

Moravian College Doghouse Usage & Event Request Policy

The “Doghouse” is a community programming space located on the lower level of Zinzendorf Hall, that is managed by the Office of Housing & Event Management and the Office of Student Involvement. The space is intended to be shared by the Moravian community to host programs that are *open and accessible to all*. The space is also available for external groups/individuals to host private events.

The Doghouse accommodates roughly 50 and is equipped with audio visual equipment, furnishing for 20 and a small kitchen/prep area.

Groups and individuals seeking to use the Doghouse should review the following guidelines. For questions, contact the Office of Housing & Event Management at 610-861-1491 or hubdesk@moravian.edu.

Open Moravian Community Hours

During the weekdays (Monday-Friday) from 8AM-6PM, the Doghouse is accessible to all current Moravian College faculty, staff, and students. We encourage individuals to use the space to study, relax, and connect with others.

Entry to the Doghouse can be found on the east side of the Zinzendorf Hall (nearest Comenius Hall). You must have an active Moravian College Identification Card to access the entry door. If you experience issue accessing the space, please contact Campus Safety.

We ask that Moravian community members abide by the following guidelines when using the Doghouse during the weekday hours, as there are classes and offices in Zinzendorf Hall:

- Keep noise at a low to moderate level (ie; no use of the media equipment, no yelling, no screaming, and no horseplay)
- Be respectful of the other individuals using the space.
- Clean up after yourself; dispose of personal trash before leaving the space.
- Return furniture to its found location.
- Report any concerns or questionable activity to Campus Safety.
- Report any facilities related concerns to the Office of Housing & Event Management.

Moravian Sponsored Events & Reservations

Moravian College faculty, staff, and USG recognized clubs/organizations may request to host events that are open to *all* community members in the Doghouse during the following times:

- Monday-Thursday: 6PM- Midnight
- Friday- Saturday: 6PM- 2AM*
- Saturday: 8AM-6PM
- Sunday: 10AM-Midnight

Reservation(s) of the Doghouse should be made through the Office of Housing & Event Management, via AdAstra (tinyurl.com/HUBEventRequest) or at the HUB Desk. Again, these events must be open to the *entire* Moravian community. Private or limited attendance events (ie; club board meeting, recruitment event, class) may not be approved.

*Moravian College community members seeking to host late night events (6PM- 2AM) on Friday and/or Saturday must contact the Associate Director of Student Involvement; the space is held for United Student Government and Moravian Activities Council to host campus-wide events.

The space is unreservable during the week of final exams.

External Groups & Private Event Reservations

Groups and individuals are welcome to request the Doghouse for private events (bridal showers, baby showers, etc.) during the following times:

- Saturday: 8AM-6PM
- Sunday: 10AM-Midnight

The Doghouse may not be reserved during exam periods.

Inquires should be directed to the Associate Director of Housing & Event Management by calling 610-861-1491 or emailing mersona@moravian.edu.

There is a fee for use of the facility by external events. Depending on particular setup requests, additional cost may be incurred (ie; audio visual, table rentals, in-house food, etc.).

Private & Public Event Usage Agreement

Access

Event Requestors must call Campus Safety & Police at 610-861-1421 at the start and end of their event to have the card reader deactivated.

The event requestor(s) may also pick up a Doghouse Access Card from the Hauptert Union Building Desk within 15 minutes of the start of the event. That individual is required to handover their personal Moravian ID Card or a Photo ID in order to be issued the Doghouse Access Card.

The Doghouse Access Card is the only way to enter Doghouse. The event requestor will be responsible for providing guests entry into the event. Propping the door is highly discouraged.

The event requestor is responsible for returning the Doghouse Access Card within 15 minutes of the end of their scheduled event.

If the card is not returned within the required timeframe, it will be deemed lost or stolen.

There will be a fee to replace a lost or stolen card.

Alcohol

No outside alcohol is permitted. Private groups seeking to have alcohol at their event must work with Moravian College Dining Services & Sodexo Catering to negotiate a separate food & beverage contract.

Behavior & Conduct

Students, faculty, staff, and private parties are expected to uphold the Moravian College standards during an event. Any witnessed (security camera) or reported misconduct will be referred to Campus Safety & Security and Student Affairs.

Event requestors/hosts assume all responsibility for the behavior and conduct of their non-Moravian guests.

Cleaning

While the space is cleaned by a Moravian College contractor, we ask that you please do your best to clean up after your event/party. Place all garbage in the provided trash bins and recycling receptacles; and return furniture to its found location.

Situations that require significant cleaning may result in charges to the individual/group/organization or loss of privilege in the space.

Damage, Lost, or Stolen Property

The event requestor and/or organization assumes liability for any lost, stolen, or damaged property during their hosted event.

Food

Outside food is permitted in the Doghouse. Groups seeking to use the kitchen space should notify the Office of Housing & Event Management of the requested use.

Groups seeking to have alcohol would also be obligated to use Moravian College Dining Services & Sodexo Catering for their food needs (see Alcohol).

Media Equipment

The Doghouse provides stage-of-the-art media equipment. Groups interested in access to these devices should make arrangements with Housing & Event Management at the time of the request. A staff member may be required to work your event, at a cost, if certain items are requested.

For questions please contact:

Office of Housing & Event Management
Hauptert Union Building
610-861-1491
hubdesk@moravian.edu

