



ROOSEVELT HOUSE

PUBLIC POLICY INSTITUTE AT HUNTER COLLEGE

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GUIDELINES FOR PLANNING EVENTS AT ROOSEVELT HOUSE FOR MEMBERS OF THE HUNTER COLLEGE COMMUNITY

I. GENERAL PRINCIPLES FOR SPACE ALLOCATION AT ROOSEVELT HOUSE

Roosevelt House, the historic New York City home of Franklin and Eleanor Roosevelt, and Franklin's mother Sara, is the home of Hunter's Roosevelt House Public Policy Institute. The institute's mission is to advance undergraduate education, faculty research, and public programming in the fields of public policy and human rights.

When not otherwise in use by the Roosevelt House Public Policy Institute, certain rooms at Roosevelt House may be available for use by members of the Hunter community and outside groups for events. Given the distinctive nature of the property and the limited number of rooms available at Roosevelt House, we anticipate having to address multiple competing demands for use of these spaces, particularly in the first years of operation.

These guidelines set forth basic priorities and procedures, consistent with the City University of New York Policy Regarding Use of College Facilities, for allocation of space at Roosevelt House for internal Hunter uses.¹ They are informed by the following considerations:

- Priority in space allocation and scheduling will be given to activities that are central to the academic mission and themes of Roosevelt House, including classes in the Public Policy and Human Rights programs based at Roosevelt House, faculty seminars, student engagement programs, and related activities that further the institute's teaching and research mission.
- Similarly, priority in space allocation and scheduling of events intended primarily for public audiences will be given to activities sponsored by the Roosevelt House Public Policy Institute, and/or that promote the institute's public engagement mission and the interests of the College generally.
- Event planning and scheduling will take account of the need to maintain the physical integrity of Roosevelt House – an historic, landmarked building that underwent an extensive, multi-year restoration after having been closed down for safety reasons in 1992. Roosevelt

¹Space at Roosevelt House will also be made available to outside groups for rental. Preference will ordinarily be given to outside events that are of an educational, cultural or informational nature – as opposed to those that are purely social or of a business nature.

House reserves the right to deny requests for use of space that could cause excessive wear and tear.

- While no rent is charged to Hunter groups for use of the facilities at Roosevelt House, other charges will ordinarily apply, as described more fully below. It is the responsibility of each department or program wishing to hold an event at Roosevelt House to secure the necessary funding and staffing in advance.

II. CATEGORIES OF EVENTS THAT MAY BE SCHEDULED AT ROOSEVELT HOUSE

The following are illustrative examples of the types of events that may take place at Roosevelt House.

- **CLASSES AND FACULTY SEMINARS** – as noted, undergraduate classes and faculty seminars associated with the Public Policy and Human Rights programs based at Roosevelt House, or for those with a public policy or human rights theme, will be given priority in scheduling.
- **PROGRAMS DIRECTED AT ACADEMIC AUDIENCES** – these may include academic conferences and colloquia; special lectures for students and faculty members; and special departmental retreats.
- **PUBLIC PROGRAMS** – these may include book discussions, panel discussions, lectures, film screenings and similar programs, usually on topics related to public policy, human rights, and/or the Roosevelt legacy. Public programs held at Roosevelt House are typically organized and sponsored by the institute, though RH may occasionally be available for public programs organized by other Hunter departments or programs.
- **PARTNER INSTITUTION EVENTS** – programs organized by institutions that have a formal partnership with Roosevelt House, such as the Aspen Institute.
- **SPECIAL CONVENINGS AND OTHER PROGRAMS DIRECTED AT KEY DECISIONMAKERS** – these may include policy dialogues and similar discussions that are directed primarily at decisionmakers, specialists, funders in a particular field, and/or events designed to bring scholars and policymakers together. Such programs may be initiated by Roosevelt House-affiliated faculty and staff, other Hunter departments or programs, or by outside groups with a connection to relevant Hunter departments or programs.
- **PROGRAMS ORGANIZED BY HUNTER STUDENT GROUPS** – such as special guest lecturers, and similar high profile events. Officially chartered Hunter student groups may request space for events at Roosevelt House in accordance with the guidelines set forth in this document. Preference will be given to student events with a focus on public policy and/or human rights issues.

- OTHER SPECIAL EVENTS – including alumni gatherings, special donor cultivation or recognition events, and similar high-level functions that promote the interests of the College.

III. PROCEDURES FOR SCHEDULING AN EVENT AT ROOSEVELT HOUSE

- REQUESTING A ROOM: all requests for use of space at Roosevelt House must be submitted in writing, ideally at least six weeks in advance but no later than two weeks before the requested event date, using the attached Roosevelt House Event Information and Reservation form. (This is available for download on our website. To view the form now, please [click here](#)) The form must be approved and signed by the relevant department chairperson or program director, and each requesting department/program must designate an “event coordinator” who will be responsible for the logistics of the event. It is expected that demand will be heavy and that events should therefore be planned in advance.
- REVIEW OF ROOM RESERVATION REQUEST: Roosevelt House staff will review the reservation request; if the space is available and the event is approved, a member of the Roosevelt House staff will contact the person identified as the primary contact to discuss budget, staffing and other considerations.
- COSTS, STAFFING AND BILLING:
 - Costs: As noted above, no rental fees are charged to Hunter organizations for use of Hunter facilities. However, other charges, such as catering, security, technicians, facilities, cleaning, and an administrative fee will apply. These costs will vary from event to event, depending on the types of services required, number of people in attendance and similar considerations. Roosevelt House does not provide funding for these costs. Bills for these services will be generated by Hunter’s Central Reservations Office and must be paid in advance. *See Appendix B for hourly rates.*
 - Event planning, coordination and staffing: As noted, each Hunter department or program must designate a primary contact person who will be responsible for all aspects of event planning and staffing, including preparing invitations, handling RSVPs, overseeing check-in, preparing written materials, contracting with caterers, etc., as Roosevelt House staff will not provide these services. All approved events must adhere to the rules set forth in the attached “Roosevelt House Facilities Policies” document.
 - Event Manager: Events taking place outside normal business hours (9-5, M-F) will ordinarily be referred to Central Reservations for event coordination services, and will require an on-site event manager, which will involve a separate fee. An event manager may also be required for other events, at the discretion of Roosevelt House staff, depending upon the nature and timing of the event in question.

- **THE FOLLOWING ADDITIONAL PROCEDURES APPLY:**

- Class scheduling: The second and third floor conference rooms at Roosevelt House are available for classes. Each room is configured “seminar style” and is appropriate for classes of between 25 to 30 students. The rooms are equipped with white boards, networked LCD monitors with hook-ups for laptops and flash drives, and DVD/CD players. Hunter’s Wi-Fi network is available throughout the building and within each classroom. Classroom space is typically available Monday through Thursday, with a preference for daytime classes (Fridays and many evenings are reserved for conferences and other special events.) Faculty members wishing to teach at Roosevelt House should consult with their respective department chairs in the first instance, and then contact Ellen Murray at esmurray@hunter.cuny.edu or 212-650-3184, specifying the day, time and course that they are interested in teaching at Roosevelt House.
- Other academic programs: requests for use of Roosevelt House for seminars, academic conferences, colloquia for faculty and/or students, special lectures by distinguished visiting speakers for academic audiences and the like, should be discussed in the first instance with the Director of Academic Programs at Roosevelt House. This initial discussion should precede the submission of a Roosevelt House reservation form.
- Student Groups: All such requests must be approved by the Office of Student Affairs. Student groups must have sufficient funding to cover costs for items such as catering, security, technicians, facilities, cleaning, etc.
- Co-Sponsorship of Events with the Roosevelt House Public Policy Institute: there will often be opportunities for Hunter organizations and departments to co-sponsor public and/or academic programs with Roosevelt House, particularly when such programs directly relate to and/or advance the Institute’s mission. Co-sponsorship can take different forms, but will often entail one or more of the following: use of the Roosevelt House logo on event-related materials, assistance with event publicity, such as a listing on the Roosevelt House website and/or dissemination of information to the Roosevelt House mailing list; consultation with Roosevelt House faculty/staff regarding content of the event; and assistance with event planning and execution by Roosevelt House staff. Such requests should be discussed in the first instance with the Director of Programs, Operations and Development at Roosevelt House.
- Events co-sponsored with an outside organization: events that are planned, developed and managed jointly by a Hunter department and an outside organization must be approved by the department chairperson and/or program director and the Dean of the relevant school. Roosevelt House may not be reserved by a Hunter College organization and then “turned over” to an outside

group. The Hunter faculty/staff person must take full responsibility for coordinating, attending and actively participating in any sponsored or co-sponsored event taking place at Roosevelt House.

IV. DESCRIPTION OF AVAILABLE ROOMS

- **Auditorium (Cellar Level)**

The auditorium, 1,100 sq. ft., carved out of the lower levels of the building, is ideal for lectures, conferences, and other programs. The Auditorium is equipped with 91 seats set in a lecture layout, AV projection and sound, projection screen, amplification, and access to internet. A warming pantry is conveniently located adjacent to the auditorium, and there is also a coat check space on the balcony level.

- **Four Freedoms Room (First Floor Conference Room)**

The Four Freedoms Room, 690 sq. ft., is an ideal space for cocktail receptions and seated functions. Note that there is no fixed furniture in this room – thus, use of the Four Freedoms room for seated luncheons and dinners may entail rental of outside tables, chairs and linens.

- **Second Floor Conference Room**

This room is ideal for seminars, board meetings and round table events. The room is equipped with a Mobile AV unit, white board, and 28 chairs around a conference table configured in a hollow rectangle.

- **Third Floor Conference Room**

Like the second floor conference room, this room is ideal for seminars and round-table events, with 26 chairs around a conference table configured in a hollow triangle. It is equipped with a Mobile AV unit, white board and built-in room divider, which enables the space to be configured into two smaller rooms.

V. DIRECTORY – WHOM TO CONTACT ABOUT WHAT

- Dates and availability: 212-650-3174; roosevelthouse@hunter.cuny.edu
- Event-planning inquiries: 212-396-6548, events@hunter.cuny.edu
- Class scheduling: Ellen Murray, esmurray@hunter.cuny.edu, 212-650-3184

Appendix A

Roosevelt House Facilities Policies For Hunter Programs and Departments

In order to protect Roosevelt House from excessive wear and tear, while at the same time accommodating requests from members of the community to use Roosevelt House as a venue for appropriate events and programs, we have developed the following policies to guide Hunter programs and departments that are planning events at Roosevelt House.

Access and Parking:

- Out of courtesy to our neighbors, we ask that guests immediately enter the building on arrival and not stand outside the building.
- Roosevelt House is located on a “through” street which prohibits parking or waiting for passenger pick-up. The sponsoring organization must ensure that all guests are aware of this limitation.
- All events must take place between the hours of 10:00 am and 10:00 pm, unless prior arrangements are agreed upon. The maximum time for any event including set-up and clean up is eight-hours. Hours for labor charges are quoted in a five hour block; additional hours may incur overtime fees. The property must be vacated by midnight.
- The sponsoring Hunter department is responsible for keeping the number of guests attending the event to that which is no greater than the maximum occupancy limits. Occupancy limits are strictly enforced.
- Guests are restricted to rooms listed and approved in the reservation form, and must be mindful of classes and other activities that may be going on in the house at the same time.
- No glassware or any other breakable serveware or décor may be used on the terrace.
- No smoking is permitted at any time within or outside of Roosevelt House.
- No pets of any kind, with the exception of service dogs, are permitted on the property.

Alcoholic Beverages:

- Alcoholic beverages may only be served by caterers who provide the documentation set forth below. Documentation must be received no later than one day before the event.
 - Copy of the caterer’s license to provide liquor OR the on-premise liquor license from caterers having an affiliation of restaurants seating 50 person or more;
 - Copy of the caterer’s one-time permit to serve liquor at Roosevelt House for the specific event. This must be secured from the NY State Liquor Authority. Application must be received by the Liquor Authority, **a minimum of 15 business prior to the function**; and
 - Liquor liability insurance. (See Catering and Food Service, below)

- Beverage consumption is restricted to the designated event site and may not be consumed at other locations on the property. The caterer is responsible for monitoring the use of alcohol and ensuring that all applicable laws are adhered to, including the serving of alcoholic beverages only to persons 21 years of age or older. Roosevelt House staff reserves the right to monitor alcohol use at any time and/or terminate service to any individual or group. Alcoholic beverages are not to be served during the last fifteen minutes of guest rental time nor consumed before the official cocktail hour begins.

Caterers and Food Service

- Due to concerns about maintenance, upkeep and cleanliness of this historic facility, as well as lack of storage space for refuse, we cannot permit programs or departments to “self cater” events at Roosevelt House. All food at Roosevelt House must be provided, served and removed by an approved caterer.
- A list of approved caterers may be obtained from Roosevelt House by calling 212-650-3174 or 212-396-6548, or emailing events@hunter.cuny.edu.
- It will be the responsibility of the caterer to provide a current Certificate of Insurance, including host liquor liability (if alcohol is to be served) with minimum limits of \$1,000,000 and a \$5,000,000 aggregate, and naming the City University of New York, the Dormitory Authority of the State of New York, Roosevelt House at Hunter College, and New York State as additional insureds and defend Hunter College in the event of a lawsuit. If alcohol is to be served, the caterer must comply with the requirements set forth under “Alcoholic Beverages,” above.
- All personnel, food, beverages, serving utensils, glasses and china, and other equipment including tablecloths, flowers and refuse bags must be provided. Roosevelt House does not have such materials.
- As noted above, Roosevelt House tables and chairs will ordinarily be available for events in their current configuration. The caterer may be responsible for rental of tables and chairs if Roosevelt House equipment is unavailable or if a different configuration is approved.
- The kitchen facilities available to caterers at the Roosevelt House are categorized as a “Warming Pantry.” The space is ideal for food presentation and assembly. However, no cooking is permitted. Caterers must inspect and remove all food particles at the open drain in the kitchen to prevent clogging.
- All liquids or ice must be in heavy plastic containers (not plastic bags) and on plastic sheeting *to protect floors from leakage. Extra care must be taken to protect the floor from water damage.*
- As a general matter, food may be served in the Four Freedoms room, and the Second and Third Floor Conference Rooms. Food such as box lunches may also be served in the auditorium; however, no soft cheese is permitted within the auditorium in order to protect the carpeting from damage.
- Each program/department sponsoring an event at Roosevelt House is responsible for cleaning up after the event. The kitchen shall be left clean with refuse properly removed from Roosevelt House. Each room must be left in the condition in which it was found. Roosevelt House may, in its discretion, require additional cleaning services, depending on the nature of the event.

Coat Check

- Self coat-check is available on the L-1 level. Roosevelt House is not responsible for lost or damaged goods stowed in the coat check area.

Décor

- All decorations in Roosevelt House must be free standing. Please do not tape or hang any decorations in Roosevelt House.
- The throwing of rice, confetti, rose petals or bird seed is not permitted in the venue or on venue grounds.
- No open flames are permitted in Roosevelt House – please use battery operated lights/candles (not plug in). Roosevelt House can provide battery-operated (LED) candles, upon request.
- If renting/using live plants as decoration please water sparingly and always use plant saucer to protect floors.
- Items may not be placed on the mantelpieces.
- Objects in Roosevelt House's historic collection may not be touched or used.

Delivery and Removal of Supplies:

- All deliveries and pick-ups must be arranged in advance of the event and confirmed with a Roosevelt House staff member. Deliveries must be pre-approved (at least a week in advance) and made during regular operating hours. Without prior arrangements, entry may be restricted.
- All delivery agents must check in before entering the property. Roosevelt House will not be responsible for any items brought to or left in the buildings or on the grounds by caterer or any of its subcontractors, vendors, or service providers.
- All event supplies (including portable furniture) must be delivered and removed within the day of the event, unless alternative arrangements have been approved by Roosevelt House. No supplies may be stored prior to or after the event without prior approval.
- All refuse generated by the event must be removed before vacating the premises. Refuse may not be put out on 65th Street and must be removed completely after the event.

Furniture and Room Setup

- No furniture or decorative objects belonging to Roosevelt House may be moved or handled without advance permission. As a general matter, furniture at Roosevelt House (including tables and chairs) is intended to remain in its current configuration. Due to storage limitations, fire code restrictions and other considerations, it will rarely be possible to accommodate requests for a different configuration (e.g. round tables in place of the

rectangular tables that are currently in place). Note that the Roosevelt House auditorium must be kept in its current configuration – i.e. 91 chairs, with one center aisle.

Public Safety

- There will be at least one public safety guard from Hunter College Public Safety Department in Roosevelt House premises during all events. Hunter College reserves the right to decide whether, in its sole judgment, any additional security personnel will be required for a particular event. If that is the case, there may be an additional expense.

Vendors

- If you are using an outside vendor or service provider for your event, please provide all pertinent names, addresses, and phone numbers to your Roosevelt House event coordinator at least one week in advance. In addition, please arrange all on-site consultations with prospective vendors, subcontractors or service providers with your Roosevelt House event coordinator in advance.

Appendix B

Rate Sheet

The following is provided for illustrative purposes only. Out of pocket expenses for events at Roosevelt House are determined on a case-by-case basis, based on the rate sheet provided below.

Rate Sheet – note that rates for services such as custodians and laborers are typically incurred in 3 or 5-hour blocks

Custodial services \$ 25.00/ per hour

Laborer services \$ 32.70/ per hour

Electrician services \$ 66.00/ per hour

Event Planner (5 hour period) \$ 150.00

On-Site event manager (5 hour period) \$ 150.00

Public safety services \$ 40.00/ per hour

AV Technician \$ 75.00/ per hour

Administrative Fee - 5% of Nonprofit room rental rate

Event Staff Fees - Hourly Rate *

* Overtime charges may be incurred depending on event schedule

Appendix C

Rate Sheet – note that rates for services such as custodians and laborers are typically incurred in 3 or 5-hour blocks

Custodial services \$ 25.00/ per hour

Laborer services \$ 32.70/ per hour

Electrician services \$ 66.00/ per hour

Event Planner (5 hour period) \$ 150.00

On-Site event manager (5 hour period) \$ 150.00

Public safety services \$ 40.00/ per hour

AV Technician \$ 75.00/ per hour

Administrative Fee - 5% of Nonprofit room rental rate

Event Staff Fees - Hourly Rate *

* Overtime charges may be incurred depending on event schedule