Access & Building Security

- Guest Check-In: It is the department's responsibility to manage guest access. A member of your team must be stationed at the front door to permit access and check in guests; this is not the responsibility of the SSL administrative assistant.
- 4th Floor Lobby: On Mondays and Fridays, the elevator lobby doors are locked and require card access. The event coordinator must assign a team member to greet guests in the reception lobby to keep the building secure. Do not prop these doors open at any time.
- DPS Security Detail: Events occurring after 4:00 PM or on weekends require a DPS officer on-site, stationed at the 4th-floor reception desk. Each department is responsible for making these arrangements. Please contact Dps_details@brown.edu or call Jillian Rourke at (401) 863-2027, Monday through Friday 8:30 am – 5:00pm.
- [Updates on Campus Safety & Security](#)
- [DPSEM Event Security Review Policy](#)

3. Facilities & Room Setup

- Movable Walls: The space features retractable walls that can be rolled out to create three individual rooms or one large space .
- *(Link To diagram & Room setup)*
- Setup Fees: Depending on the complexity of the table and chair configuration, departments may be charged a fee for a day porter to set up the room.
- Combined Capacity: When the walls are open, the total area can accommodate a maximum of 150 seated chairs
- Surrounding conference rooms are bookable by Google Calendar, they are first come first serve: they rooms are for administrative use only.

4. A/V & Technology Support

- Requests: If A/V support is needed, email the SSL ITSC team (ssl-itsc@brown.edu) at least 48 hours before your event with the date and time.
- Equipment: The rooms are equipped with ceiling-mounted projectors and screens

5. Catering & Custodial Needs

- Catering Rights: Departments must contact Brown Dining first, as they have the Right of First Refusal. If they cannot service the event, you must use an approved vendor from the America to Go (ATG) list.
- Custodial Services: If an event is catered and requires cleanup, the hosting department is responsible for the cost of custodial services, which are arranged through Brown Real Estate.

6. General Policies

- Directional Signage: Signage must be printed on 11x17 paper to fit the three available sign holders.
- Transportation: All faculty, staff, and students visiting SSL are encouraged to use the Brown Shuttle service.
- Parking: Departments that require parking validation for guests should set up an account with LAZ for 330 Eddy St. SSL Parking Garage using this link [Parking Validation System Access Request Form South Street Landing Parking garage](#)

7. Third-Party Events:

- If a department hosts an outside organization, the inquiry must go through the Event Strategy and Management Team to minimize liability and ensure appropriate space use. The ESM Team will then work with team to
- *If Departments are charging participants conference or event fees and using the SSL-MPR space, the Department will be charged \$1,000 for use of the SSL-MPR space.*
- *Use of space by external Third Parties must follow [Brown's policy](#)*
- Staffing Responsibility: For all events, including those hosted for third-party organizations, a member of the hosting department must be on-site for the entire duration of the event.

8. Concluding Your Event

- Resetting the Space: Return all furniture and movable walls to their default positions is the responsibility of the Custodial team not your department.
- Final Checks: Before leaving the building, please ensure all equipment and lights are turned off, no food is left out, and all personal items are removed.