

Paul Olum Atrium/Willamette Hall **Guidelines for Use**

The Paul Olum Atrium is a high-use public area within the Willamette Hall, a vibrant academic and research facility with 24/7 operations.

General Hours of Operation

Monday-Friday...7AM - 8PM

Closed Weekends +

Hours for Major Events/Banquets++

Monday-Friday...5PM - 8PM

Closed Weekends +

+ Research and lab work continue during closed hours. All weekend activities in the atrium must be preapproved.

++Times indicated are when any activities may begin. See also below.

To reserve the Paul Olum Atrium,

Visit the Physics department website: <https://physics.uoregon.edu/> and click on the 'Willamette Atrium' tab to review the 'Guidelines for Use.' <https://physics.uoregon.edu/willamette-atrium/>

Note that the atrium does not have heating or air conditioning systems and lighting is minimal.

All atrium furniture, chairs and tables are reserved for student use only and may not be repurposed for special requests/events. Student study may continue in this space during your event.

To ensure core studies and research are not disrupted, the following policies will be strictly enforced:

- * Hours noted above for events/banquets indicate the start of any activity within the space, including table/chair setups, AV sets, furniture moving, sign placement, etc. If you have a need that requires access to the space before or after the noted times advance approval must be received.

If your event is taking place outside of normal hours of operation or if you have special lighting needs, please notify Tessa Pierce, scheduling coordinator at the EMU to ensure lights remain at full capacity.

Contact: Tessa Pierce at the EMU (phone 541-346-6061 or email: pierce@uoregon.edu)

NOTE: Lighting requests must be submitted no later than 5-days out from your event date.

- In accordance with fire and safety codes, emergency access walkways must be kept clear of furniture, electrical cords and debris. Refer to the below map. No exceptions will be made. When using the electrical outlets, all cords must be secured to the floor using professional Gaffer tape to minimize damage to the floors and to avoid trip hazards.
- The maximum number of occupants allowed in this space per the University Fire Marshal are as follows:
 - Un-concentrated Use (tables and chairs) – 280
 - Concentrated Use (chairs only-not fixed) – 600
 - Standing Only Use – 800

- Events held in the atrium will require an Event Services supervisor (at cost) to be assigned when any of below are components of a reservation:
 - Attendance exceeds 100 people
 - Alcohol is served
 - Anyone under the age of 18-yrs old is present
 - The client is not UO affiliated
 - The event is of a private nature (weddings, parties, etc.) regardless of affiliation
- We reserve the right to require a supervisor when doing so is deemed necessary to manage or protect people, existing or brought in items, surrounding spaces/classrooms and/or the atrium and area.
- We may permit a waiver for the (at cost) Event Services supervisor requirement when an event is held by a department within Willamette and Klamath halls, and will be supervised by a faculty or staff member from those respective departments (Physics, Biology, Chemistry, etc.)
- The Department Head for Physics reserves the right to decline events that are non-UO affiliated or private parties that may not serve the best interest of the facility.

Due to the many research labs and faculty offices that operate 24-hours per day, activities with loud or amplified sound are not permitted. Decibel levels should be kept low so as not to impact active research in the building. Should anyone from a research lab ask you to lower or turn off the sound, all parties must comply.

- If there is an amplified component to your event, we will seek, but not guarantee, prior approval from Willamette building managers.
- Event hosts are responsible for replacing atrium furniture back to its original location; removing any items brought by you (room décor, food/beverage service items, paper products, service tables, etc.); taking cardboard and recycling to an appropriate bin; general cleaning of food, spills, décor, etc. *If prior arrangements are not made and these services are required you will be charged a fee based on labor and supplies needed.*

