CURVE Reservation Guidelines for Non-University Groups

CURVE: Collaborative University Research & Visualization Environment

CURVE is an inviting, technology-rich facility located on the Georgia State University campus within the University Library. Among its features, CURVE offers:

- A touch enabled, 24-foot-wide video wall (interactWall)
- Eight collaborative workstations, including an advanced 4K workstation, featuring high-powered PCs and Mac Pros
- Comfortable furnishings and a configurable main seating area

CURVE may be reserved by non-GSU groups for meetings, workshops, presentations, and similar events.

Non-GSU groups will be charged a facility use fee. Options include:

1. Reserving the interactWall and main seating area
   Rate: $100 per hour (non-profit or government), $150 per hour (corporate)
   Seating capacity is 35; 30 recommended

2. Reserving the entire CURVE facility
   Rate: $200 per hour (non-profit or government), $300 per hour (corporate)
   Maximum capacity is 60 occupants

Please contact Pamela Lucas, 404-413-2703 or plucas@gsu.edu to reserve CURVE.
Hours of Operation

CURVE may be reserved during CURVE regular hours based on availability.

Food and Drink

Food and drink are not permitted in the CURVE facility.

Library Access

Attendees are subject to the Library’s Access Policy, which restricts access to non-GSU or non-affiliated visitors. For non-GSU groups, a list of each individual attending the event must be provided to Pamela Lucas (plucas@gsu.edu) at least one (1) week prior to the event date.

Damages

Any cleaning or repairs deemed necessary beyond normal use (e.g., paint damage, carpet stains, etc.) will be billed to the responsible organization or group based on GSU Facilities assessed charges.

Furniture Moving

CURVE offers a variety of configurable furniture. Groups reserving CURVE may request that a CURVE employee rearrange the furniture to suit the needs of the event. Only CURVE employees may move and rearrange CURVE furniture.

Audio-Visual Technician / Support

A trained CURVE staff member will be available to assist with AV and technology needs.

It is advised that arrangements be made at least (1) one week in advance to test AV and technology planned for the event.
Directional / Informational Signs

• If a function/meeting requires the use of directional, informational signs or easels, arrangements must be made through the Library Administration Office.

• Affixing signs or decorations to walls, columns, doors, windows, rails, ceilings, floors, or furniture is prohibited.

• Signs and other materials must be removed by the group using the CURVE immediately following the function. Failure to do so will result in the items being discarded and a fee in the amount of the cleanup will be assessed.

• Groups will be billed for any damage to surfaces and/or excessive cleaning required.

• Signs cannot be placed in doorways.

Facility Guidelines

All functions/meetings are subject to state laws, rules and regulations of Georgia State University. The Library Administration Office reserves the right to cancel, without advance notice, any function/meeting not in compliance with these regulations.

It is the responsibility of the person requesting the facility to ensure that the event and patrons are in compliance with all applicable GSU regulations.

Questions concerning the applicable policies may be directed to the Library Administration Office. The Library Administration Office reserves the right to make judgments concerning facility usage that are in the best interest of the University Library and Georgia State University.

All users are subject to Georgia State University policies regarding the use of information systems. CURVE users are expected to act ethically, responsibly and legally. Georgia State University reserves the right, in its sole discretion, to permanently revoke any and all CURVE privileges due to inappropriate use or violation of University policy.