

Usage Policy

Priority:

Priority for using the Kurz Atrium will be given to College of Engineering units and officially recognized student organizations whose mission is affiliated with the College of Engineering. Others interested in using this facility may contact Phil Qualio (philq@purdue.edu) no earlier than 90 days prior to the event. Reservations will be made with the understanding that occasionally the group reserving the space may be asked to relocate on short notice if College of Engineering needs arise.

The Kirk Plaza, Siegfried Garden Plaza, Southeast Lawn and ARMS Classrooms are reserved through the [University Timetabling](#) web site.

Fees:

There are no fees associated with using the atrium at this time. However, the scheduling unit assumes all costs associated with set-up, clean-up, and damage. Armstrong Hall is unable to provide personnel or supplies in support of events. Costs for damages and clean-up, if needed, will be billed to the reserving unit's account.

Set-up:

Organizers and attendees must follow all University policies regarding safety and security and set-ups must not interfere with existing Atrium exhibitry or traffic flow. No glitter, sprinkles, confetti, open-flamed candles, or helium balloons are allowed. No items may be affixed to the walls or fixtures, windows, bridges, or structural surfaces of the facility, including flyers related to the scheduled event. No furniture or fixtures may be rearranged or removed from the atrium, classrooms, or plazas.

Removal of atrium furniture must be approved by College of Engineering Facilities & Operations staff. Requests for furniture removal will be reviewed on a case-by-case basis.

Food and Drink:

Refreshments are allowed but not provided. Set up and clean up are the responsibility of the event organizers.

Hours of Operation:

The atrium is available for scheduling nominally between 7:30am and 10:00pm. However, due to the proximity of classrooms and offices, events must be held at a respectful decibel level.

Capacity:

Atrium capacities: 380 standing; 180 seated at tables and chairs; Specified room capacities cannot be exceeded.

No smoking or tobacco is allowed inside or outside the facility, including the use of electronic cigarettes and vaporizers.

Do not remove or rearrange atrium furniture unless approved by the College of Engineering Facilities & Operations staff. Doing so may result in financial charges against your organization.

Request Form

Name of Event: _____

Date of Event: End Date: *(For consecutive day events)*

Start Time: End Time:

Remove Atrium Furniture: No Yes *(Requests will be reviewed by the Facilities & Operations staff)*

Additional Notes: _____

Primary Contact Name: _____

E-mail Address: _____

Phone Number: _____

Secondary Contact Name: _____

E-mail Address: _____

Phone Number: _____

of Expected Attendees: _____

Vendor Names: _____

Account Number *(Required)*: _____

ARMS
Kurz
Atrium

[Check Availability](#)

Student Activities and Organizations *(Required)*:

Faculty/Staff Advisor Name: _____

E-mail Address: _____

Account Number *(Required)*: _____

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