

School of Mechanical Engineering
Hollander Atrium, ME Commons, and Railside Station Usage Policy
04/4/2022

Advance Notice:

Permission to use any of the Gatewood Common Areas (Hollander Atrium, ME Commons, and Railside Station) must be obtained prior to hosting any events. This form must be completed and emailed to the Events Coordinator, Betsy Baxter (ebaxter@purdue.edu), at least **2 weeks** prior to the event.

Priority:

Priority for using the Gatewood Common Areas will be given to School of Mechanical Engineering units and officially recognized student organizations whose mission is affiliated with the School of Mechanical Engineering. Others interested in using this facility may contact Betsy Baxter no earlier than 90 days prior to the event: ebaxter@purdue.edu. Reservations will be made with the understanding that occasionally the group reserving the space may be asked to relocate on short notice if School of Mechanical Engineering needs arise.

Fees:

There are no fees associated with using the Gatewood Common areas at this time. However, the scheduling unit assumes all costs associated with set-up, clean-up, and damage. Scheduling units who do not comply with this policy will not be allowed to use any of these spaces for future events. Mechanical Engineering is unable to provide personnel or supplies in support of events. Costs for damages and clean-up, if needed, will be automatically 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 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 Hollander Atrium, ME Commons, Railside Station, classrooms, or plazas. **Setup and cleanup are the responsibility of the event organizers.**

Food and Drink:

Refreshments are allowed but not provided. **No sit-down meals are permitted.** Set up and clean up are the responsibility of the event organizers.

Hours of Operation:

The Gatewood Common spaces are available for scheduling nominally between 9:00am and 10:00pm. However, due to the proximity of classrooms and offices, events must be held at a respectful decibel level.

Capacity:

Hollander Atrium capacity: 125. Commons capacity: 52. Railside Station capacity: 56. Specified room capacities cannot be exceeded.

No smoking or tobacco is allowed inside or outside the facility.

Which space is being requested: __Hollander Atrium __ME Commons __Railside Station

Description and Purpose of Event: _____

Date: _____ Start and End Time: _____

Primary contact name (printed): _____

 Email address: _____

 Telephone number: _____

Secondary contact name (printed): _____

 Email address: _____

 Telephone number: _____

Organization's Account Number: _____

 # of attendees expected: _____

Describe any audio/video/display needs: _____

Attach room set-up diagram and work with the Building Deputy for any set-up requirements.

To confirm a reservation, a signed agreement is required.

Requester: _____

Name

Signature

Date

Faculty Advisor: _____

Name

Signature

Date

Approval: _____

Betsy Baxter, Events Coordinator

Date