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WHOI Conference and Meeting Services: Guidelines

Guidelines on the Use of WHOI Conference Space by Non-WHOI Patrons or Private Events

The Woods Hole Oceanographic Institution (WHOI) has limited conference space and support services available to individuals and groups outside of the WHOI community for functions that are related to the WHOI mission. The user must pay room rental fees and other expenses associated with the function and room rental fees may be discounted when a WHOI employee is involved in organizing the event. In such cases the employee will be responsible for covering any labor costs for room set-up, audio-visual assistance and other required resources.

WHOI is a private, not for profit corporation, and requests for use of its facilities by outside groups will be evaluated on a case by case basis. The non-science related functions that broadly benefit the scientific community or other such events that enable WHOI to assist in facilitating a non-political and non-religious public service for the local community may be granted on a per-use basis at the discretion of the Meeting Services Coordinator.

Occasionally, we receive requests from WHOI employees for conference space to be used for private events and these requests will be evaluated on a case by case basis as well. Before approval for such requests is provided, many variables will be considered including the size of the event, the availability of parking, the potential noise and other disruptions created by the event, the impact to neighbors as well as the impact to fellow employees trying to conduct work. The use of WHOI facilities for weddings is not allowed.

All requests will be processed on a first-come first-served basis. Proper use of the property and observance of all regulations is the responsibility of the Requestor. Smoking is prohibited in all WHOI buildings. Maximum capacity for room size/space use must be observed at all times. Internal WHOI events requiring this space will take precedence, even if they are set up after an agreement is in place. In such an occurrence, we will make every effort to find an alternative space within WHOI for your function.

In all cases we will require that a “Hold Harmless” agreement be signed in advance. In some cases an insurance certificate which lists WHOI as an additional insured may also be required. In all cases we will require the completion of a rental agreement for the facility being rented. Please check the listing and details of rental agreements for additional terms and conditions specific to the space you are interested in requesting.

All requests and function arrangements will be coordinated through the Meeting and Conference Services Office. Please contact the Meeting Services Coordinator for assistance.

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