

iHQ Event Policy

Date of Effectiveness: March 17, 2023

The iHQ Events Team is responsible for providing guidance as it relates to the process of hosting events and for approving reservations for use of Event Spaces -- iHQ Events Team are not responsible for any other aspects of event planning or event coordination.

“iHQ” is defined as the MIT Innovation Headquarters, located on the 3rd - 7th floors of 292 Main Street, Cambridge MA 02142. The “Office of Innovation” is defined as the office with responsibility for event scheduling and all related processes regarding events. The “Events Team” is defined as the Events Manager, the Events and Space Assistant, the Facilities Administrator, and the Senior Program Manager where applicable.

An “event” is defined as any meeting of more than 10 persons taking place in a reserved space within the iHQ on a given mutually agreed upon date and time.

The “Event Host/MIT Sponsor” is defined as the main event coordinator and Point of Contact for interacting with the iHQ Events Team in regards to communicating about event logistics. The “Event Host” is the sole entity responsible for booking space, speaking directly with the iHQ Events Team, placing work orders, arranging catering, securing loading dock access, and managing all event logistics for an individual event. If there is a team coordinating the event, the team must select one person to act as “Event Host.”

An “Event Space” is defined as the rooms and spaces within iHQ in which an event takes place for an Event Reservation.

“Non-MIT Groups¹,” are defined as any person or party not currently associated with MIT as an active student, staff, or faculty member. They must have an MIT Sponsor acting as Event Host on their behalf. Non-MIT groups include any vendor, caterer, or person/party providing event related services that are not currently associated with MIT as a student, staff, or faculty member. MIT Sponsors are responsible for providing a Cost Object and completing invoices for events on behalf of a non-MIT group. MIT iHQ will not invoice non-MIT groups directly.

Communication regarding event logistics will occur only between the appointed Event Host and the iHQ Events Team. *iHQ Events Team will not converse or otherwise communicate with anyone who is not the appointed Event Host.* This includes all other event personnel and non-MIT groups.

The responsibilities of event planning and event coordination fall on the Event Host. “Event planning” and “event coordination” are defined as all aspects of planning an event from setup through breakdown. These aspects include but are not limited to:

- Catering activities (requesting building access, reservations, load in, clean up)

¹ Each outside group must have as sponsor a recognized MIT organization or a member of the Faculty or staff. The sponsor will be responsible for maintaining a continuing liaison between the outside group and the appropriate Institute officials throughout the planning and implementation stages of the event. It is the responsibility of the sponsor to assure that the organization, its members, and the program adhere to the generally accepted academic and communal standards of the Institute. The sponsor is financially liable for the program in the event the outside organization is delinquent in this regard. Source: [12.5 Use of Facilities | Policies \(mit.edu\)](#)

- Event agenda and/or itinerary
- Event setup and breakdown
- Event organization
- Signage and printing of materials
- Parking
- Submission of proper forms for Facilities services
- Cleaning and resetting the Event Space
- Identifying Audio-Visual needs
- Building Access for event attendees

See the following information before requesting Event Space reservations.

RESERVATIONS

A “Reservation” is defined as defined time(s) and space(s) reserved for an event. This encompasses all allotted setup and breakdown times, as well as events that occur over multiple days or in multiple Event Spaces.

A “reservation request” is defined as a request submitted for an event at iHQ via the [Event Request Form](#). IHQ Event Reservations cannot be made via any other process or platform.

The iHQ Events Team must approve all requests to reserve rooms. Requests will be approved in the order received via the [Event Request Form](#) on the iHQ website. Events connected to MIT DLCs and Student Groups within the MIT Innovation and Entrepreneurship ecosystem will be prioritized. An iHQ administrator will review requests and e-mail notice of approval (or denial). Submission of an Event Request Form is not a Reservation Confirmation.

NOTE: Student groups must be registered with ASA.

Upon confirmation, the Event Host will receive an official Event Request Email detailing all next steps and necessary tasks to be completed in preparation of the event.

Once the event is confirmed, the Event Host will have two (2) business days to contact iHQ Events Staff with any amendments to the reservation. If there is no response to the confirmation email from the Event Host, iHQ will assume all information listed in the email confirmation is correct.

“Changes” to the reservations, defined as adding rooms or changing locations, cannot occur less than 30 days prior to any reservations taking place in the Hacker Reactor.

Events will only occur in the spaces identified in the Event Confirmation Email. Events cannot deviate in location from these identified spaces. Additional charges will accrue in the instance an Event deviates from the previously agreed upon spaces or utilizes materials and resources of the iHQ that have not been previously discussed in writing.

SUBMISSION GUIDELINES

All space requests for any event space within the iHQ require a cost object. For events that incur a cost for use of space, the cost object provided indicates to Innovation Services where invoices should be sent after the conclusion of the event.

Space requests for other rooms in the iHQ, such as Training Rooms, the SVS Open Space, and the Student Innovators Lounge must be submitted via the [Event Request Form](#) no later than 18 days in advance.

These guidelines are in place to ensure all events have ample time to put logistics in place and submit accurate Work Orders.

Hacker Reactor Reservations

Reservation requests may be submitted up to six months (**182 days**) in advance. Reservation requests from Non-MIT Groups must be made no later than eight weeks before the requested event date. Reservation requests from MIT DLCs must be made no later than four weeks before the requested event date. Reservation requests from ASA registered MIT Student Groups must be made no later than two weeks before the requested event date.

All Other Event Space Reservations

Requests for using the 3rd floor Student Innovators Lounge, 4th floor SVS Open Space, 4th floor Training Room, the 5th floor Training Room, or the 7th floor Executive Conference Room from Non-MIT Groups must be made no later than four weeks in advance before the requested event date. Requests for any of these spaces by MIT DLCs must be made no later than seven business days before the requested event date. For [MIT DLCs that are residents of iHQ](#), requests for these spaces must be made no later than seven business days in advance. For ASA registered MIT Student Groups, requests for these spaces must be made no later than seven business days in advance.

PRICING

Pricing for the Hacker Reactor and Executive Conference Room can be viewed [here](#).

For pricing on other iHQ Event Spaces, please submit an [Event Request Form](#) and include all spaces of interest. The iHQ Events Team will respond within three to five business days.

All events, regardless of pricing, must be associated with an MIT Cost Object. For all Non-MIT groups, the Cost Object would be the Cost Object of the MIT Sponsor.

Event Invoices are generated and sent out after the event's conclusion. MIT Sponsors for Non-MIT Groups are responsible for completing invoices on behalf of any Non-MIT Groups. MIT iHQ cannot invoice Non-MIT Groups directly.

CANCELLATIONS

If the Event Host chooses to cancel an event, the Event Host must notify the iHQ Events Team in writing at hackerreactor@mit.edu per the cancellation policy and timing below. Failure to do so may jeopardize future requests to reserve rooms. Canceled reservations for events in the Hacker Reactor and Executive Conference room may incur a charge. Please see the cancellation policy. Other charges may apply for Non-MIT Groups.

Cancellation Policy

Cancellation of a meeting or event in Hacker Reactor or Student Spaces with Associated Cost will require written notification. Please email hackerreactor@mit.edu to cancel events.

In the instance an event is canceled, the Event Host shall be responsible for and pay MIT Innovation Headquarters the following percentages of the estimated charges as liquidated damages and cancellation fees:

- Cancellation 0 to 30 days prior to the event: 100% of the estimated charges
- Cancellation 31 – 90 days prior to the event: 50% of the estimated charges
- No charge for cancellation if canceling an event 91+ days prior to the event.
- In the event of a **Snow Emergency/Force Majeure**, the Event Host is responsible for reaching out to the iHQ Events Team to reschedule.
- No call/no show on the day of event will result in 100% of the estimated charges.

The Event Host acknowledges that Hacker Reactor shall incur expenses and post deposits for the Event Host's event. The Event Host further acknowledges that it would be impractical or extremely difficult to remediate the actual damages suffered by Hacker Reactor in the instance an event is cancelled, and therefore the amount calculated as set forth above shall be paid to Hacker Reactor as liquidated damages and not as a penalty or forfeiture and that such amount is reasonable and equitable under the circumstances. If the Event Host cancels and Office of Innovation can rebook the space and date for a comparable event, the above cancellation charges shall be reduced or eliminated. Cancellations charges will also include the cost of any other meeting rooms associated with the event.

Events cancelled due to COVID will not incur a charge if the event is rescheduled for a different date based on space availability, within 7 days of cancellation notice from the Event Host. Events cancelled due to COVID that are not rescheduled will incur 25% of the estimated event total to account for the labor of the Events Team.

NOTE: Cancellation policy includes Student Events for spaces that have an associated cost.

PLANNING

Planning An Event

The Event Host is responsible for coordinating all aspects of the event including custodial services, catering, audio-visual, and parking, amongst other aspects. This includes:

- Resetting the Event Spaces:
 - All Event Spaces at iHQ must be left in clean, functional, and usable condition for the next event group at the conclusion of the event reservation. The floorplans located on the iHQ website and Event Binders located in each Event Space are to be used as photo references to reset the space. Photos of the space in the way it should be reset may be included in the Event Confirmation Email.
 - If an event requires outside parties to remove or bring in additional furniture, MIT/iHQ [approved vendors](#) must be used. This must be communicated to the iHQ Events Team as soon as possible, and the Event Host must be present to oversee any furniture removal or returns. Furniture must be returned to the Event Space in the condition in which it was found by the conclusion of the event reservation, unless otherwise discussed and confirmed in writing by the iHQ Events team. Costs may be incurred if furniture is damaged or lost in transit.
- Completing a Mandatory Facilities Walkthrough:
 - The Facilities Walkthrough serves the purpose of acquainting the Event Host to the Event Space and the iHQ Events Team. This walkthrough is also the time to discuss coordination for catering, loading dock access, AV needs, setup, and breakdown.

- The Facilities Walkthrough will take place in the Event Space that has been reserved by the Event Host.
- A Facilities Walkthrough must be scheduled no later than 14 days (about 2 weeks) prior to the event. This is a mandatory action.
- To address any last-minute questions, Final Facilities Walkthroughs must be scheduled no more than 7 days before the event. Contact the iHQ Events Team at hackerreactor@mit.edu to coordinate.
- Submitting Work Orders:
 - To ensure all trash is removed from the Event Space, the Event Host is responsible for submitting an “[Event Setup/Cleaning Request](#)” via Atlas. General custodial services do not cover event trash removal.
 - When submitting a work order for an event, a cost object must be provided for Facilities to bill upon completion of the work order. If the Event Host cannot submit a work order due to an error with the cost object, the Event Host should reach out to their Fiscal Officer to approve their usage of the cost object.
 - MIT Student Organizations recognized by Sloan must have Sloan submit a work order for their event on the Student Organization’s behalf. The Office of Innovation will submit work orders on behalf of events hosted by MIT Student Organizations recognized by ASA/SOLE.
 - If the Event Space is expected to be perfectly clean prior to the Event Host’s arrival, the Event Host must submit the same type of work order for the night before. The iHQ is a 24-hour co-workspace for MIT students, and all rooms are accessible to students at all hours. This means the Event Space is not guaranteed to be in perfect condition upon the Event Host’s arrival.
 - It is the responsibility of the Event Host to reach out to Facilities at dof-csc@mit.edu to make changes to or cancel any work order. In cases of Non-MIT Group events, the MIT Sponsor would be responsible for this action.
- Catering:
 - If the event will be catered, the Event Host must choose from one of [iHQ’s Approved Vendors](#).
 - All [Catering Rules](#) must be adhered to by the catering company and the Event Host.
 - Catered events may require the usage of the Loading Dock just below the iHQ at 75 Hayward Street for loading in and out of the Event Space. Please contact the iHQ Events Team at hackerreactor@mit.edu with the following information to start this process:
 - Name of Caterer/Catering Company
 - Arrival/Departure (can list multiple times if multiple deliveries)
 - Phone of the point of Contact for the Event Host. This is the person the caterer will be contacting upon arrival.
- Coordinating Access to an Event:
 - Tim Tickets, MIT’s visitor pass system, allows the Event Host to invite event attendees to an MIT-sponsored event and issue them a digital pass referred to as a “ticket.” The benefit to using Tim Tickets for events is to provide unescorted access for non-Covid Pass users to MIT’s indoor spaces. [Visit this link to coordinate Tim Ticket access for event attendees.](#)
 - If an event occurs before 9am or after 5pm, the Event Host and attendees may have to register for “After Hours” access. “After Hours” is defined as any hour before 9am or after 5pm. [Visit this link](#) to gain “After Hours” access.
- Submitting Event to Atlas:
 - Events must be [submitted to Atlas](#) if any of the following descriptions apply to the event:
 - Minors will be present
 - Alcohol will be served

- >20% non-MIT community members will be in attendance
 - Money will be exchanged
 - 100+ attendees will be expected
- Once submitted to Atlas, the iHQ Events Team must approve the event in Atlas before event commencement.
- Communicating AV needs:
 - During the required Facilities Walkthrough, most AV questions can be answered. If the AV needs of an event are greater than what is covered in the Facilities Walkthrough, it is strongly encouraged the Event Host [contact MIT AV](#) for support on the day of the event.
- Adjusting reservations for setup and breakdown:
 - All scheduled events at iHQ have a default set up time of 30 minutes prior to the event, and 30 minutes at the event's conclusion for breakdown. These default times come at no additional charge to the Event Host. If an event's setup and breakdown time is anticipated to be greater than 30 minutes, the Event Host must contact the iHQ Events Team immediately to adjust the reservation. There may be an additional cost associated with this action.
 - **Setup and breakdown must occur within the agreed upon reservation time.** iHQ is a 24/7 coworking space for students, staff, and faculty, with multiple events occurring on any given day. It is crucial that the Event Host and any event coordinators, attendees, or outside vendors complete event setup and breakdown only within the time of the reservation.
- Event Space Setup:
 - All Event Spaces may be set up however the Event Host likes. All Event Spaces will be reset to the standards included in the photos of the event space available on the iHQ website and in the Event Binders located in each Event Space upon the conclusion of the event. These photos may also be available in the Event Confirmation Email, or any other email from the iHQ Events Team to the Event Host.
 - Event setup and breakdown falls entirely on the Event Host to coordinate. iHQ is not staffed to assist in event setup or breakdown.
 - If special room setup is required for the event, the Event Host must contact the [MIT Department of Facilities/Grounds](#) **at least 10 business days** before the event.
- Completing [Confirmed Event: Final Details form](#) **no later than 7 business days before the event.**
 - This form provides iHQ with all the final details of the event. This form must be completed to solidify all day of event details.

The Event Host must select from [iHQ approved vendors](#). The Event Host is responsible for giving all vendors access. If vendors or guests need Tim Tickets, [please visit the MIT NOW Events Policies page](#) to begin the process.

The Event Host must be present for the entirety of the event reservation. If MIT is sponsoring a Non-MIT Group, the MIT Sponsor for this event is considered the Event Host, and therefore must be present throughout the event's duration. A staff or faculty member of MIT staff must be present at all student events. ***iHQ personnel are not responsible for interacting with caterers and movers.***

The Event Host is also responsible for having rented furnishings or equipment dropped off and picked up in a timely fashion. All furniture must be returned to the Event Space in the condition it was found in by the conclusion of the event reservation. **Scheduling delivery and pickup and meeting with the delivery or pickup personnel onsite are responsibilities of the Event Host.**

[Use of Facilities by non-MIT Groups](#)

As described in the [MIT Use of Facilities Policy](#), “The Institute opens its facilities to use by non-MIT groups when it is feasible and appropriate in light of the needs and objectives of the MIT community. Individuals who wish to sponsor a professional meeting or conference should, after receiving the endorsement of their department heads, inform the Conference Services, Events, and Information Center. Center staff will review the purpose and basic needs of the conference and seek approval from the Facilities Use Committee, which reports to the Provost.

Requests for facilities for functions cosponsored by an MIT organization and a non-MIT organization are reviewed in the same manner as requests from outside groups. Requests for use of MIT facilities by civic, government, or charitable organizations should be coordinated with the Government and Community Relations Office.

The role of the MIT Sponsor is to communicate directly with the iHQ Events Team and administrators, attend Facilities Walkthroughs, complete all necessary event tasks on behalf of the Non-MIT Group, and be present in the Event Space for the entirety of the event. **There will be no direct communication between Non-MIT Groups and the iHQ Events Team or administrators.**

All work orders, Tim Tickets, loading dock access, and other event related coordination **must be submitted by the MIT Sponsor** on behalf of Non-MIT Groups.

For more information on MIT Guidelines for non-MIT Groups, please review [12.5.1 Use of Facilities](#) by Non-MIT Groups in the [MIT Use of Facilities Policy](#).

After Hours Events

Building E38 is accessible to the public from 9AM to 5PM. Events commencing before 9AM or after 5PM will require “After Hours” Access. MIT Community Members can follow the link here to [register for “After Hours” Access](#).

Non-MIT Groups will need Tim Tickets to access the building. Non-MIT Groups must be escorted by MIT Community members when entering the building. It is a fire code violation to prop open doors to elevator egress areas. The entrance doors to Building E38 are not to be propped open under any circumstances, as this is a safety violation. **MIT Police will be notified if the entrance doors to Building E38 are propped open.**

[Visit this link to coordinate Tim Ticket access for event attendees.](#)

Lobby Presence

The lobby of building E38 is home to MIT’s [Welcome Center](#), Open Spaces, and Admissions. **Neither the Welcome Center, Open Space Programming, nor Admissions are associated with iHQ, therefore, the associates at the front desk do not have information about events at iHQ.**

Many events will require a presence in the lobby. A “presence” is defined as a person, or multiple people, representing an event to direct all foot traffic from the lobby to the correct event spaces.

All “After Hours” events must have a presence in the lobby. This can be a table with a formal check in area, or just one person standing near the entrance to direct event attendees. Lobby check in areas must be approved by the Events and Rental Manager of the Welcome Center and Open Space Programming.

All events with at least 40 attendees, within regular business hours or After Hours, must have at least one presence in the lobby for the first two hours of the event, beginning 30 minutes before the official event start time (for example, if an event is from 10am to 6pm, the lobby presence must be active from 9:30am to 11:30am).

All events with between 60 and 80 attendees, within regular business hours or After Hours, must have at least two presences in the lobby for the first two hours of the event, beginning 30 minutes before the official event start time (for example, if an event is from 10am to 6pm, the lobby presences must be active from 9:30am to 11:30am).

All events with 80+ attendees, within regular business hours or After Hours, must have at least three presences in the lobby for the first two hours of the event, beginning 30 minutes before the official event start time (for example, if an event is from 10am to 6pm, the lobby presences must be active from 9:30am to 11:30am). There must be a single event presence after the first two hours until the foot traffic dissipates to a minimal state. A “minimal state” for foot traffic for an event is defined as less than three event attendees arriving every fifteen minutes.

Events occurring outside of business hours (Monday through Friday, 9am-6pm) are at the risk of the Event Host. The IHQ Events Team is not required to be on campus or available virtually outside of those business hours.

Please reach out to Ryan Rose at the Welcome Center (ryanrose@mit.edu) to discuss options for a lobby presence.

Signage Requirements

All events taking place at Innovation Headquarters must prepare ample signage to direct participants to the correct location.

Signage must be placed in the lobby, on the wall between the lobby elevators, inside the elevators, on the wall of the elevator egresses, and at the entrance to the floor of the event.

Signage must be approved by both the iHQ Events Team and the Events and Rental Manager of the Welcome Center and Open Space Programming. All unapproved signage will be removed.

Signage must clearly state the Event Title, date(s) of the event, time(s) of the event, and location(s). Signage is not required to be branded. Signage displaying names of external sponsors can only be displayed with the permission of the Events and Rental Manager of the Welcome Center and Open Space Programming.

Signage must be on 8.5 x 11” printer paper. Signage with larger dimensions, including standing signage, signage on stanchions, and signage on easels may not be approved. Signage must only be secured with blue painter’s tape.

Work Orders | Atlas Registration

It is the responsibility of the Event Host to submit all necessary Work Orders and Atlas Registrations to ensure proper communication with all MIT parties is established. For Non-MIT Group events, the MIT Sponsor will take on this responsibility.

A “Work Order” is defined as an order placed via Atlas to provide a service within a space. Event Setup/Cleaning Work Orders must be submitted to Atlas no later than 7 business days prior to the event’s commencement to allow enough time for the order to process. **Failure to submit proper and necessary Work Orders in this time frame may result in overtime charges, additional charges to the final invoice, or cancellation of the event at IHQ’s discretion.**

When submitting a work order for an event, a cost object must be provided for Facilities to bill upon completion of the work order. If the Event Host cannot submit a work order due to an error with the cost object, the Event Host should reach out to their Fiscal Officer to approve their usage of the cost object.

Event Hosts from MIT DLCs and those acting as MIT Sponsors for non-MIT Groups must submit their own work orders.

MIT Student Organizations recognized by Sloan must have Sloan submit a work order for their event. Office of Innovation will submit work orders for events hosted by MIT Student Organizations recognized by ASA/SOLE.

The iHQ does not have permission to confirm Work Orders have been completed. Work Orders are processed by Facilities. Event Setup/Cleaning Work Orders are necessary to ensure trash is properly removed at an event's conclusion. Regular Custodial duties do not cover post-event trash removal.

["Event Setup/Cleaning" Work Orders](#) must be submitted via Atlas for each room involved in the event reservation. One Work Order will not cover multiple event spaces.

If the Event Space is expected to be perfectly clean prior to the Event Host's arrival, the Event Host must submit a separate work order of the same type for the night before. The iHQ is a 24-hour co-workspace for MIT students, and all rooms are accessible to students at all hours. This means the Event Space is not guaranteed to be in perfect condition upon the Event Host's arrival.

Events must be [submitted to Atlas](#) if any of the following descriptions apply to the event:

- Minors will be present
- Alcohol will be served
- >20% non-MIT community members will be in attendance
- Money will be exchanged
- 100+ attendees will be expected
- Event is co-sponsored with a Non-MIT Group

Once submitted to Atlas, the iHQ Events Team must approve the event in Atlas before event commencement.

Holidays at MIT

Access to building E38 is Monday-Friday 9am-5pm. MIT Community Members may sign up for After Hours Access for evening and weekend access.

Due to Facilities constraints, the iHQ is not accessible on Federal Holidays or other days MIT Campus is closed for business. Please consider [Campus Holidays](#) and closures when planning your event. Building E38 does not provide building access on Campus Holidays and closures.

Contact hackerreactor@mit.edu for more any information.

Event Attendee Guidelines

Event Attendees are expected to follow all iHQ guidelines, which include but are not limited to:

- **Respecting the space:** Innovation Headquarters is a 24/7 coworking space for students, staff, and faculty. Work is being done in the Innovation Headquarters at all times, meaning the space is shared students and MIT DLCs that call this building their home. All coffee machines, tea bags, hot water kettles, snacks, sugars, creamers, and other food supplies, as well as paper, pens,

monitors, printers, and office supplies on each floor is for use solely by the DLCs on those floors. These items are not for public use.

- **Cleanliness:** all Event Hosts, Event Parties, and Event Attendees are responsible for returning the Event Space to a clean, functional, usable condition after each use. All trash, food, and event materials must be properly disposed of.
- **Communication:** Building E38 is not home to just Innovation Headquarters but to several other departments, including Admissions, Open Spaces, and the Welcome Center, which occupies the lobby of E38. The associates at the front desk are of Building E38 are not associated with Innovation Headquarters and therefore have no knowledge of anything event related. All communication related to events can be sent to hackerreactor@mit.edu.

Please see [MIT's Use of Facilities](#) page for more information.

Audio Visual Capabilities

The Hacker Reactor has a projector, as well as a basic speaker system with two microphones. Event Hosts may test the AV capabilities of the Hacker Reactor during the Facilities Walkthrough.

The iHQ Events Team is not staffed for day of event support. If more advanced AV support is needed, please contact [MIT AV](#).

OWLs for hybrid events can be made available upon request.

Day of Event

There is a default 30 minutes added to each end of the reservation for setup and breakdown. If the Event Host anticipates needing additional setup time, **please contact the iHQ Events Manager no later than 10 business days before the event**. There may be additional costs incurred with additional time added on an event.

Setup and breakdown must occur within the agreed upon reservation time. iHQ is a 24/7 coworking space for students, staff, and faculty, with multiple events occurring on any given day. It is crucial that the Event Host and any event coordinators, attendees, or outside vendors complete event setup and breakdown only within the time of the reservation.

If non-MIT personnel will be in the building (E38) to set up or break down the event, they must be escorted by the Event Host.

iHQ is not staffed for event support. iHQ is not responsible for handling any day of event tasks or activities. ***The Event Host must be present for the entirety of the event*** from setup to breakdown.

MIT Sponsors ***must be present for the entirety of any event associated with Non-MIT Groups*** from setup to breakdown.

The Event Host is responsible for returning the Event Space to the indicated condition in the photos provided on the iHQ Website, within the Event Space Binders, and/or communicated via email from the iHQ Events Team. The Event Host acknowledges that due to the nature of iHQ's 24-hour accessibility to students, staff, and faculty, the Event Host may not arrive to the Event Space positioned in the formation indicated in the aforementioned photos. The Event Host accepts that the Event Space must be returned to the formation indicated in the aforementioned photos regardless of what state the Event Space was found in when the Event Host arrived on site. *The Event Host accepts that it is not the responsibility of the iHQ Events Team to set up, break down, or reset the Event Space in any capacity.*

Office of Innovation Event Presence

Innovation Headquarters provides inspiring event spaces for the Innovation and Entrepreneurship community to coordinate self-run events to the best of their availability.

The iHQ Events Team is not required to attend events or be present for events that the Office of Innovation is not hosting. A member of the Office of Innovation Events Team may check in with the Event Host at the commencement of an event.

The Event Host may contact the Events Team at hackerreactor@mit.edu regarding event related questions or concerns. The Events Team is available Monday through Friday from 9am-5pm. The Events Team is not available on weekends, starting at 5pm on Friday. The Events Team is not available during all federal holidays and MIT campus closures for holidays or inclement weather.

Any event occurring on a weekend or despite inclement weather is at the risk of the Event Host.

Event Hosts must be familiar with [MIT Safety Policies](#). Event Hosts are liable for contacting MIT Police in case of an emergency. Additional insurance costs may incur for weekend events.

Event Space Expectations

The iHQ is a 24-hour coworking space for students, staff, and faculty. Given the nature of the accessibility MIT community members have to this space, MIT community members may enter iHQ on an After Hours basis at any time.

Event setup that is required for the day before an event's commencement may be interrupted by MIT community members with After Hours access. **It is strongly suggested that items not belonging to MIT iHQ should not be left overnight**, as iHQ is not liable for stolen or defaced items.

If the Event Host is expecting to arrive to a clean Event Space, it is the responsibility of the Event Host to file a separate Work Order of the same type for the night before. Regular custodial activities do not include deep cleaning of Event Spaces.

MIT Building E38's HVAC and lighting systems are controlled by artificial intelligence. There is no way to control or adjust the lighting or HVAC of the Event Spaces by any party.

Construction and maintenance occur within and outside iHQ and Building E38 on a constant basis. These actions are subject to continue regardless of the occurrence of an event.

Storage

Storage of Event Host's property at any MIT Facility must be pre-approved by MIT. Such accommodations shall be at the sole risk of the Event Host/MIT Sponsor. iHQ may be able to provide storage options for a small number of supplies, but this space may be limited or unavailable due to event volume. Items belonging to MIT that are currently housed in storage areas will remain in those storage areas. The Event Host recognizes that it is not the responsibility of iHQ to move stored items in order for the Event Host to use storage spaces.

Timing

Events must end by the stated conclusion time in the Event Confirmation Email. All events must end no later than 10PM. Event attendees must leave the room by the agreed upon closing time. If a police detail is assigned, he/she will enforce this rule without question.

Student groups can speak with the Senior Program Manager to petition request an event to be held past 10 PM.

In some cases, the police will contact the event organizer 30 minutes prior to the closing hour to begin the process of ending the event. This allows time for all attendees to exit. (For example: events registered to end at 10PM should schedule the music or performance to conclude by 9:45PM so that event attendees leave the area by 10PM). At events with attendance of 100 or more, allow more time.

For events with alcohol, "last call" should be made no later than 9:30PM or half an hour prior to the event closing time. The police detail reserves the right to close an event prior to the stated ending time if, in his or her judgment, MIT students and/or MIT property are being placed in danger. Closing may also occur if repeated complaints from others go unheeded, if an event should have been registered but was not, or if a police detail was required, but not arranged.

When students from other campuses attend such events, provisions should be made for their departure from campus by the Event Host, by measures such as calling cabs before the event ends, or offering the services of Safe Ride to distant parking areas.

Post Event Policies

All Event Hosts are required to completely clean up Event Spaces after use. Failure to follow the rule will jeopardize future requests to use iHQ Event Spaces and may result in additional costs on the final invoice for the event.

The Event Host is responsible for returning the Event Space to the conditions indicated in the photos of the event space in the Event Confirmation Email, Event Binders, or within any email communication with the iHQ Events Team. Floor plans and photos of each Event Space can be viewed [here](#), or in the designated Event Binders located in the Event Space.

If an event is catered, caterers are responsible for removing excess trash and taking all catering equipment (tables, serve ware, sternos, urns, carafes, etc.) with them upon departure. **Any catering materials left behind will result in an additional cost added to the final invoice** if the Event Host cannot arrange for the caterer to return to pick up their belongings within 24 hours of the event's conclusion. iHQ is not responsible for keeping track of catering equipment.

If an event is on a Friday or over a weekend, SAP requisition for trash removal **MUST** be submitted.

If the carpet, furniture, or other building resources become soiled or damaged enough to require cleaning or repair, the Event Host must provide an account to cover the cost. iHQ administrators must be notified immediately at hackerreactor@mit.edu.

All table surfaces must be cleaned off after use, using a wet paper towel and cleaner.

Lost and found items should be removed by the Event Host. The Event Host assumes responsibility for tracking down the owner.

The iHQ is not staffed for onsite event support, event setup, or event breakdown. It is the responsibility of the Event Host to return each Event Space to the corresponding floor plan. Failure to do so will result in an additional charge added to the final invoice

APPENDIX

"Atlas" - MIT's internal system for submitting work orders and registering events with the University.

“Breakdown” - the act of dismantling the physical space after an event, such as wiping down surfaces, returning furniture to the indicated formation, trash removal, arranging furniture, and other cleanup aspects.

“Changes” - adding rooms or changing locations within an already agreed upon reservation.

“E38” - MIT building in which iHQ resides, 292 Main Street Cambridge MA.

“Event” - any meeting of more than 10 persons taking place in a reserved space within the iHQ on a given mutually agreed upon date and time.

“Event Confirmation Email” - email in which all event details will be outlined to the Event Host by the iHQ Events team.

“Event Host” - the point of contact for an event through which all communication regarding the event will go, the sole person responsible for coordinating all event details, and/or the MIT affiliated person coordinating an event for a non-MIT Group.

“Event Planning/Coordination” - all aspects of event planning from setting up the event through breaking down the event. These aspects include but are not limited to:

- Catering activities (reservations, load in, clean up)
- Event agenda
- Event setup and breakdown
- Event organization
- Signage and printing of materials
- Parking
- Facilities services
- Cleaning and resetting the Event Space
- Identifying Audio-Visual needs
- Building Access for event attendees

“Event Policy Acknowledgement Document” - document outlining iHQ Event Policy and the responsibilities of the Event Host to be reviewed and signed by the Event Host and returned to the iHQ Events Team.

“Event Request Form” - online form through which Event Spaces are requested.

“Event Space” - rooms and spaces within iHQ in which an event takes place for an Event Reservation.

“Events Team” - Office of Innovation’s Events Manager, the Events and Space Assistant, the Facilities Administrator, and Senior Program Manager where applicable.

“Facilities Walkthrough” - a meeting for the Event Host and the iHQ Events Team to acquaint the Event Host with the Event Space and to discuss event logistics for catering, loading dock access, AV, setup, and breakdown, amongst other event logistics.

“Hacker Reactor” - Event Space located on the 7th floor of MIT’s Innovation Headquarters.

“iHQ” - abbreviation for the Innovation Headquarters, located on the 3rd-7th floors of 292 Main Street, Cambridge MA 02142.

“Office of Innovation” - the office within iHQ responsible for event scheduling and all related processes regarding events.

“MIT Sponsor” - MIT affiliated individual acting as Event Host on behalf of a non-MIT Group.

“Non-MIT Group” - any person or party not immediately affiliated with MIT.

“Office of Innovation” - office responsible for booking events and meetings at iHQ, managing the iHQ events calendar, and upholding iHQ event policy.

“Post event” - anything occurring after the completion of an event.

“Reservation” - all reserved time and space for an event. This encompasses allotted setup and breakdown times for events, as well as events that occur over multiple days or in multiple Event Spaces.

“Setup” - the act of preparing the physical space for an event, such as loading in catering, arranging furniture, setting up AV, and other aspects of event preparation.

“Work Order” - order to be placed via Atlas to provide a service within a space, example: Event Setup/Cleaning Work Orders will ensure all event trash is properly disposed of.