Guidelines for Use of the Paul Olum Atrium in Willamette Hall at the University of Oregon

1. Willamette Hall is used for academic and research activities daily. The Atrium is used by faculty and students to access classrooms and labs in the science complex. In addition, UO tour groups visit the Atrium several times per day. Designated public walkways, as shown on the attached Atrium Map, must be kept clear of furniture, electrical cords and all debris. Violation will result in immediate corrective action, including the dissolution of the event.

2. Atrium activities may not restrict the normal teaching and research function of Willamette Hall and other adjoining science buildings. Dinners and other major events are allowed only after 5 p.m. on weekdays, and from 8 a.m. to 9 p.m. on weekends.

3. A Facilities Use Agreement must be completed by all users, both UO and non-campus event sponsors. Requirements for space usage, liability insurance, fees and fines, and policies and procedures apply. Consult the Physics Department for more information.

4. Activities resulting in loud sound or music are not permitted. Willamette Hall is home to many research labs and faculty offices, some of which operate 24 hours per day.

5. The user may be assessed additional clean-up fees, at cost, if the Atrium is not left in satisfactory condition at the conclusion of the event.

6. Refer to the Resources section on page 2 for lighting requests (Facilities) and/or building access requests (DPS). These arrangements, including catering and furniture rental, are the responsibility of the user.

7. Reservations can be made by contacting Jodi Myers in the Physics Department at (541) 346-4751, or emailing tiffany@uoregon.edu.
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Event Resources

• Catering

University Catering has an expansive menu to choose from. Their menu can accommodate any event from the most simple to the most elegant. They offer delivery, set up, and clean up services.

Click on the link below to view their menus.
http://catering.uoregon.edu/menus.php

Please note that a catering waiver is required if you choose to bring in food from another source.
http://catering.uoregon.edu/pdfs/outsidecatering.pdf

• Tables & Chairs

Tables, chairs, and linens can be ordered from UO Catering if you plan to serve a formal lunch or dinner. For other events, tables and chairs can be ordered through Campus Operations (541) 346-2319.

• Lighting

Willamette Hall hours of operation are Monday – Friday from 7 a.m. to 8 p.m. Any events taking place outside of the normal hours of operation will need to notify Kevin Bloom kbloom@uoregon.edu to ensure that the lights stay on at full capacity for the duration of your event. Please contact Kevin with the date and time of your event in the Paul Olum Atrium, at least 5 days before your event.

• Building Access

If your event will take place outside of the hours of operation, Monday – Friday from 7 a.m. to 8 p.m., please send an email to dispatch@uoregon.edu to ensure access to the building for your event. Please let dispatch know the date & time of your event in the Paul Olum Atrium.