

LIBRARY NORTH ROOFTOP TERRACE USAGE GUIDELINES

General Information

The primary purpose of the Library North Rooftop Terrace is to provide outdoor study space for library users. The space is also available for occasional events sponsored by GSU departments. The University Library reserves the right to limit the number and timing of events to maintain the primary function of the space. Reservations by student groups or non-GSU organizations or individuals are not accepted.

Capacity and Furniture

- Normal study space use = 92 chairs / 23 tables
- Presentation seating with no tables = 150 chairs
- Reception = 200

Tables and chairs may be arranged as needed by meeting sponsor. Note that tables and chairs are heavy and will require significant labor, provided by the meeting sponsor, to rearrange. Meeting sponsor is responsible for resetting the furniture to the normal study space configuration and is responsible for any damage to the furniture. Meeting sponsor should contact campus Facilities for additional seating.

To Reserve

- Contact Pamela Lucas at plucas@gsu.edu

Equipment and A/V Capabilities

- One (1) podium
- Microphone, amplifier, and speakers
- Wireless Internet access

The Library will set up the PA system. No library technician will be available to assist with other AV needs. It is the responsibility of the meeting sponsor to coordinate with campus IT&T for technical assistance.

Scheduling Priority

- The Rooftop Terrace may only be reserved by Georgia State University faculty, staff, or departments.
- Priority is given to library-sponsored meetings and events.
- Reservations by student groups or non-GSU organizations are not accepted.

Hours of Operation

The Rooftop Terrace is available during normal library hours. Special events will be limited to the hours of 7 a.m. to 11 p.m. (including set up and post-event clean up). Events outside of GSU business hours (8:30 a.m. – 5:15 p.m.) may incur a fee for library and/or security staffing.

Library Access

Panther Card access is required for all faculty and staff. A list of non-GSU participants should be submitted one business day in advance of the event. Late registrants will need to be documented and cleared at library entrances by personnel provided by the meeting sponsor.

Damages

Any cleaning or repairs deemed necessary beyond normal use (e.g. scratched furniture, damaged plants.) are the responsibility of the sponsoring department. *(Failure to reset furniture or clean the terrace will result in a fee equal to the cost required to reset the space.)* Glitter or confetti may not be used.

Catering

Meeting sponsor is responsible for all catering arrangements and making sure the space is clean and free of all trash before vacating the terrace. For suggestions on local caterers, contact Pam Lucas at plucas@gsu.edu.

Alcoholic Beverages

Serving alcoholic beverages on the terrace is only permissible with a fully executed "Request to Serve Alcohol on Campus" form.

Directional / Informational Signs

If the use of directional or informational signs is required to advertise your event, please first consult the Library's Advertising Policy.

- We STRICTLY prohibit affixing signs to walls, columns, doors, windows, rails, ceilings, floors or furniture.
- To avoid egress issues, we prohibit the placement of signs in doorways.

Facility Guidelines

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

It is the responsibility of the meeting sponsor to ensure that the meeting and attendees comply with all applicable regulations.

We Strictly Prohibit

- The use of all tobacco products.
- Use or possession of any illegal drugs.
- Any form of gambling.
- Animals, other than service animals.

Effective 8/17/2021