Please Note: Our facilities are available only to UD staff, students, and faculty for University related activities. The renter entered on the reservation form is responsible for fulfilling all of the terms of use and is responsible for the conduct of the guests during the event.

At the end of this document please click the gray box to agree to the terms which will generate the web form for your reservation.

**Preparing for the Event**

The maximum capacity for any Townsend Hall event is 250 people.

The following furniture is maintained in the Commons:

<table>
<thead>
<tr>
<th>Type</th>
<th>Qty.</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Study Chair</td>
<td>16</td>
<td>Study Chair - Multi-use four leg chair with arms</td>
</tr>
<tr>
<td>Study Chair</td>
<td>16</td>
<td>Multi-use four leg armless chair</td>
</tr>
<tr>
<td>Barstool</td>
<td>18</td>
<td>Stackable barstool</td>
</tr>
<tr>
<td>Accent Chair</td>
<td>2</td>
<td>Accent Chair</td>
</tr>
<tr>
<td>Lounge Chair - Style #1</td>
<td>4</td>
<td>Lounge Chair</td>
</tr>
<tr>
<td>Lounge Chair - Style #2</td>
<td>2</td>
<td>Lounge Chair</td>
</tr>
<tr>
<td>High Density Stack Chair</td>
<td>150</td>
<td>High Density Stack Chair, Poly Seat and Mesh Back</td>
</tr>
<tr>
<td>High Density Stack Chair</td>
<td>5</td>
<td>Transport Dolly</td>
</tr>
<tr>
<td>Bench</td>
<td>2</td>
<td>Indoor Picnic Bench</td>
</tr>
<tr>
<td>Banquette Modular Seating</td>
<td>1</td>
<td>Two-Seat Modular Banquette with</td>
</tr>
<tr>
<td>Upholstered Ottoman</td>
<td>2</td>
<td>Upholstered Ottoman, Non-Contrasting Fabric</td>
</tr>
<tr>
<td>Coffee Table</td>
<td>2</td>
<td>Laminate Coffee Table</td>
</tr>
<tr>
<td>Side Table</td>
<td>5</td>
<td>Side Table</td>
</tr>
<tr>
<td>Harvest Table</td>
<td>2</td>
<td>Rectangular Bar-Height Parsons Table w/Casters</td>
</tr>
<tr>
<td>Study Table</td>
<td>2</td>
<td>Folding T-base leg, rectangular tables w/ (2) PowerUp modules</td>
</tr>
<tr>
<td>Study Table</td>
<td>3</td>
<td>Square Table with X-Base and Flip Top</td>
</tr>
</tbody>
</table>
These items are available to the renter during the scheduled event but may not be removed from the Commons.

If you need additional tables and chairs, they may be rented (for a charge) by filling out a web form for Request for Service-Movers. **Movers may also provide a podium and/or stage/riser for your event.** For more information please contact Steve Kirby at Mover Services at 831-6917 or kirbysl@udel.edu. Any fees associated with the service are the responsibility of the renter. The renter must be present at the arranged delivery time.

Please note that capacities are only rough estimates. Capacity for your event will be determined by your individual set up. It is recommended that you visit the site prior to ordering additional seating to determine your set up. Be sure to include space for seating as well as catering or other special needs.

The doorways and hallways cannot be blocked off, and the exits must be easily accessible in the event of an emergency.

At a maximum, the Commons can comfortably accommodate the following WITH the existing furniture present:

- Classroom style seating (chairs behind one side of rectangular table): 8 tables, 40 chairs
- Rectangular tables (chairs on both sides of table): 10 tables, 100 chairs
- Audience (no tables, just chairs): 120 chairs
- Round tables (chairs around a round table): 48 chairs, 6 tables

In addition to the Commons, you will have access to the lobby area during your scheduled event. This area and the Bar-Height Tables (3), Barstools (6), and Lounge Chairs (2) in it are available for your use. At a maximum, the lobby can accommodate the following:

- Classroom style seating (chairs behind one side of rectangular table): 20 chairs, 4 tables
- Rectangular tables (chairs on both sides of table): 33 chairs, 3 tables
- Audience (no tables, just chairs): 40 chairs
- Round Tables (chairs around a round table): 24 chairs, 3 tables
- Tall round tables (no chairs-cocktail style): 7 tables
- If you plan to have your tables covered, you must order these coverings through Dining Services or provide your own tablecloths.
Audio-Visual Equipment

During your event, IT staff may not be able to assist with AV equipment please contact the University of Delaware IT-Help Desk at (302) 831-6000. Or fill out the form http://www.udel.edu/it/help/request.html to arrange a date and time.

Sound projected in the Commons may also be broadcast into the lobby and/or Room 233. If you have not reserved these spaces for your event, please be sure to turn off the sound in these areas. An IT support staff may demonstrate the use of this equipment at the time of your training. Here is the IT Help Request Form - http://www.udel.edu/it/help/request.html in order to set-up demonstration for the use of equipment.

Additional media services can be provided, at cost to the renter, by UD Media Services. http://www1.udel.edu/UMS/performances-events.html

Catering

To arrange catering, at the renter’s expense, please contact UD Dining Services-Catering at (302) 831-2891. They offer a wide variety of services from coffee breaks to fine dining buffets. Any fees associated with the service are the responsibility of the renter. The renter must be present at the arranged delivery time. http://www.udel.edu/catering/.

Alcoholic beverage service requires 45 days advance notice to Dining Services in order to receive the required forms and approvals, including that of the Dean. Please visit the following website for more information. http://www.udel.edu/auxserv/dining/forms/alcohol_form.html

Catering may provide table coverings upon request. Be sure to tell catering what tables (round or rectangular) you will be using.

Custodial Services

Custodians work until 1pm, Monday through Friday. A work request form must be submitted if you will be using the area after 1pm or if you are in need of larger trash receptacles or anything in addition to what is typically in the Commons area. If you wish to request custodians to attend to the facilities prior to your event, you may make this request via a web form for Request for Service-Facilities prior to your event. Please know the Commons Area must be returned back to normal or fees may apply. Any fees associated with the service are the responsibility of the renter.
CANR Communications

CANR Communications is available to assist with broad scale event planning related to agenda development, media coverage, and publicity. Please contact the CANR Communications unit in advance if the event is appropriate to publicize, either as an announcement or as a news release (either before or after the event). To request specific assistance from CANR Communications, please submit a work request form http://canr.udel.edu/about-us/staff-resources/communications-work-request/. Please fill out the form at least one week prior to the event.

Weekend Use

If your event will be held on the weekend you must submit a request for services in order to have the building unlocked prior to your event and locked after the event. Please email Jenny McDermott for more information mott@udel.edu.

If you are having an evening program and will be using the projection system, you should also reserve Townsend Hall Room 233. If you need the Commons dimmed, there are no shades to block light from Room 233 if another group is using it.

Parking

If the attendees of the event will not have UD parking tags, contact Public Safety at (302) 831-1184 or parking@udel.edu for information about visitor parking.
http://www.udel.edu/PublicSafety/parkingservices.htm

During the Event

• During your event, administrative staff may not be available to assist. Please be prepared in advance to be self-sufficient.
• If a facilities emergency arises please notify Jenny McDermott at (302) 831-1389 or cell (302) 218-1882. If she is unavailable, call (302) 831-1141.
• Air conditioning and heating levels are pre-set and cannot be adjusted. Should the temperature feel unusually hot or cold, indicating a mechanical problem, please follow the above procedure.
• If a personal or safety emergency arises, dial 911. University Police can be reached at (302) 831-2222. Please inform Jenny McDermott of the emergency as soon as possible.

• Please note that there may be a class in 132 TNS during your event. Students and faculty must be able to enter and exit the classroom and get to the exterior doors. To reduce thru-traffic in the Commons during your event, it is helpful to post a sign on the outer door of the Commons and one at the entrance to the Commons from the lobby.
After the Event

• Clean up is the sole responsibility of the user. Overflowing trash bags/cans are to be removed and placed next to the trash compactor at the rear of Townsend Hall. Do not leave boxes, posters, or other materials behind.
• Please arrange the tables, chairs, and couches that remain in the Commons back to their original places.
• Chairs that were taken off of the dolly should be placed back on the dolly (30 chairs to a dolly)
• Please close and lock any open windows or doors.
• Any damage must be immediately reported to Jenny McDermott (mott@udel.edu). The renter will be responsible for damage to the area and/or extra cleaning.

I have read the above-mentioned terms for renting the Townsend Hall Commons and Agree to the terms.

Please click the gray box to agree to the terms.