

Atrium Protocol

Updated: July 2017

All events and functions in the Atrium are to be approved and booked through the Information Officer at the Front Desk; this includes special events, displays, or equipment that may be required for the event.

- Events must take place in the North Atrium within the confines of the columns in front of the Art Gallery and the balcony above the Future Students Centre due to accessibility and fire code.
- Other than exclusive events, no event shall take place within three feet of the plant wall bench.
- All furniture set up in the Atrium must meet government fire and building regulations. Registration and sign-in tables for events must be situated away from the main entrance doors. **Under no circumstance should fire and accessibility routes or incoming traffic be blocked.**
- Tables and chairs can be requested with 48 hours advance notice through Humber's Facilities department at <http://www.humber.ca/facilities/archibus>. Following the event, the Atrium must be cleared of all equipment and any furniture provided by Facilities requires a separate work order for removal. Facilities can also be reached at 416.675.6622 Ext. 4444.
- Under no circumstances can the Future Student Centre be used to support events in the Atrium (i.e. use of power outlets, storing furniture/items, etc.)
- Events that include external organizations that plan on selling or promoting a product or service are to contact the IGNITE Services Director for approval to be set up in the Humber Student Centre. The only exceptions that will be made are for IGNITE and approved class assignments with a faculty sponsor.
- Microphones and music are not permitted in the Atrium.
- All food sales and distribution of food must be pre-approved with Humber College's Manager of Campus Services, Don Henriques at don.henriques@humber.ca. Forms for food sales are available on the University of Guelph-Humber website and the front desk reception area.
- Signs/posters may be affixed to displays and tables that are being used for events or functions. Signs/posters/etc. cannot be posted on walls, concrete columns, or plant wall glass. Signs/posters are not to be affixed to the spiral staircase. Balcony banner space can be reserved through the Student Life department in GH108.
- Atrium space cannot be booked during exam period.
- Animals are not permitted in the building, with the exception of service animals providing support.
- Tape and/or other adhesive material are not permitted on the floor in the Atrium, with the exception of Gaffer's tape, which may be used for securing equipment's wiring.
- Popcorn/cotton candy machines and other special equipment can only be set up directly in front of the plant wall (copper outlets are on the floor) due to interference with the fire alarms.
- Helium balloons are not permitted inside the building due to the nature of the Atrium design and sensitive equipment associated with the plant wall.
- Lighting of candles is not permitted. Faux-lit candles can alternatively be used for decoration.
- Physical games and sporting equipment (including hacky sack and balls) are not permissible within the Atrium.
- The South Atrium is not to be used while school is 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 who has the right to intervene. Any questions or concerns, please contact the Information Officer at info.officer@guelphhumber.ca or 416.798.1331 Ext. 6084.

By signing below, I declare I have read and agree to adhere to the protocol outlined in this document. In the event of failure to meet the stated criteria, I understand that staff and/or security have the right to intervene and enforce the rules of the Atrium.

Signature: _____

Date: _____