



The RISD President's House is the private residence owned and maintained by the college. The President's House is located at [132 Bowen Street in Providence, RI](#).

[Availability/Eligibility](#)

The RISD President's House may be reserved for college-sponsored functions upon approval from the President's Office under one of two circumstances:

1. The President calls for and/or hosts the event.
2. A division calls for and/or hosts the event and the President holds a substantive role at the event.

To be considered, a *President's House Request Form* ([here](#)) must be submitted to the Office of the President at least one month in advance of the event and the following guidelines must be followed:

- Requests to use the President's House must come from RISD division heads, such as the Provost, COO, Deans, and Vice Presidents. Division heads may delegate this function to another staff member - please note such delegation in the comments section of the form.
- Each division may use the President's House, with appropriate approval, once per academic year (September through August).
- The President must have a substantive role in the event that is noted on the request form. If the event is approved, the Office of the President will also ask you to complete the *President's Event Overview Sheet* ([here](#)).

Once the request form has been submitted, the Office of the President will respond within five business days.

Events will not be held at the President's House while the President is traveling.

[Hours + Capacity](#)

- All events must occur between the hours of 8:30 am and 9:30 pm
- Maximum length of an event is four hours. If you need to book a longer event, please consult with the Office of the President in advance.
- Maximum capacity per event is 75 people.

Food + Beverage

The host department is responsible for all food and beverage and any additional catering charges. By RI state law, alcohol can only be served by pre-approved certified bartenders. All beverage and catering orders should be handled through our special event planner, Pat Brown (pbrown@risd.edu).

Set-up + Clean-up

The following equipment is available at the President's House. Please note that this equipment cannot be moved, unless specifically noted.

- Large monitor located in the second floor conference room
- Large whiteboard located in the second floor conference room
- Easels and small whiteboards (moveable and available upon request)

Please contact Pat Brown (pbrown@risd.edu) for additional requests.

Catered events will be set-up and broken down under the direction of the caterer and the cost will be included in the caterer's service fee. Excessive clean-up and/or damage will be noted immediately and billed at a higher rate.

Entertainment

Approval for live entertainment must be requested in advance on the *President's House Request Form*. Live bands using a PA system may not perform on the grounds outside of the President's House.

Additional Guidelines

- **Events are expected to begin and end on time; it is the responsibility of the host or a delegate to ensure that the event ends in a timely manner.**
- The host or a delegate must arrive at the President's House at least 30 minutes prior to the start of the event and remain until the last guest leaves. If more than one person has been assigned this task, please note this on the comments section of the form.
- Guests are welcome to visit the first floor public areas of the President's House. By pre-arranged booking, guests also are welcome to visit the second floor conference room. Guests are not permitted in the kitchen or other upstairs areas. It is the responsibility of the host or a delegate to ensure guests respect these private areas.
- Smoking (traditional and electronic) is prohibited in the President's House at all times.
- Guests are not permitted to park in the driveway. Guests should be directed to on-street parking options with a reminder that ticketing may occur before 10:00 am.