

Checklist for organizers of events held in the Olin College Dining Hall

Updated 03/22/04

1. Contact George Butler to confirm availability of the space.
2. Contact Nancy Sullivan in the Office of Administration and Finance to reserve the space.
3. Email BuildingSecurityAccess@olin.edu to request that the Campus Center 1st floor interior doors be left unlocked for the duration of the event.
4. Notify the custodial staff of the event with an email to workorder@olin.edu. If furniture needs to be moved, request assistance and guidance from the custodial staff before moving anything.
5. Notify Public Safety of the event by contacting Donna Superior at superior@babson.edu.