

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 and ethical component
 - 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 – 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 with chairs around a large table seat 20 each.
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 – 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 the Safe Ride van by contacting Public Safety.
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 – Is there anything else I need to know?

1. There is one white board easel that also holds a flip chart on site. This can be reserved through the Assistant Director. If additional white boards or easels are needed, contact Physical Plant.
2. When you leave the building, please clean up after your group, especially after 3 p.m. 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.