

## **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**

Cutter Shabazz	Lord Lawn	Parkhurst Lawn
Hitchcock Lawn	Moore Building Plateau	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](https://ems.dartmouth.edu)
2. Under “My Reservation Templates” Select “Tents Fall 2021”
3. Enter the Date & Time of your event – Click “Search”
4. Select the green + sign next to the tent location you are seeking
5. Enter # of Attendees – Select “Add Room”
6. Click green box “Next Step”
7. Read and answer all questions under “Services”
8. Click green box “Next Step”
9. Enter event details (include sponsoring group & chart string)
10. Click green box “Create Reservation”

You will receive an acknowledgement e-mail reflecting your request. Once the request has been reviewed, another email with confirmation or an ask for additional details will follow.

### **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 Zoom tech, furniture moving, sound, etc. Each tent has a base setup which must be restored by the user after the event.

There is a 15-minute block automatically scheduled in between events for users to set and restore the tent. Specific characteristics of each tent are listed in [VEMS](#). No facility (FOM) or technical (CTS) support is available.

## Outdoor Meeting Option: Lord Tent Fall 2021

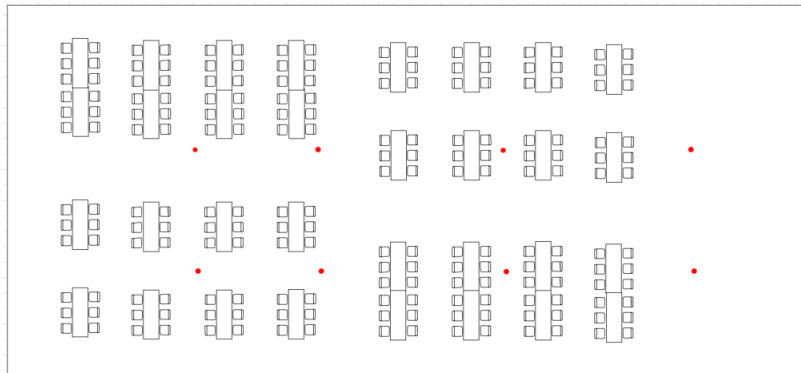
There are six tents available to book on campus. These tents cannot meet the demand, so Conferences and Events is offering a solution to meet a variety of needs by offering the Lord Lawn tent.

The Lord Tent, located on Tuck Drive (also known as the gold coast), is available to all Dartmouth faculty, students, and staff for activities such as: Faculty Office Hours, Departmental Weekly Meetings, weekly lunch meetings, study groups, etc.



Lord tent will be open Monday through Friday, 9am to 5pm. There is no request process for this space. Use of each table or multiple groupings of tables is a first-come, first-served basis.

As illustrated below, this tent has multiple groupings of tables for small gatherings to occur concurrently. It will allow faculty to meet easily one-on-one with students outdoors. It may be unavailable on occasion to allow for large scale and institutional events. Of note, this tent has no technology other than Wi-Fi. It does not have outer wall and will not be heated. It is not fully accessible and should not be viewed as a solution for regular teaching.



Email Conferences and Events at [Conferences.and.Events@dartmouth.edu](mailto:Conferences.and.Events@dartmouth.edu) with any questions.

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