

# HSLC Atrium Reservation Guidelines

Last modified - July 2021

## Health Sciences Learning Center Atrium

The Health Sciences Learning Center (HSLC) Atrium is available for various learning and social events including receptions, fairs, and blood drives. The School of Medicine and Public Health (SMPH), Physician Assistant (PA) program, School of Pharmacy (SOP) and other Health Sciences departments such Occupational Therapy, Physical Therapy, Global Health, Population Health are given first priority status in scheduling HSLC space. Other groups allowed to reserve the Atrium include UW Health (UWH), UW School of Nursing (SON) and UW Medical Foundation (UWMF).

Atrium reservations are scheduled by the Room Reservations staff using the following guidelines:

### I. HSLC Atrium Space

1. Atrium space can be requested online by completing the [Atrium Reservation form](#).
2. Rooms associated with Atrium events can be reserved using the [Room Reservation System](#).
3. Groups or events not directly affiliated with the SMPH, HSLC, or UWH who are interested in reserving the HSLC Atrium are required to have a Health Sciences departmental sponsor, and the event must be consistent with the [mission](#) of SMPH. Departmental sponsors are responsible for the group and any damages (possibly financially), and verify that the event is consistent with the mission.

### II. Priority Order for Atrium confirmations

1. SMPH and PA educational & departmental events
2. SOP and other Health Sciences events
3. Student sponsored events
4. UWH events
5. UW & all other events

### III. Atrium Reservation Criteria

1. Advanced access is granted to SMPH annual educational and departmental events to reserve space at the same time advanced semester access is granted for Timetable reservations. All other reservations are made on a first-come, first-served basis.
2. All reservations are subject to change by Room Reservations staff to accommodate events prioritized by SMPH, and in order to follow any updated school, university, or local health ordinances.
3. The Atrium is released for general reservation requests on a 6 month (approximately 183 days) rolling horizon.

#### IV. Space Utilization and Management

1. Room Reservations staff are responsible for receiving Atrium requests, guideline review to determine approval or denial, and coordinating the reservation schedule.
2. There are a limited number of tables, chairs, poster display boards, announcement signs and other items available for Atrium use. These items should be reserved online through an active user account within the room reservation system. It is the responsibility of the user to pick up, set up, and return reserved items to Classroom & AV Services (CAVS) located at 1240 HSLC.
3. Atrium furniture may be moved to accommodate Atrium events. After the event, it is the responsibility of the user to move the furniture back to the appropriate set up. A map of where furniture may be relocated during events and the proper set-up after events are sent with the Atrium confirmation. Staff are available to answer questions or provide training on reserved equipment by contacting the CAVS Support Desk in 1240 HSLC, 261-1934 or [classroom@hslc.wisc.edu](mailto:classroom@hslc.wisc.edu).
  - a. Existing Atrium furniture, including all existing tables and chairs cannot be reserved for events. These items are intended to be available for all Atrium users.
4. It is the responsibility of the user or group hosting to move furniture and set-up their own events. Users may not drag the tables, chairs, or other furniture across the floor. There are chair and table dollies available for moving furniture that can be requested from CAVS, or the SMPH Facilities Group. Neither CAVS nor the Facilities Group have staff available to assist with the set-up or tear-down of events.
5. Requests for additional Environmental Services support and/or if additional tables and chairs are required, especially on weekends, [Physical Plant Campus Services](#) can provide these items for a fee. If using Physical Plant services for setup, someone will need to be onsite to assist Physical Plant in coordinating the layout.
6. Space for one to two tables along the wall outside a reserved lecture hall should be requested within the "Additional Information" section when submitting the lecture hall request through the [EMS Room Reservation System](#). An additional Atrium request is only necessary if reserving the larger main Atrium space.
7. The Atrium is available for events on evenings and weekends. Requests for gaining access by card access and unlocking doors can be arranged by contacting the HSLC Facility Manager, Doug Pollard ([drpollard@wisc.edu](mailto:drpollard@wisc.edu) 608-265-0858).
8. Signage for events may be displayed using announcement signs and easels. Taping or adhering items to doors or walls is prohibited. Balloons are not allowed in the HSLC for any type of events.
9. All groups and events are expected to review and follow the [HSLC Vendor Policy](#).
10. The HSLC Facilities Group reserves the right to charge event hosts, or sponsors for damages and costs related to an event including cleaning and returning the Atrium to its proper configuration.

## **V. Permits for Food and Alcohol**

A permit is required for the sale of food for fundraisers and other events in the HSLC. Information detailing requirements for the sale of food and beverages is available through the [University Health Services website](#). Registered Student Organization Resources & Policy Guide regarding [Food Policies](#).

Homemade food, such as bake sales, is not permitted. Please visit the [Room Reservation Website](#) for additional food and catering information.

A permit is required for events held in the Health Sciences Learning Center where alcohol is served. University guidelines regarding the service and sale of alcohol can be found on the <http://alcoholpermit.wisc.edu/>. University/UW Housing catering that includes a licensed bartender would not need this additional permit.