

# SKYROOM RULES & REGULATIONS

## PLEASE MAKE NOTE:

- \*Maximum capacity of the Skyroom is 120 people. This includes those represented in the catering services.
- \*Events in the Skyroom are limited to a three hour time frame.
- \*The Skyroom closes at 10:00pm. Events cannot go past 10:00pm.
- \*The Skyroom is used for student study space during the day, therefore events should be scheduled after 5:00pm.

## BEFORE YOUR EVENT:

1. Security must have a guest list at least 24 hours prior to the scheduled event or the organization can staff an individual in the front lobby to check in guests make sure they go straight to the Skyroom only.
2. The requester must contact a caterer from the Hastings Approved Catering List to arrange for catering services. This can be provided to you upon request.
3. Security needs contact information for the caterer so they can be let in early for set-up.
4. The sale of alcohol is not permitted, however fee for admission can be charged to the event.
5. Alcohol can only be served by a licensed caterer. If alcohol is desired, only beer or wine may be served. Equal amount of non-alcoholic beverages must also be provided. No red wine can be served. No hard alcohol may be served.

## DURING & AFTER YOUR EVENT:

1. Remove all leftover food and beverages from the Skyroom.
2. Ensure all unwanted food, beverage and garbage is in the garbage can or recycling bin. Bag all left over food in a garbage bag and tie a knot. If you need bags, security has them at the front desk.
3. If the caterer cannot return to pick up their catering supplies the evening of the event and wishes to return the following morning, you should provide Security with the name and phone number of the company and the company must return before 8:00 a.m. the following morning. The Skyroom is open to students at 10:00 a.m.
4. Wipe all spilled items on tables or counter top. If there is a spill on the floor that cannot be cleaned, notify the front desk Security immediately.
5. Approximately 10 minutes prior to your event ending, please contact the Security at the front desk (415-581-8900) so that Security may lock up elevator access switches to 24<sup>th</sup> floor.
6. Ensure all fire exit doors are locked.
7. Turn off all lights (including the bathroom lights).
8. Close all the windows. Close all window shades (the 4 switches are on the southwest side of the wall in the bar area.)
9. Upon departure, last person to leave notify security that everyone has vacated.

**NOTE: NONCOMPLIANCE WITH ANY ABOVE ITEMS WILL RESULT IN TERMINATION OF THE REQUESTER'S AND/OR ORGANIZATION'S USE OF THE SKYROOM.**

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 BY CHECKING THIS BOX, I HAVE READ, UNDERSTOOD, AND WILL ABIDE BY THE RULES & REGULATIONS FOR USING THE SKYROOM.

\_\_\_\_\_  
Event Name

\_\_\_\_\_  
Date of Event

\_\_\_\_\_  
Student Organization

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
Requester's Name Printed

(\_\_\_\_\_) \_\_\_\_\_  
Phone

\_\_\_\_\_  
Today's Date