

# TECET Aldrich Center Utilization Policy

## Background

In 1989, The Engineering Center Education Trust became the steward of One Walnut Street, home of The Engineering Center. In 1998, TECET dedicated the first floor of One Walnut Street to Dr. Harl P. Aldrich, Jr., in recognition of his significant leadership and generous contributions in the creation of The Engineering Center. Through the Aldrich Center, TECET serves the engineering community and others, catering to diverse meeting needs. In addition to hosting Sponsor Association events and meetings, the Aldrich Center's meeting space is reserved by Affiliate Associations and tenants of The Engineering Center Education Trust, who have contractually regulated access. Other organizations and individuals also may reserve these meeting rooms for a variety of events including political fundraisers, business meetings, continuing education programs, and various association meetings.

Like many other meeting room operators, TECET operates the Aldrich Center as a profitable enterprise which generates positive net income that can be used to help defray annual operating costs and mortgage payments. This revenue also helps TECET fulfill its intended purpose, which is to foster education of engineers, surveyors, and allied professionals and to provide a home for professional and technical meetings, public outreach, and society management. To generate revenues TECET normally charges a fee for the use of meeting room space, which includes standard audiovisual equipment and services provided by TECET employees. Food and beverages, contracted wait staff, non-standard audiovisual equipment, video and teleconferencing are priced separately. While the majority of these costs will vary by event, at present unadvertised weekday meeting room rental rate fees are as follows:

	Half-Day Rental (Up to Four Hours)	Full-Day Rental (Four to Eight Hours)
Haley & Aldrich Room	\$275	\$500
GEI Consultants Room:	\$225	\$400
Kleinfelder Library	\$225	\$400

Weekend meeting room rentals and room rentals in excess of eight hours are subject to additional charges.

## Underlying Assumptions

The fundamental assumptions underlying this utilization policy are that the Aldrich Center exists to address many of the meeting needs of The Engineering Center Education Trust sponsor associations -- the American Council of Engineering Companies of Massachusetts, the Boston Society of Civil Engineers Section/ASCE and the Massachusetts Association of Land Surveyors and Civil Engineers. At the same time, the Aldrich Center is a primary source of the revenue that is needed to offset One Walnut Street operating costs and enable TECET to fulfill its mission. Recognizing the essential role the Aldrich Center plays in enabling TECET serve its intended purpose, should a scheduling conflict occur, sponsor association leaders agree to work with TECET to reschedule and/or relocate their non-revenue generating events/meetings when feasible to allow the Aldrich Center to host a revenue generating event.

## Organization-Specific Utilization Policies

*Sponsor Associations (ACEC/MA, BSCES, and MALSCE)* – In recognition of their unique status, TECET Sponsor Associations, in addition to having priority access to Aldrich Center meeting space, except as noted above, are afforded the use of this space at discounted rates as follows:

- Aldrich Center will host individual Sponsor Association board and committee meetings free of room charge provided the meeting space is available (please reserve at least 48 hours in advance). As a courtesy, prior to departing Sponsor Association meetings, attendees are expected to make sure that their meeting room is left neat and clean with all trash placed in the trash receptacles. When such meetings are held outside of normal hours of operation (e.g., 8:30 AM to 5:30 PM) Sponsor Associations are asked to have a member volunteer available to admit meeting attendees to the Aldrich Center as well as clean up after the meeting. Twenty-four hour notice is also requested for all canceled meetings;
- All other Sponsor Association meetings/events will be charged a discounted meeting room rate in addition to any applicable food and beverage charges, as follows:

- Non-revenue generating events that are offered for the benefit of the general membership and/or potential members (e.g., new member or member recruitment receptions), or multi-organization meetings that are not specifically sponsored by TECET and include non-sponsor association attendees, will receive a 50% discount off of the current meeting room rates noted above;
- Revenue-generating events such as professional registration refresher courses, webinars and breakfast, luncheon or dinner meetings with featured presentations for which there is a registration fee, will receive a 25% discount off the current meeting room rates;
- Sponsor Association member companies looking to hold a company meeting at the Aldrich Center will receive a 20% discount off current meeting room rates;
- Sponsor Association members looking to book a business meeting or private event at the Aldrich Center will receive a 20% discount off current meeting room rates.

*Affiliate Associations (ACEC/MA Education Corporation, MALSCE Education Trust, and NE ITS)* –TECET Affiliate Associations have service agreements which include a provision allowing their volunteer leaders to reserve the Aldrich Center meeting room space free of charge for committee and board meetings. TECET Affiliate Associations that wish to reserve meeting room space for a revenue-generating event will receive a 20% discount off the current meeting room rates.

*Tenants* - Entities that lease space from The Engineering Center Education Trust are allowed to reserve the Aldrich Center meeting room space free of room charge for a certain number of hours each month as noted in their respective lease agreements. Any building tenant that seeks to reserve meeting room space in excess of its monthly time allotment will be charged a discounted meeting room expense in addition to any applicable food and beverage charges. The amount of this discount will be 20% off current meeting room rates.

*Nonprofit Organizations* – 501 (c) (3) nonprofit organizations that are looking to hold an event at the Aldrich Center will receive a 20% discount off current meeting room rates. Appropriate documentation of this organizational status is required at the time of event booking.

*Repeat Users (15 events or more)* – Depending on their event requirements, individuals or organizations that book multiple events at the Aldrich Center may receive a quantity discount off the current meeting room rates.

## **General Policies**

The following is a list of policies that anyone seeking to hold or attend an event at the Aldrich Center is expected to abide by:

- The booking authority for all revenue generating events is expected to sign an event agreement and/or banquet event order (BEO) detailing the requirements for their event.
- Smoking is not permitted anywhere in the building.
- All food and beverages must be arranged through the Aldrich Center. Food and beverage prices are subject to change without notice. No one is allowed to bring or remove food and beverages from the premises.
- A guaranteed count for catered events must be received by 12:00 noon at least four working days prior to the event date. Should event attendance increase beyond the guaranteed count, a final count is required by 12:00 noon at least one working day prior to the event.
- Non-standard audiovisual equipment rentals must be handled through the Aldrich Center. Orders must be placed at least four working days prior to the event.
- Affixing with nails, staples, tape or any other materials to the walls, floors, light fixtures, monitors, or ceilings of any room is not permitted.