

Atrium Protocol

Updated: January 2025

Application:

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

General guidelines:

- 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.
- Staff must note whether they would like the Atrium booked exclusively, otherwise this 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 and fire code.
- Please maintain a minimum of three feet of space between the event and the plant wall bench, 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.
- To request the use of the UofGH letters for an on-campus event, you must complete the [booking request form](#) at least two weeks prior to the event.
- 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 your event, please contact: life@guelphhumber.ca to have them moved.
- Tables and chairs can be requested with one week advance notice through Humber's Facilities department at <http://www.humber.ca/facilities/archibus>.
- Upon conclusion of the event, kindly ensure the space is returned to its original state, so it's readily available for the next booking. Please submit a separate work order to have facilities remove any furniture that was requested. Humber facilities Management can be reached at 416-675-6622 ext. 4444.
- The Future Student Centre is not available to support events in the Atrium (i.e. use of power outlets, storing furniture/items, etc.)
- Events that include external organizations, planning on selling or promoting a product or service, require approval from the Director, Student Success, IGNITE for set up in the IGNITE Student Centre. Exceptions could be made for IGNITE, approved class assignments with a faculty sponsor, and events with departmental sponsorship.
- 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.
- All food sales and distribution of food requires pre-approval from Humber College's Manager, Campus Dining & Retail Services, Katie Evans at katie.evans@humber.ca. Forms for food sales are available on the University of Guelph-Humber website <https://www.guelphhumber.ca/facilities/spaceroom-bookings> and at 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. may not be posted on walls, concrete columns, plant wall glass, nor spiral staircase. Balcony banner space can be reserved through the Student Life department in GH108.

- Atrium space is not available during the exam period.
- Animals are not permitted in the building, with the exception of service animals providing support.
- Please refrain from using tape and/or other adhesive materials 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 (connected to the copper outlets on the floor) due to interference with the fire alarm system.
- Helium balloons are not permitted inside the building, due to the nature of the Atrium design and the 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 available 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 and/or Public Safety.

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.

Signature: _____

Date: _____