

Prindle Event Planning

Frequently Asked Questions

Q - How do I book a room at The Prindle Institute?

1. Get authorization
 - a. For faculty or staff event requests, send an e-mail to the Assistant Director, Linda Clute (lclute@depauw.edu) with the following information:
 - i. Description of the event (to see the types of events permitted at Prindle go to our Web site: <http://prindleinstitute.depauw.edu/location/guidelines.asp>)
 - ii. Name of group requesting use
 - iii. Number in the group
 - iv. Type of event
 - v. Date of event
 - vi. Beginning and ending times
 - vii. Room(s) you are requesting
 - viii. Room set up (to protect the furniture and floors at the Institute, it is preferred that furniture be left in its usual set up)
 - ix. Type of refreshments, if any, and caterer/provider
 - b. For student event requests, complete the Application for Students Scheduling Events at the Prindle Institute and submit it via e-mail to the Prindle Student Advisory Committee at: prindleinstitute@depauw.edu . The application can be downloaded at: <http://prindleinstitute.depauw.edu/location/guidelines.asp> .
2. Once you receive authorization, you can make your reservation on event e-services.

Q – When I look on e-services, I only see room numbers. What are the rooms called?

1. Auditorium – room #165
2. Great Room – room #136
3. Conference/Dining rooms on either side of the Great Room with one large table and flat screen TVs – room #135 (south side); room #138 (north side)
4. Conference Room (variable configurations) – room #152
5. Open Office – room #123

Q – What are the room capacities?

1. The Prindle auditorium seats 113.
2. The Great Room with conversational areas arranged around a large fireplace is designed for relaxed discussion and conversation. (This room may also be used for meals, with a seating capacity of 96.)
3. The two conference rooms on either side of the Great Room are each furnished with a large conference table, 20 chairs, and a large screen TV suitable for viewing DVDs or connecting to a laptop.
4. The Wood library is a quiet research area and may not be reserved for events.

Q – What if I have technology needs?

1. The auditorium is equipped with data projector and screen and can be used for video conferencing. Contact the Media and User Service Team (MUST) to operate the auditorium equipment.
2. The conference rooms on each side of the Great Room (rooms 135 and 138) are equipped with televisions and DVD players. They are laptop compatible. Contact MUST to operate the equipment or for instructions.
3. For microphones or videotaping in all areas or for a data projector and screen in areas that are not already equipped with such, contact MUST.

Q – What if I want to have refreshments?

1. The method of catering your event is up to you. Options to consider:
 - a. DePauw catering
 - b. Local restaurants or caterers
 - c. Doing it yourself
2. Contact physical plant for serving tables or for dining tables for a large group.
3. Food or beverages are not allowed in the auditorium. It is easier then to offer food or drink immediately following a lecture in the auditorium so that attendees will not assume the “no food or beverage” rule does not apply to them.

Q – Can I use the Prindle commercial kitchen?

1. Because it is a commercial kitchen, it is regularly inspected by the Putnam County Board of Health. It must therefore only be used by licensed caterers.
2. The small wares in the kitchen are the property of Sodexho. Caterers other than Sodexho must provide their own dishes, flatware, service ware and linens.
3. We ask that the equipment in the kitchen be used only by those who have been properly trained in their use, i.e. dishwasher, stove, ovens, warmers, etc.
4. The kitchen must be clean when you leave. Please be sure to dispose of garbage at the end of the evening in the dumpster on the loading dock and do not leave garbage in the disposer. No food is to be left in the refrigerators.

Q – If it’s after hours, do I need to lock the building when I leave?

1. After hours, the doors will be locked electronically. Entry to the building will be through the card access door labeled “After Hours Entry” to the left as you face the building.
2. As you leave the building at the end of the evening, we ask that you call Public Safety at 658-4261. They will then secure the building. You are welcome to use the phone at the reception desk to place this call.

Q – If the gates are closed, how do I get out?

1. The exit gate will automatically open when your vehicle gets close enough.

Q - What if I need extra tables for registration, nametags or for a panel discussion?

1. Contact Physical Plant for extra tables or to have furniture moved. Please do not move furniture yourself.

2. Table cloths and skirting for tables that will not have food on them must be ordered from Physical Plant.

Q – What about transportation to Prindle?

1. Guests are encouraged to minimize the number of vehicles traveling to the Prindle Institute by carpooling, biking, or walking.
2. You can arrange to use Putnam County Public Transit by calling 765-848-1508 or the Safe Ride van by contacting Public Safety at 4261.
3. Carpool, alternative fuel, or handicap vehicles are welcome to park at the top level. All others are asked to park in the lower lot.

Q – What if I need to cancel my event?

1. If you cancel your event, be sure to delete it from e-services. The doors and gates operate electronically based upon the information you provide. If you do not cancel, the building could be left open and unsecured.
2. Be sure to also cancel with your contact at the Prindle Institute, your caterer, **MUST**, and physical plant.

Q – What else should I know?

1. There is one white board easel that also holds an easel pad on site. This can be reserved through the Assistant Director. If additional white boards or easels are needed, contact Physical Plant.
2. The Prindle Institute is energy efficient and when sections are not in use, the HVAC is set to save energy. The master controls for thermostats at Prindle are on the main campus and regulated by Physical Plant. If you are planning events in the Prindle auditorium or Great Room, please notify Physical Plan of the date, time and length of your event, and they will ensure your guests will be comfortable while in the area you've reserved.
3. When you leave the building, please clean up after your group, especially after 3 p.m. weekdays or on weekends when Physical Plant staff will be unavailable to do so for you. Keep in mind that another group could be scheduled in the same space after you.