

Guidelines for Events under Tents Fall 2021

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: Hitchcock Lawn, Lord Lawn, Moore Building Plateau, Parkhurst Lawn, Wheeler Lawn

Tent Hours of Operation:

- 8:30am to 10pm, Sunday through Thursday
- 8:30am to 11pm Friday and Saturday

Scheduling – All under tents events 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 this tent:

1. Using Dartmouth credentials log onto ems.dartmouth.edu
2. Under “My Reservation Templates” Select Tents Fall 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 & chart string)
10. Click green box “Create Reservation”

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

Use of Tent: Tents are “self-serve.” When planning your event consider who you will have handle duties such as Zoom tech, furniture moving, sound, etc. You will need to prepare and provide all aspects of your event support. Each tent has a base setup which must be restored by the user after the event. There is a 15-minute block automatically scheduled for users to set and restore the tent outside of their event time. Specific characteristics of each tent are listed in EMS. No FOM or CTS support is available.

All tents may, at times, be scheduled by the Provost Office for Centralized or Institutional programming.