

UNH Franklin Pierce School of Law

EVENT POLICY

Effective October 2025



University of New Hampshire
Franklin Pierce School of Law

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UNH Franklin Pierce School of Law Overview

UNH Franklin Pierce School of Law's ("UNH Law") primary mission is to provide matriculated students access to academic classes to fulfill requirements for their degree completion. Support for the academic component of our mission is a priority in the allocation of resources.

UNH Law also provides use of our facilities based on availability of space and staff, and consistent with our mission. This document addresses the use of UNH Law space, audio/visual equipment, and support personnel for media, security, publicity, and other related services. UNH Law reserves the right to change these policies and procedures.

Event Types

Law School Event – A law school event is defined as a meeting, information session, or any other activity that a UNH Law department or student group conducts in keeping with its normal day-to-day work, purpose, or mission. Event attendance must consist of UNH faculty, staff, students, alumni, and/or prospective students.

- Student and Student organization event requests will go through an approval process through 25Live.
- Onsite management of all law school events is the requestor's responsibility.
- Law school events with non-UNH attendees should consult with the Student Life team (for student organization events) or the Dean's Office (for faculty and staff events).
- There is no charge to reserve space for law school events.

Internal Event – An internal event is defined as a meeting, information session, or any other activity that a USNH department conducts in keeping with its normal day-to-day work, purpose, or mission.

- Event attendance must consist of USNH faculty or staff.
- Onsite management of all internal events is the requestor's responsibility.
- Internally sponsored event requests from non-USNH attendees will be considered an External Event.
- Room requests for Internal events are approved at the discretion of the Events Committee.
- There is no charge to reserve space for internal events.

External Event – An external event is defined as any event or activity that is conducted by organizations not affiliated with USNH.

- External events must be requested through the Events Committee.
- There is a charge to reserve space for external events.
- Law School Events will be prioritized over internal and external events, and decisions to approve internal and external event requests are at the discretion of the law school.

Law School Event Champion/Host

The event champion/hosts own the event while it is on campus, and in many cases may be the person requesting space. The event champion/host coordinates with departments, is the point of contact, submits the event details to the UNH 25Live events calendar, and makes sure the event's intent and objectives are within the mission of UNH Franklin Pierce School of Law.

Building Hours

Internal and External events must be held during normal business operating hours. The Events Committee may waive this requirement on a case-by-case basis. During the academic year, normal operating hours are typically as follows:

Monday – Friday: 8:00 a.m. - 4:30 p.m.

Requests for building access after 4:30 p.m. or during the weekend require review and approval from Sgt. MacLennan. If approval is granted, a security detail will be required, and additional charges will be assessed.

Blackout Dates

Internal and External events are not permitted (without exception) during the following times:

- Exam weeks (vary by term)
- Immersion
- Orientation week
- First week of classes each semester
- Thanksgiving week
- UNH breaks
- Winter break
- Independence Day week
- Commencement week
- Intellectual Property Summer Institute (while in Concord)

Maximum Capacity

During the academic year, no Internal or External events will be approved that exceed 40 attendees. Exceptions to this policy may be made for evenings and/or weekends. Evening and/or weekend hours may incur additional fees.

General Room Requirements and Restrictions

- Users of the facility are responsible for observing UNH Law policies and all applicable USNH policies.
- The sponsoring organization will be responsible for the facility's condition after the event.
- Any display of items that create holes, markings of any kind, or use of paint is not permitted.
- Any rooms with fixed set-ups must be left with furniture in their proper location.
- Exits must always remain clear.
- The capacity of the room may not exceed the number provided by CFD. Capacities vary depending on the room's setup and are subject to the approval of the Concord Fire Department.
- UNH Law accepts no responsibility for items left in the building before, during, or after an event. No items of any kind will be stored in the building for an extended period.
- Unless prior arrangements are made, organizers and attendees must vacate the building by the scheduled end of the event, or additional fees may be assessed.
- The sponsoring organization is responsible for guests visiting the building to participate in its event.
- UNH Law administration, security, and fire officials reserve the right to terminate any activity deemed unsafe or in violation of UNH Law or USNH policy.
- If an event includes attendees who are under the age of 18, the Events Committee must be notified, and additional forms may need to be completed.

Events Related to Political Elections or Visits by Public or High-Profile Guests

- All requests for events related to political elections or visits by public officials must be directed to the Events Committee who will notify appropriate UNH administrators and staff of the upcoming visit.
- UNH Law reserves the right to manage the coordination of necessary support from internal and external vendors. This includes audio/visual, staging, police, and security.
- Events are subject to all standard fees, regulations, and policies of UNH Law and USNH unless specifically waived.
- All fees will be billed before the event and must be paid before its event date.
- UNH Police may determine that a police officer must be on duty in the building during the visit. There will be charges for this service.
- Organizers and participants must abide by all policies related to posting, canvassing, and soliciting.

Student and Student Organization Reservations

Student organizations and student event requests related to UNH Law's educational mission are not charged for space use on campus.

To qualify as a law school event, a student event must meet the following criteria:

- A logical and valid connection must exist with any co-sponsoring entity. Student

organizations may not be used to front external groups, co-sponsoring campus departments, or offices that would otherwise incur charges.

- Events that are partnerships between non-UNH entities and student organizations must be the original creation of and instituted by the student organizations. The apparent or primary purpose of the event must not be to promote or market any non-UNH entity. A member of the student organization must be the organizer, manager, host/facilitator, decision maker, and primary contact for the event.
- Any revenue generated from sponsorship, ticket sales, registrations, or other fundraising mechanisms must be designated for a student organization.

Event Safety and Security

- All doors are locked and may only be accessed by UNH Law faculty, staff, and students with their ID cards. All other visitors must enter the law school through the 2 White St. main entrance.
- Student access to the building after 4 p.m. is only allowed at the 2 White Street entrance, until one hour before the library closes, at which time access will only be allowed by Security Staff.
- The event champion must greet guests at the main entrance.
- External guests must be approved by Sgt. MacLennan at least 2 weeks prior to the event.
- Any event after business hours or on a weekend may incur additional security fees at the discretion of Sgt. MacLennan. **There is a 4-hour minimum of at least \$50/hour.**
- No events shall take place when classes are not in session (winter break, summer weekends, etc.) without a Security Officer present. If an event is scheduled during such times, the organization/company will be billed for Security Staff.
- External events requiring Security Staff will be billed at 25% more than UNH organizations.

Events with Alcohol

- Events with alcohol always require a Police Officer to be present and may only occur within restricted areas in the building. An additional alcohol event form will need to be filled out, and approval from the Dean and Assistant Dean for Students (for events sponsored by student organizations) is required.
- The Office of the Assistant Dean for Students has the discretion to grant or deny permission for any event.
- No hard alcohol (spirits) may be served at any on- or off-campus student org function.
- No alcohol may be served prior to 5:00 p.m.
- Events with alcohol must also have non-alcoholic drinks and food available.
- If permission is granted for beer/wine to be served at the event, a NH Liquor Commission licensed caterer or vendor must be hired to serve the beer/wine, and the contract must be verified by the Office of the Assistant Dean for Students.
- Those attending all UNH Franklin Pierce School of Law functions must abide by all rules and regulations set forth in the UNH Law Student Handbook.
- Alcohol use that is not approved is in violation of USNH policies.

Student Organization Events with Alcohol

Student organizations hosting an event with alcohol must follow the guidelines outlined above in addition to those outlined below:

- Student organizations hosting an event with alcohol must meet with a member of the Office of the Assistant Dean for Students at least four weeks in advance.
- All student organization sponsored events must conclude no later than 10:00 p.m.
- At student organization sponsored events, there is a two-drink maximum per student for those choosing to consume alcohol. A two “drink ticket mechanism” must be used to control the serving and consumption of alcohol.
- Student Organizations that host events on campus with alcohol must have a faculty advisor and/or faculty/staff member in attendance who can provide oversight of the event.

Commercial Activities

Commercial activities for the profit of any person or business, including non-profit entities, are not permitted on the UNH Franklin Pierce School of Law campus unless specifically authorized by the Assistant Dean for Students Office.

Vendor Policy

External vendors permitted on campus to reserve rooms and/or tables are those connected with bar preparation and sponsored by the Academic Success Program. Vendor policies will be communicated to those constituents annually.

External vendors permitted to assist, host, or participate are permitted with limited-swipe card access. For example, Taylor Rental, local caterers, DuPrey, Common Man, Bagel Works, and Washington St. Cafe.

Room Set Up Amenities

The following items are available on a first-come first-served basis:

- 8 ft tables
- 6 ft tables
- 60” round tables
- Chairs

These items must be requested through a UNH Law facilities [work order](#) at least seven days prior to the event.

Table coverings are not provided for all events except for those sponsored by law school staff. Table coverings may be purchased from retail locations or rented from Taylor Rental.

Marketing and Social Media

Media Requests

- Any member of the media requesting access to a UNH Law event with the sole purpose of writing about, or capturing photography or video, to place in a circulated medium either for print, digital, or social, must contact the UNH Law Department of Marketing and Communications.

Logo Usage

- Any intended use of the UNH Law logo for promotional materials or other promotional opportunities must first be requested through the UNH Law Department of Marketing and Communications.
- Any intended use of the UNH Law logo with an intent to apply and sell via merchandise of any type must be discussed with the UNH Law Department of Marketing and Communications.

Audio/Visual Equipment

A/V assistance may be available between the hours of 8:00 a.m. and 4:30 p.m. Monday through Friday. All classrooms and boardrooms on campus have a phone with the A/V Assistance Helpline listed. A/V assistance outside of these hours will incur charges and will have to be arranged at least two weeks in advance of the rental. We highly recommend events hosting non-UNH attendees to consult with the A/V Tech prior to their event.

If UNH Law audio/visual equipment is used, it must be returned in the same condition in which it was received. Service fees and/or repairs will be assessed as needed. All equipment must remain in the building. **UNH Law technical support availability is limited** and does not include software support. If a group brings its own equipment, it is responsible for its own technical support.

Conference/Classrooms

All rooms have WiFi and either a projector or flat-panel display, and in most rooms a laptop is needed to utilize this equipment. Since the rooms have a VGA connection by default, users need a laptop that can inherently connect to VGA or bring a VGA adapter. The rooms can also accept an HDMI connection, though users need to bring their own HDMI cord.

In many cases, the projectors should automatically turn on after an active source is connected. At the end of the event, projectors should be turned off via the touch panel. Unless otherwise noted, no other settings or power buttons should be pressed.

No equipment should be disconnected from the system at any time. Doing so will result in the system throwing errors and may not operate correctly.

Recording

Events open to the public may be recorded.

Additional Technical Support Needs

Technical support, especially beyond basic troubleshooting of our equipment, is subject to current availability. UNH Law is not responsible for troubleshooting outside equipment and is not financially liable for any equipment failure (of outside equipment or its own).

Food/Catering

Groups must make their own arrangements with an approved caterer. Caterer set up and breakdown must be arranged in advance and included in the hours reserved for use of the room.

Clean Up

Rooms should be left in the same condition in which they were found. All food and trash must be removed immediately following the event by the client or the caterer and placed in trash cans. Failure to comply with cleanup requirements will result in the assessment of special cleanup costs.

Work Orders

Groups may request facilities service for their event through the [UNH Law Facilities Work Order form](#). All requests require a 7-day minimum prior to the event. Special event requests should be submitted at least a month in advance, whenever possible.

Posting Policy

Posting any unauthorized signage, including directional signage on campus, is prohibited. The event champion/host is responsible for posting and removing any promotional flyers or event materials. Please review the [flyer policy](#) before posting any promotional materials.

Inclement Weather Policy

Decisions about weather-related closings at UNH Law are made by the Administration.

- Decisions about morning operations are typically made by 6 a.m.
- Decisions about evening operations are typically made by 3:30 p.m.

Decisions to cancel or remain open are informed by National Weather Service reports and local weather forecasts.

If curtailed operations are declared, no events, meetings, or classes will take place within the Law School Building.

Parking

On-street parking is available around the campus on the main streets. Please refer to the campus map for locations. Parking is strictly prohibited at all times in the fire lanes; no parking zones, reserved spaces and grassy areas. **Parking is also prohibited in the White Park lot.** Vehicles parked in any of these areas or found blocking neighboring residents' driveways may be towed without notice at the owner's expense. Event attendees may also park in the school-owned parking lots if space is available.

CAMPUS MAP

Vendor and Media Parking

Advance notice of all deliveries is required before an event. Equipment and catering deliveries are limited to the back of the building and only long enough to unload, after which the delivery vehicle must be moved. Delivery vehicles may not remain after delivery or during any setup.

Liability

Requirements for State of NH:

- The State of NH is self-insured; this is sufficient for state-sponsored rentals.
- Each department renting space is required to provide a letter of insurance for each event they hold.
- Letters are usually generated from the State of NH Risk Management Unit.

Requirements for all others

- Acord Certificate of Liability Form 25, with the following elements:
- "University of New Hampshire Franklin Pierce School of Law" listed as a certificate holder.
Address: 2 White St. Concord, NH 03301
- General Liability Coverage - \$1MM per occurrence, \$2MM aggregate
- Workers compensation coverage is required if the host has employees working on site.
- Minimum coverage in the amount of: \$100k/\$500K/100K

Other coverage UNH would like to see, but is not required

- \$1MM umbrella policy
- Organizations that do not have the minimum required coverage may buy a one-time "event policy." There are many online companies that sell these.
- Proof of Insurance must be provided before an event/meeting is approved.
- Email required insurance certificates to reservations@law.unh.edu

External Event Room Rental Fees

Full day = more than 4 hours, half day = 4 hours or less

Room	Capacity	Full Day	Half Day
Rm 102, 201, 202, or 227	16-27	\$150	\$75
Rm 103 or Room 274	35	\$175	\$100
Small Conference Room (Karl Jorda or Zeliff)	10-15	\$200	\$100
Tenney Boardroom or Wood Boardroom	20-30	\$225	\$125
Rm 205 or Room 200	75-80	\$250	\$150
Courtroom	54	\$250	\$175
Rm 229 and Rich Room (204)	105-140	\$400	\$300
Rm 282 and IP Center Lobby	155	\$500	\$300
Additional AV and Security charges may apply.			

The electronic [Room Rental Form](#) is required for all room requests from external groups for law-related workshops, meetings, or events. Requests will not be considered until the form has been submitted. Submitting the form does not ensure a reservation, only that you have indicated interest. You will be notified via email of the approval or denial of the request. Please allow up to seven business days from the time the request is submitted for a response. Room requests will be approved once all classes for the semester have been assigned classrooms and entered in the Room Book.

In general, please request rooms by the following dates:

- Mid-August for the fall semester
- Mid-January for the spring semester
- Mid-May for the summer semester