

Approval Date:	August 25, 2026
Approved by:	Vice-Provost and Chief Academic Officer
Policy Holder:	Head, Finance and Administration
Administrative Contact:	Manager, Finance and Administration



Atrium Protocol

Application:

This protocol is applicable to all those using the Atrium at the University of Guelph-Humber. The purpose of these guidelines is to ensure efficient and effective use of the Atrium, as a community shared space.

General guidelines:

- These guidelines are in addition to those provided in the Space Booking Protocol. Be sure to familiarize yourself with those as they also apply to this space.
- Staff must note whether they would like the Atrium booked exclusively, otherwise the atrium space is assumed to be a community shared space.
- Events in the North Atrium should not extend beyond the columns in front of the Art Gallery and the balcony, above the Future Students Centre, due to accessibility, traffic flow and fire code.
- Please maintain a minimum of four feet of space between the event area and 1) the plant wall bench and 2) the spiral staircase, to allow for traffic flow. An exception may be made for special events.
- Due to government fire code and building regulations, any furniture or equipment including registration and sign-in tables should be situated away from the main entrance doors to allow for safe fire and accessibility routes.
- Please be mindful that when the UofGH letters are not in use, the letters may be displayed under the spiral staircase. If this poses an issue for the event, please contact: life@guelpghumber.ca to have them moved.
- The Future Student Centre is not available to support events in the Atrium (i.e. use of power outlets, storing furniture/items, etc.)
- The use of microphones and music may be permitted in the Atrium during the academic term provided that sound levels are not disruptive to classes and it does not interfere with other events.
- Atrium space is not available during the exam period.
- The South Atrium may be used as an extension of the North Atrium provided noise levels are kept at a minimum while classes are in session.

This protocol is not intended to cover all situations that may occur. Any activities that are deemed to be inappropriate use of the Atrium will be at the discretion of building management and Public Safety.

Any questions or concerns, please contact inquiries@guelpghumber.ca or 416.798.1331.

By signing below, I declare I have read and agree to adhere to the protocol outlined in this document, including those guidelines outlined in the Space Booking Protocol.

Signature: _____

Date: _____