SCHOOL OF ENGINEERING (SOE) ATRIUM – POLICY

All requests for bookings must be submitted on the SOE online Atrium Booking Request Form and is subject to the School of Engineering Director’s approval.

HOURS OF OPERATION:
The Atrium remains open at all times. Events which require the Atrium to be closed to the public may only be held as follows:

- **Fall & Winter semesters:**
  Limited; available only for SOE special events during weekday regular working hours (after 4 PM and weekends for SOE & CPES special events that are not related to SOE teaching)
- **Summer semester:**
  Available for SOE/CPES events and other University of Guelph functions

*REMOVAL OF ATRIUM FURNITURE AND CLEAN UP:*
- SOE Teaching and Academic related functions (includes Coop program) will be handled by SOE technicians (coordinated by Phil Watson, Lab Manager)
- SOE Research and other departments: Event organizer’s responsibility (if needed instructions on how to move and store furniture will be provided by SOE)
- It is the event organizer’s responsibility to put the furniture back according to the original furniture layout. If additional cleanup is needed the event organizer will be charged.

EQUIPMENT
- SOE events will be handled internally (technicians within regular working hours)
- External to SOE - Event organizer’s responsibility and operation of the equipment by a TSS technician only (cost of technician not included in rental fee)

OTHER ARRANGEMENTS: (Physical Resources - tables, chairs/Hospitality/Podium, etc)
- SOE Events Academic and Teaching Related:
  - Undergraduate Program: Nicola Ferguson, Undergraduate Secretary
  - Graduate Program: Laurie Gallinger, Graduate Secretary
  - School Events: Lucy Cremasco, Secretary to the Director
- Research/External departments – Event organizer’s responsibility

BUILDING ACCESS:
- Phil Watson, Lab Manager

FEES:
The rental fee, excluding SOE and CPES events, $500/half day, $750 for 6 hours or more, includes the use of the space and equipment (not technician time). Use of the equipment by departments, other than the School of Engineering, must be performed by a TSS technician, arranged for and paid by the event organizer.

*If event involves removal of furniture, THRN 1427 will need to be reserved for furniture storage, including setup and clean up time.

*August 2012