

USE OF GRACE LIBRARY, FIFTH FLOOR

Grace Library houses three venues on the fifth floor, Kresge Theatre, Kresge Lobby, and the Wherrett Board Room, which can be reserved for programs, receptions, and other events. Reservations are limited to after business hours due to the location of administrative offices on that floor. Appeals to hold an event during business hours can be submitted to the Office of Facilities Management.

KRESGE THEATRE AND LOBBY

Kresge Theatre can be used as a venue for speaking events or meetings. With a seating capacity of 300, the theatre includes the use of a podium, screen, and wireless Internet access. The use of Kresge Lobby requires a separate reservation even if the lobby is only needed for sign-in, distribution of materials, or receptions for an event in the theatre. Please note that no food or drink is permitted in the theatre or lobby unless an appeal is approved by the Office of Facilities Management.

TABLES AND SET-UP

The Office of Facilities Management is responsible for arranging tables in the lobby. Once arranged the tables are not to be moved to other lobby locations. If the set-up needs to be changed, please contact the Office of Facilities Management before the end of the business day.

Kresge Theatre

Events held in Kresge Theater during regular business hours can include a registration table to the right of the entryway. However, tables and chairs used for other purposes are not permitted. Buffet meals are permitted in the lobby during regular business only with permission of the Office of Facilities Management.

Kresge Lobby

A small number of tables are permitted in the lobby. Table set-ups are limited to the following: buffet tables for use by Food Service can be placed in the center of the lobby for an evening event; a registration table can be placed near the right of the entryway. Tables cannot block offices and access to exit doors on the Fifth Avenue side of the lobby. To protect art displays, no tables are to be placed along the wall underneath the artwork, nor in the section of the lobby that houses the Office of Facilities Management.

WHERRETT BOARD ROOM

Primarily reserved for use by Carlow trustees and president, the Wherrett Board Room provides a space to hold meetings and conference calls when not in use. The room is equipped with a screen for presentations and includes a wireless network for connectivity to the Internet. Please note that reservations for the boardroom may be cancelled without advance notice when trustees or the president are in need of the space. Please allow time before and after a scheduled meeting for set-up and clean-up. Food and beverages are permitted under limited conditions with prior approval from the Office of Facilities Management.

After use of the boardroom, the host is required to return the room to its original condition: re-arrange chairs, clear tables, etc.; turn off lights; close and lock the door; turn off media equipment (if used); turn off conference phone (if used); make sure that no flame is left burning underneath serving trays if food is served; and, if the event is in the evening, make sure the outside doors at both ends of the fifth floor are locked upon departure.

PARKING

Parking on campus is available for events. Please, contact Carlow police in advance of the date of the event to make necessary parking arrangements for off-campus guests. Hosts are encouraged to choose dates when classes are not in session to ensure parking availability.

SECURITY

The fifth floor of Grace Library is a secured floor and requires a swipe card to gain access. The host is responsible for monitoring the doors to admit guests, or a request can be submitted to the Carlow police in advance of the event to unlock the doors for the duration of the event. For security reasons, the doors cannot be pushed and left open. The host is also responsible for assuring that the external doors at both ends of the fifth floor are closed tightly and locked before departure if doors have been unlocked for an event. After events, the host is required to contact the Dispatch Office to report that the event has concluded and request police officer ensure the doors are adequately locked.

ALCOHOL

No alcohol is permitted on Carlow's campus. Hosts are advised to order alternative beverages.

RESERVATIONS AND SET-UP

Office of Facilities Management
412.578.6046/47

SAFETY, SECURITY, AND PARKING

Dispatch Office
412.578.6005

USE OF THE GREEN

The Green is an open space located at the top of Carlow's campus. A grass square, the Green is defined by the Mother of Mercy Convent, The Campus School of Carlow University, Grace Library, and St. Joseph Hall.

Available for outdoor events, Carlow staff can be hired to set-up event materials at an extra charge. In the event of inclement weather making the turf too soft to use, the University reserves the right to cancel the reservation. Please note that the host is responsible for any damage incurred from the event on the Green

The following conditions are required:

- Hand carts or carts can be used to transport items onto or across the Green. Items cannot be dragged across the grass.
- Vehicles are not permitted on the sidewalks surrounding the Green or on the Green.
- Tents are permitted, and must be secured to the ground using water barrels or an alternate method that does not penetrate the ground. Stakes are prohibited. Tent poles, tables, chairs, etc., must be placed on a wood surface.
- Floors can be used but must be removed immediately after an event. No floors of any kind are permitted if the event is longer than 8 hours.
- Event teardown is required immediately on the conclusion of an event. All materials, equipment, and trash must be removed from the Green by the host.

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