



Princeton School  
of Public and  
International Affairs

## **SPIA in D.C. Office Use Policy**

### *Purpose*

This document lays out the policies and guidelines for the use of the SPIA in D.C. office located at 1333 New Hampshire Avenue, NW, Washington, DC (hereinafter referred to as "the Site"). The policy aims to ensure the safety, security, and efficient operation of the Site while promoting a productive and inclusive environment for all occupants and visitors.

### *Users*

The SPIA in D.C. office is primarily meant to create greater opportunities for SPIA faculty, researchers, students, and alumni to engage directly with policymakers and to augment the public policy training we provide our students. As such, any SPIA-sponsored or -generated request regarding collaborative, programmatic learning/teaching/networking for students and faculty takes precedence.

Second priority is afforded to SPIA administrative departments, including but not limited to Graduate Admissions, the Office of Career Development and Alumni Relations, the Graduate and Undergraduate Program Offices, and to other activities, meetings, and events directly related to the School.

Third priority is afforded to research and research-related activities directly related to faculty and research centers and programs of SPIA.

Fourth priority is afforded to SPIA alumni who may be permitted to use the Site for activities or events, provided a SPIA faculty member, researcher, or administrator serves as a sponsor and is present and participating in the user's activity or event. Furthermore, the purpose of the activity or event must be aligned with the School's core mission, and directly benefit the School's constituents, (students, faculty, researchers, and/or administration) and where the majority of the audience includes our constituent populations.

Fifth priority is afforded to the broader Princeton community, including faculty, staff, students, and alumni outside of SPIA.

### *Spaces*

The SPIA in D.C. site has up to five offices available for temporary hoteling use by SPIA faculty, staff, students, and alumni. Additionally, there are two conference rooms with A/V, a large open area that can accommodate up to 45 chairs with a podium and dedicated A/V, soft seating, and a pantry. A rooftop penthouse amenity space (400-person capacity) and larger conference room are also available for reservation.

### *Costs*

Depending on user status and the scheduled day and time of the activity or event, users of the Site are responsible for all expenses related to building use, including catering, A/V and support, custodial services, building engineer(s), security guard(s), and rental fees, unless otherwise noted. All contractors, vendors, or service providers coming to the Site to do work or provide services are required to have insurance. Please see the vendor COI requirements and sample for detailed coverage information.

### *Permission*

Use of the Site shall be granted on a first-come, first-served basis following the priority order outlined above and a review by the SPIA Dean's Office. SPIA reserves the right to limit or refuse use of the Site and/or modify this policy in any way.