



### **Bush Atrium Usage Policy**

*Event request policy for the Bush Science Building Atrium, a student study area.*

#### **Guidelines:**

- Requests to schedule the Bush Atrium for an event must be submitted through EMS or by contacting the Scheduling and Event Services office at [events@rollins.edu](mailto:events@rollins.edu).
- All events approved to be scheduled in the Bush Atrium must be open to Rollins students.
- Events can be held: Fridays, after 5 p.m.; Saturdays, all day; and Sundays, before noon.
  - (The same rules apply during spring break, fall break and winter break)
- The furniture in the space will not be moved for events and must stay in the space. Extra tables can be brought in for catering, registration or display.
- Capacity for the space is 100.
- No sound amplification or projection can be used in the Atrium. If audio visual is required, another space will need to be scheduled.
- Rollins Catering is permitted in the Atrium.
- No writing, posting, or taping is permitted on the glass panels in the Atrium or in the rest of the building.