



Guidelines for events in Penn Law Facilities

For all external events taking place at Penn Law, please follow the below guidelines to ensure a successful and smooth event. Any questions or concerns can be sent to reservations@law.upenn.edu.

- Groups requesting to rent space at Penn Law must first come for a walk through of the requested space prior to booking.
- All events require a main contact person throughout the planning process to act as event owner and be on site during the event.
- Event to be staffed by event owner's organization.
- All catering planning is to be arranged by event owner. If early access to the buildings is needed, arrangements are to be made through the Facilities Department and additional costs may be accrued. The caterer must be a Penn approved vendor and they must staff the event, no drop off allowed.
- Events that require specific setups will need a walk through with Facilities at least 2 weeks prior to the event. Setups requiring tables, chairs, etc. may include additional costs.
- All technology questions can be communicated with the Penn Law ITS Department at itsmedia@law.upenn.edu
- All rooms are to be left in proper working order. Any additional needs from Housekeeping may result in additional charges.



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