

BERTIE WILSON MURPHY BUILDING
Policies for Use of Meeting and Reception Facilities
Revised: August 2023

Hendrix College faculty, staff, and students are welcome to reserve the Bertie Wilson Murphy Building for meetings, dinners, luncheons, receptions, and similar occasions. Because the building serves as lodging for College guests as well as for other purposes and because it was constructed using Hendrix-Murphy Foundation funds, policies for using the building may differ from those for other buildings.

Although Hendrix-Murphy Foundation programs and guests have first priority for use of the building, other campus departments and organizations are also encouraged to use the building. All events must be directly related to the academic mission of the College and of educational benefit to the Hendrix community rather than for primarily personal use. We cannot accommodate off-campus organizations or individuals.

HOW TO RESERVE MURPHY SPACES FOR AN EVENT:

All reservations must be submitted to Teri Schneider using the new online Event Reservation Form at least 2 weeks prior to the event. Do not use the Master Calendar. If your request is approved, she will send you an Outlook calendar request. She will contact you if your event is denied or if she needs more information.

Links to the Event Reservation Form and diagrams of possible room arrangements may be found online at <https://www.hendrixmurphy.org/page/the-bertie-wilson-murphy-building>. If it's your first time to use the building, you may make an appointment to come by and discuss the facilities available and how you want the room to be arranged. The diagrams are guides to our common furniture arrangements. If you have an idea for an alternate setup, please discuss with Teri Schneider prior to completing your reservation form.

All reservations are provisional. We encourage you to have an alternative location in mind in the unlikely event that a Hendrix-Murphy event must take precedence over your event. We will make every effort to avoid such a situation and to give ample notice should it occur. If you need to make any changes in scheduled times or planned work orders, these must be requested at least 72 hours in advance.

For evening and weekend events, Teri Schneider will request that Public Safety grant the event coordinator FIU (first-in unlock) access to unlock and lock the building with their Hendrix OneCard. Coordinators are responsible for the building during the hours of the event, and must ensure the doors are locked when leaving.

Teri Schneider will also submit work orders to the furniture movers using the layout information provided on your form, but you must submit your own request for AV support from the HelpDesk after your event is approved.

Due to repeated damage to our furniture, we will not allow event coordinators to move the furniture or open up the table leaves themselves. Organizations sponsoring events will be responsible for the cost of replacement or repair of any Hendrix-Murphy furniture or other items damaged during those events.

Available Murphy House Facilities

The Seminar Room:

This room seats up to 32 for catered dinners and up to 50 in audience-style seating or in “standing room only” receptions. (The Fire Marshall has declared the capacity limit is 61).

It can be set up in a variety of configurations with convertible tables and additional chairs. The room features 4 square tables that may be converted into rectangular tables. There are 16 leather dining chairs at these tables and stacks of additional chairs available. Note: Most furniture needed for the room is already in the room or in closets in the building. No upholstered furniture may be moved out of the seminar room.

The foyer outside of the Seminar Room and its furniture are also available for food service. Please bring your own **plastic** rectangular table covering if you will be serving foods to prevent damage to the wooden tabletops. If you plan on using a cloth table covering because you are serving hot foods, you must still use a thermal-backed plastic tablecloth beneath it.

The seminar room features an audio-visual system with video projector, retractable projection screen, computer, wireless keyboard, wireless mouse, wireless microphone, and portable lectern with computer connections (for PowerPoint presentations). You are responsible for submitting your own Event AV Request Form to HelpDesk.

Catering Kitchen:

The building is equipped with a ground floor kitchen with a refrigerator and counter space for seminar room event preparation. Because the Murphy refrigerator and kitchen are used to store items and prepare for Murphy events, please contact Teri Schneider to make sure there is room before bringing items to store in the refrigerator or kitchen. **Note: You may not bring alcohol for an event into the Murphy kitchen prior to an event if students are still present in the building.**

The elevator across from the kitchen door is available for transporting food up to seminar room and upper foyer level.

The Murphy kitchen is not available for preparation of food for events that do not take place in the building, except for events catered by Murphy Programs staff.

The Murphy kitchen is not to be used to prepare full meals. **The stove and oven are for Murphy use only.** If a coordinator brings a slow cooker or similar appliance, someone must stay with the device to avoid burning.

The Library:

The library is not available for event reservations. Its primary use is for student study, foreign language conversation hours, and Murphy Tutorials.

Policies and Procedures for Murphy Building Usage

Requests: Meeting space should be reserved **at least 2 weeks in advance**. Please have a back-up location in mind in case a Murphy event must be scheduled after your reservation. Reservations for all events must include set-up and clean-up times of at least 30 minutes before and after the event.

Quiet Hours: Because this multi-use building is home to multiple staff offices, guest lodgings, and Murphy tutorial classes, we ask that event coordinators make an effort to limit noise outside of the Seminar Room during normal building hours (8 a.m. to 5 p.m. Monday through Friday). The open seating area between rooms on the lodging floor is off-limits for breakout meetings and conversations. All events must end no later than 9 p.m. to provide adequate clean-up time before beginning of the quiet hours (10 p.m. to 8 a.m.) which were established to respect guests who are in lodging on the upper floor.

Scheduling frequency: We generally do not allow more than one event requiring a different furniture arrangement to be scheduled in any 24-hour period. Only one event may be scheduled during a weekend; the weekend begins at 5 p.m. Friday and ends at 8 a.m. Monday.

Furniture Usage: Due to repeated damage to our furniture, we will not allow event coordinators to move the furniture or open the table leaves themselves. The desired furniture setup must be communicated to the Office and Building Manager prior to the event so that the movers can complete your request. Organizations sponsoring events will be responsible for the cost of replacement or repair of any Hendrix-Murphy furniture or other items damaged during those events.

Housekeeping: The building's housekeeper typically leaves before noon. For events that are scheduled for afternoons, evenings, or weekends, the event coordinator is expected to do their best to clean up and remove trash from the building if food was served.

Kitchen Usage: Reservation forms must indicate whether the kitchen is needed and how it will be used. Because the building is in such high demand, the following limitations must apply: Please bring your own food preparation and service items and take them with you when you leave the building or within a few hours of the end of your event. Food and service items may be stored in the kitchen and the refrigerator only for a few hours before and after an event unless prior arrangements are made with the Office and Building Manager. Event coordinators may not cook in the kitchen.

Alcohol: Sponsors of events that involve service of alcohol must follow all Hendrix College policies. Students may not be present in the building at any time when alcohol is being served in the building. You may not store alcohol in the Murphy kitchen before or after your event because students have access to this area. Students may not act as servers, bartenders, caterers, or housekeepers or provide other services before, during, or after an event involving alcohol. Please keep this in mind when scheduling such services as audio-visual assistance, or other types of assistance which are typically provided by students.

Student Events: A faculty or staff member must be present during all student events. The faculty member will be responsible for unlocking and locking the building and for ensuring that the building and its furnishings are not damaged.