



## **CURVE RESERVATION GUIDELINES FOR NON-GEORGIA STATE UNIVERSITY GROUPS**

*All functions/meetings are subject to state laws, rules and regulations of Georgia State University. The Library Administration Office (LAO) 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 comply with all applicable GSU regulations.*

Non-GSU groups may reserve the CURVE for meetings, workshops, presentations, and similar events.

### **FACILITY USE CHARGES:**

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

Reserving the entire CURVE facility

Rate: \$200 per hour (non-profit or government), \$300 per hour (corporate) Maximum capacity is 60 occupants

**HOURS OF OPERATION** – Based on availability, reservations can be made during CURVE regular hours.

**FOOD AND DRINK** - Food is not permitted inside CURVE, however, drinks with secure lids are permitted.

**LIBRARY ACCESS** - Attendees are subject to the Library's Access Policy. For meetings during restricted access hours, a list of each individual attending the meeting must be provided to Pamela Lucas ([plucas@gsu.edu](mailto:plucas@gsu.edu)) at least one (1) week prior to the meeting 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. Arrangements must be made at least (1) one week in advance to test AV and technology planned for use.

**DIRECTIONAL / INFORMATIONAL SIGNS** – The Library Administration Office must approve the use directional signs, informational signs or easels.

Affixing signs or decorations to walls, columns, doors, windows, rails, ceilings, floors, or furniture is prohibited. Signs and other materials must be removed immediately following the meeting. Failure to do so will result in the items being discarded and a fee for 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** – Direct questions related to Library policies 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.