

Guidance for Permitting Off-campus Spaces for Temporary Institutional Uses

Application Requirements Institutions wishing to use off-campus spaces for de-densification purposes should submit a 2-3 page document with the following sections and addressing the topics listed in each section below. Applications must be submitted to Nupoor Monani (nupoor.monani@boston.gov) and will be accepted starting Monday, July 13th, 2020.

Overall de-densification and isolation and quarantine strategy

- A narrative stating how off-campus occupancy helps the institution meet social distancing standards set forth by City/State/Federal public health guidance and plans to isolate and quarantine members of the school community as necessary.
 - Emerson College is partnering with the Boston Park Plaza Hotel to supplement the College's classroom space. The Boston Park Plaza Hotel has allowed Emerson College to utilize meeting space at Avenue 34, Studios 1,2,3 as three classroom spaces exclusively for Emerson College student use.

Off-campus building/property information

- Address of building
 - 50 Park Plaza Boston, MA 02116
- Current use/s:
 - Hotel, Conference Center, Restaurant
 - Currently, hotel, conference center, and restaurant are closed due to COVID-19
- Current occupancy
 - Hotel has 0 occupants
- Current license issued by the Board.
 - See attached
 - Please note, on the Certificate of Inspection, Avenue 34, Studios 1,2,3 are listed as 'Meeting Rooms for Hotel'.
- Written consent from the owners and operators of the off-campus location (hotel, motel, lodging house, another institutional campus, etc.) supporting this temporary change of use.
 - See attached
- Brief description of abutting buildings/properties (residential, commercial, etc.)
 - Commercial
- Description of any auxiliary spaces within or outside the building intended to be used by the institution for non-residential functions (i.e. hotel conference rooms used as student lounges or classroom space, parking for campus police, restaurant or cafeteria space to be accessed by students, etc.)
 - Park Plaza Hotel: Avenue 34, Studios 1,2,3

Proposed occupancy

- No. of beds/rooms being leased.
 - N/A
- Plans for use of space, including whether rooms will be used for well individuals or for isolation and quarantine.
 - N/A
- Location of these beds/rooms within the structure.
 - N/A
- Occupancy dates
 - August 24, 2020 - November 25, 2020
- Move-in dates

- N/A
- Configuration of space to be occupied, e.g.
 - Apartments or rooms.
 - N/A
 - Proposed occupancy of each room/unit (e.g. single occupancy, triple occupancy)
 - N/A
 - Configuration and proposed use of bathrooms.
 - N/A
 - Location of proposed occupancy within buildings (e.g. entire building, certain floors)
 - Avenue 34, Studios 1,2,3
 - Brief description of any interior changes to be made to the occupied spaces (i.e. furniture changes.)
 - There are no interior changes required as these spaces can safely accommodate the number of students and instructors that will be utilizing the meeting space. This will be accomplished by utilizing the Nanawalls that are located in each space.
 - Description of any other institutional needs for occupancy of the building.
 - N/A

Management and operations

- Proposed presence of resident advisors or other university personnel.
 - Students will be consistently monitored by College staff when utilizing the space at the Boston Park Plaza Hotel. Instructors, professors and teachers' aides will always be present when students are in the meeting spaces.
- Proposed rules regarding large gatherings or parties and a description of enforcement mechanisms.
 - N/A
- Prescribed path(s) of travel to campus, including any additional institution-provided services (i.e. shuttles) for these means.
 - The Boston Park Plaza Hotel is within close proximity to the College's campus. Students will travel to and from on foot.
- Rules for when students will be required to wear face coverings in residence halls common spaces.
 - Students are required to wear a face-covering any time they are in common spaces.
- Protocols for daily cleaning and sanitizing of bathrooms and public spaces.
 - The Boston Park Plaza Hotel staff will clean and sanitize the meeting spaces after the students utilize the space.
- Security and operations plan addressing the presence of individuals under the age of twenty one (21) at the licensed premise and how to address potential consumption of alcoholic beverages provided under the licensee's respective alcoholic beverages license, how to prevent individuals under the age of twenty one (21) from bringing in outside alcoholic beverages onto the licensed premise, and how these individuals will be separated from the general patronage of the licensee.
 - N/A

Move-in/move-out process (please reference existing move-in/move-out procedures)

- Planned testing protocols prior to, during, and after move-in.
 - Avenue 34, Studios 1,2,3, will be used for classroom space only.
- Management of vehicles and loading/unloading.
 - N/A

- Provision of carts for students to move belongings while minimizing trips.
 - N/A
- Protocols for entering the building and limiting crowding in common spaces.
 - Students will enter through the main entrance of the Boston Park Plaza Hotel or the entry off Columbus Avenue.
- Protocols for practicing social distancing including the requirement to wear face coverings, strategies to reduce foot traffic, and limit the number of family members that may enter these spaces.
 - There will be signage to enforce social distancing in the area students will be using. Face coverings will be required. No family members will be allowed in these spaces.

BOSTON PARK PLAZA

August 7th, 2021

Boston Park Plaza Hotel
50 Park Plaza
Boston, MA 02116

Erik Muurisepp
Assistant Vice President, Campus Life
Division of Student Affairs
Emerson College
120 Boylston Street
Boston, MA 02116

Re: Emerson College application for temporary space use in response to COVID-19 Health Emergency

Dear Mr. Muurisepp:

This letter is to confirm that the Boston Park Plaza Hotel supports the temporary change of use proposed by Emerson College for this property. We consent to the short-term use of our hotel meeting space to be used as classrooms for the fall semester to include August 2020-November 2020.

Sincerely,

BOSTON PARK PLAZA

By 

Jonathan D. Crellin
Vice President of Operations and Managing Director
Boston Park Plaza
jcrellin@bostonparkplaza.com
617-756-3697

Cc: Margaret Ings



Martin J. Walsh
Mayor

Boston Inspectional Services Department
Building and Structures Division

1010 Massachusetts Avenue Boston, MA 02118 Telephone: (617) 635-5300

Sean Lydon
Inspector of Buildings

CERTIFICATE OF USE AND OCCUPANCY

Issued: **12/27/2017**

Certificate # **COO787993**

IN ACCORDANCE WITH THE PROVISIONS OF CHAPTER 802, ACTS OF 1972, AS AMENDED, TO WIT, SECTION 119.0, A CERTIFICATE OF USE AND OCCUPANCY IS ISSUED FOR THE BUILDING LOCATED AT:

50 Park Pz
Boston, MA 02116
Ward: 05

IN SUFFOLK COUNTY, COMMONWEALTH OF MASSACHUSETTS. THIS CERTIFIES THAT THE USE GROUP, THE FIRE GRADING, THE MAXIMUM LOAD AND THE OCCUPANCY LOAD COMPLIES WITH THE COMMONWEALTH OF MASSACHUSETTS STATE BUILDING CODE BY ISSUE OF PERMIT(S) LISTED BELOW BY THE INSPECTIONAL SERVICES COMMISSIONER OF THE CITY OF BOSTON, THE ALLOWED USE AND OCCUPANCY IS:

Hotel, Wireless Communication, Health Club, Offices, Stores,
Restaurant 36A, Restaurant.
Certificate for Health Club Only.
ALT768229 Issued November 9, 2017

ISSUANCE OF THIS CERTIFICATE INDICATES THERE ARE NO OUTSTANDING VIOLATIONS AGAINST THIS PROPERTY. ALL PRIOR CERTIFICATES OF USE AND OCCUPANCY FOR THIS STRUCTURE ARE NULL AND VOID.

Sean Lydon
Inspector of Buildings



Martin J. Walsh
Mayor

Boston Inspectional Services Department Building and Structures Division

1010 Massachusetts Avenue Boston, MA 02118 Telephone: (617) 635-5300

CERTIFICATE OF INSPECTION

Sean Lydon
Inspector of Buildings

Issued in accordance with the provisions of Mass. Gen. Laws ch. 143 s. 1 et. seq., as amended.

Boston Park Plaza Hotel
Parlor A
Boston Park Plaza Hotel
50 PARK PLAZA
Boston, MA 02117
(617)457-2355

Parlor A
50 PARK PLZ
BOSTON, MA 02116
Ward 05

No: **69574**

Issued: 11/8/2019
Expires: 8/20/2020

Occupancy	Max Capacity	Breakdown
Parlor-A-Function Room	200 Persons	Audience Hall, 124 Persons-banquet
Parlor C-Function Room	100 Persons	Assembly, 60 Persons banquet
Parlor F-Function Room	45 Persons	Assembly, 25 Persons banquet
Ballroom West-Function Room	500 Persons	Assembly, 400 Persons banquet
Georgian Room-Function Room	600 Persons	Assembly, 350 Persons banquet
Hancock Room-Function Room	48 Persons	Assembly, 40 Persons banquet
Stanbro Hall-Function Room	395 Persons	Audience Hall, 200 Persons banquet & 330 persons loose seats
Terrace Room-Function Room	380 Persons	Secured Seats
Ballroom East-Imperial	1,200 Persons	Assembly, 710 Persons banquet
Meeting Rooms for Hotel	614 Persons	Total- Lower Level fl.,- (6) Different Layouts- Per Plans



This certificate shall be void if the number of occupants is increased, or material changes or alterations are made, or if egresses are obstructed or changed.

I certify that these premises have been inspected and approved by the Inspectional Services Department and the requirements of Massachusetts General Law, C 143.S.1 et seq.

A copy of this certificate must be posted in a conspicuous public place.



Martin J. Walsh
Mayor

Boston Inspectional Services Department Building and Structures Division

1010 Massachusetts Avenue Boston, MA 02118 Telephone: (617) 635-5300

CERTIFICATE OF INSPECTION

Sean Lydon
Inspector of Buildings

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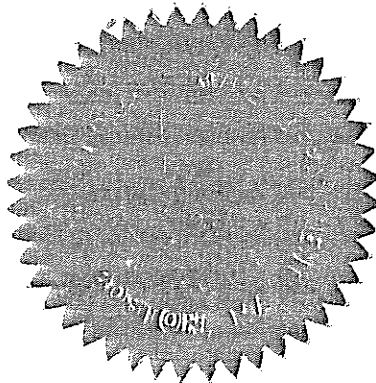
Boston Park Plaza Hotel
Parlor A
Boston Park Plaza Hotel
50 PARK PLAZA
Boston, MA 02117
(617)457-2355

Parlor A
50 PARK PLZ
BOSTON, MA 02116
Ward 05

No: 69574

Issued: 11/8/2019
Expires: 8/20/2020

Occupancy	Max Capacity	Breakdown
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