**Toby’s Plaza at Case Western Reserve University**

**Internal Policy and Utilization Summary**

Toby's Plaza at Case Western Reserve University is a unique and distinctive environment that fosters the public intersection between the arts, technology, academia and fun. The concrete pavers provide a hardscape surface that has the ability to convert to a tent structure to host private events, public exhibitions and unique installations. The birch-bar provides shaded casual seating for lunch or small discussions. From dawn to dusk, a visitor to the plaza can have fun, relax or be awed!

Toby’s Plaza at Case Western Reserve University invites temporary exhibits, events and programs intended to enhance our community and that showcase the unique talents and intersections of the cultural intuitions and individual expression while at the same time being mindful of the surroundings, residential and commercial.

Toby's Plaza is a 34,500 sq. plaza, brilliantly designed by James Corner Field Operations with three distinctive, yet cohesive areas including: 21,000 sq. open plaza, a 7,400 sq. ft. birch bar, and a 12,000 sq. ft. green space.

**Hours**

Toby’s Plaza at Case Western Reserve University is available for booking during the week as well as weekends. It is open Monday through Sunday and is available from dawn until dusk daily.

Priority is given to events coordinated by Donor Relations and University Events along with The Museum of Contemporary Art.

**Catering**

Case Western Reserve University requires all events with more than $500.00 of catering to select a caterer from an approved list.

Caterers can be found at <http://www.case.edu/diningservices/outsidecatering.html>.

**Alcohol**

Groups are permitted to bring in alcohol.

Groups are required to follow the University A[lcohol Use](http://students.case.edu/handbook/policy/university/alcohol.html) guidelines regarding the sale and use of alcohol. If any person attending the function brings in alcohol illegally, the event will be shut down immediately. When advertising your event, you are not permitted to advertise the availability, cost, or brands of alcohol that will be served.

**If alcohol is served, the bar will close one half hour before the event ends**.

Please see permit section for details on whether a permit is needed for alcohol.

**Event Set-Up and Clean-Up**

Groups are required to provide their own tables, chairs, tents, signage, decorations and other rentals and equipment for their event; however, Toby’s Plaza must be returned to its original state by 9am the day following the event per University policy.

Staking tents is not permitted at Toby’s Plaza. Anchors have been installed to assist with securing items to the plaza. Vehicles and other items noted in University policy are prohibited on the plaza.

Groups are responsible for requesting that the University provide trash and recycle cans above the 10 already on site. Groups are also responsible for cleanup and trash removal in an effort to return the space to its original state after the event.

The group making the reservation is responsible for any damage to furniture and grounds resulting from the group's use of the facility. The group is subject to additional charges if damage occurs to Toby’s Plaza.

If warranted, CWRU police have the authority to close down an event when the behavior of the group does not comply with [University policy](http://students.case.edu/handbook/policy/university/alcohol.html) and/or applicable laws.

A site plan (link to site plan) is required two weeks out from all events and is subject to approval.

When making your plans, be mindful that Toby’s Plaza is not a covered space and does not have restrooms. Neither shelter nor indoor back up space can be provided. Please plan accordingly.

**Security**

A police officer is required for all events and additional security support when alcohol is provided and/or sold or if a group is larger than 75 people. This fee will be confirmed with the Office of Case Police and Security. Security costs are typically billed at an hourly rate with a 3 hour minimum. In case of emergency on campus, please call 216-368-3333 to reach dispatch.

**Liability Insurance**

If a third party (vendor or service provider) is involved with an event, we may require proof of liability insurance.

**Permits**

The City of Cleveland requires permits that the group must secure for any of the following items:

* Tents (larger than 10x10)
* Alcohol (if sold and/or admission charged)
* Propane
* Food

Group is responsible for contacting the appropriate department with the City of Cleveland to secure the proper permits.

**Parking**

Securing parking is the responsibility of the group and should be coordinated in advance of the program. Numerous lots are available near Toby’s Plaza at the guests’ expense. Groups can contract with a valet service company and then coordinate logistics with the University. A campus map can be found at <http://www.case.edu/accessservices/lot_map.html_>.

**Vending/Sales**

Group is not permitted to sell or contract outside vendors to sell products during their rental without prior approval.

**Smoking**

Case Western Reserve University has designated Toby’s Plaza as a non-smoking area.

**Music**

All amplified music including but not limited to PA systems, bands, boom boxes must be kept at low levels. Groups must be respectful of the surrounding areas. University Police will monitor and respond.

**Rental Fees**

Rental fees will be determined based on the day of the week and time of the event. Group will also be responsible for any other University charges such as police, electrician and grounds. These fees will be in addition to the rental fee and will be charged to the group’s speedtype.

If a rental fee applies, a deposit of 25% is required 2 weeks after approval has been received. This deposit will be applied to the total cost of the rental.

**Marketing and Promotional Materials**

All marketing and promotional materials must include the full name of the property, Toby's Plaza at Case Western Reserve University.

**Cancellation Fee**

All rental cancellation requests must be made 2 weeks prior to the scheduled event. Any cancellations after this time are subject to a 25% penalty of the total rental fee (forfeit of deposit).

**Reservation Requests**

A reservation form must be completed online.

Reservations must be made at least 90 days in advance of the event and the online form completed no later than 60 days prior to the event. The request will be approved or denied by the Assistant Director of University Events within one week of the completion of the online reservation request.

Once the rental request has been approved, the name/organization must provide a site layout, timeline and copies of all proper permits two weeks prior to the event. Any set up needs conveyed after this time may not be able to be accommodated.