

**POLICY GUIDELINES ON THE USE OF THE ATRIUM SURROUNDING**  
**BLDG 6C**

Oct. 29, 2018

Background: The Atrium space was initially designed, and is considered to be, an integral part of the academic and research space that combines the Center for Theoretical Physics, the Condensed Matter Theory group, and technical support groups. As conceived, the space was not intended to be used for entertaining. In addition, the unique artistic installation requires that great care be taken if the space is to function as a reception facility. Therefore, the Atrium may not be appropriate for many types of events. These guidelines have been established to preserve the academic and research environment, and to protect the physical surroundings, while making the Atrium available to the Institute community for special events.

**GENERAL REQUIREMENTS**

- Events will not be scheduled during working hours: 9am to 5pm Monday-Friday. This includes the time needed for set-up before the event, e.g. caterers.
- No amplification may be used during an event as faculty and students are likely to be working in the area outside of normal working hours.
- The integrity of the security system, preventing unauthorized access to the atrium, must be maintained at all times. Furthermore, no access to the upper floors of Building 6C or the adjacent spaces within the secure perimeter of the Green Center is to be allowed under any circumstances.
- Requests to use the Atrium must be submitted 3 months in advance to the Events Assistant in Physics HQ. Requests will be reviewed by the AO who will judge if the event is appropriate to the unique nature of the space. Final approval is given by the Head of the Physics Department.

**SPECIFIC CARE REQUIREMENTS**

For the Artwork on the Floor

- Any item to be placed on the floor must be equipped with Teflon or chrome sliders.
- Dragging items of any kind across the floor is prohibited.
- Carts with metal wheels, often used by caterers, are prohibited.
- Users of the space are responsible for coordinating and funding Custodial Services after the event.
- No cleaning agents of any kind should be used on the floor. Dusting or mopping with clean water is recommended.

Please note: This policy has been approved by CRSP on a trial basis. CRSP will review the policy in July 2019.