

Guidelines for Events under Tents – Spring 2022

Event and dining activities under tents must comply with current public health guidance, Hanover, New Hampshire state guidance and regulations, Dartmouth College policies, and the conditions on campus.

Tent Locations

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|----------------|----------------|
| Cutter Shabazz | Parkhurst Lawn |
| Hitchcock Lawn | Wheeler Lawn |

Tent Hours of Operation:

- 8:30am - 10pm, Sunday - Thursday
- 8:30am - 11pm, Friday & Saturday

Scheduling –Events in tents must be scheduled in [VEMS](#). The daily schedule will be posted in each tent. If the tent is not scheduled it is available for informal use gatherings.

Reserving a tent

1. Using Dartmouth credentials log onto ems.dartmouth.edu
2. Under “My Reservation Templates” Select Tents Spring 2021
3. Enter the Date & Time of your event – hit “Search”
4. Select the green + sign next to the tent location you are looking for
5. Enter the Number of Attendees – “Add Room”
6. Click green box “Next Step”
7. Read and answer all questions under “Services”
8. Click green box “Next Step”
9. Enter all event details listed (including sponsoring group and chart string)
10. Click green box “Create Reservation”

You will receive an acknowledgement email reflecting your request. Once this has been reviewed and approved by the appropriate department facilitator, you will receive another email with confirmation or an ask for further details.

Use of Tent

Tents are “self-serve.” You will need to prepare and provide all aspects of your event support. When planning your event, consider who will have handle duties such as furniture moving, sound, etc. Each tent has a base setup which must be restored by the user after the event.

