

AT&T Library & Technology Center

These guidelines are enforced to prevent accidents and damage to the space. If these guidelines are not followed, additional charges will apply. In order to request the AT&T Library & Technology Center, users must contact Events at 314-340-5754 or events@hssu.edu. Your signature on these guidelines and the approved event request form is your acknowledgment that the AT&T Library & Technology Center is rented only in compliance with the following:

Telecommunity Room

- Maximum room capacity: 60
- Smoking is prohibited in the Telecommunity Room and the building.
- No decorations may be hung, taped, stapled, or otherwise attached to the interior architecture, furniture or artwork. No furniture or objects may be moved unless authorized by Events.
- No animals allowed, except Aid dogs, with advance permission.
- The AT&T Library & Technology Center assumes no responsibility for personal property before, during or after an event.

Computer Lab

- Maximum room capacity: 17 (16 Students + 1 Instructor)
- Smoking is prohibited in the Computer Lab and the building.
- **Food and Beverage are not allowed in the computer lab**
- No decorations may be hung, taped, stapled, or otherwise attached to the interior architecture, furniture or artwork. No furniture or objects may be moved unless authorized by Events.
- No animals allowed, except Aid dogs, with advance permission.
- The AT&T Library & Technology Center assumes no responsibility for personal property before, during or after an event.

Dr. George H. Hiram Seminar Room

- Maximum room capacity: 20
- Smoking is prohibited in the Hiram Seminar Room and the building.
- No decorations may be hung, taped, stapled, or otherwise attached to the interior architecture, furniture or artwork. No furniture or objects may be moved unless authorized by Events.
- No animals allowed, except Aid dogs, with advance permission.
- The AT&T Library & Technology Center assumes no responsibility for personal property before, during or after an event.

Food and Refreshments

- Fresh Ideas Food Service Management must be used in AT&T Library & Technology Center; however, groups are responsible for the removal of all trash to the outside dumpster if the University caterer is not used. Additional charges will apply if trash is left in the building at the conclusion of the event when catered by an external caterer.
- No alcoholic beverages are permitted on campus.
- If accidental spills occur, we request you notify a staff member so that the spill may be cleaned up immediately.

Room Set-ups

It is the duty of the Technologist or Library Staff to open/close space prior to events in the Library.

- Events will coordinate all room set-ups with the University maintenance staff.
- Rooms are NOT to be rearranged unauthorized, if so they are to be placed back upon departure.
- Final schematics are due 5 business days prior to the event date (changes will not be accepted after this deadline).

Audiovisual Equipment (AV)

- Portable Audio System PC PowerPoint CD Player Overhead Projector
- If a Technologist is needed, one must be requested at the time of reservation
- AV needs & changes must be requested 7 business days prior to the event.

Deliveries

- The AT&T Library & Technology Center has limited storage space for outside deliveries. Arrangements must be made with Events.
- All rentals and deliveries must be picked up immediately following the event. If this is not possible, clients must make special arrangements with Events.
- A list of deliveries and the rental companies' names must be provided to Events in advance.

Parking

- Please discuss your parking needs with Events. Events will work with Parking Services to arrange your parking request.

Photography

- Photography for personal use is allowed.
- Photography for reproduction or commercial use is not allowed without prior written permission from the Harris-Stowe State University Marketing and Communications Department.

Department of Public Safety (314-340-3333)

By signing this document you agree to comply with the guidelines for the use of the AT&T Library & Technology Center.

Signature of Reserver

Date

Advisor's Signature for Student Organization (If applicable)

Date