

Skyline 60 Room Guidelines

- The lecture seating capacity of Skyline 60 is 470; seating capacity with round tables is 370. Skyline 60 is handicap accessible with use of the elevator.
- A Facilities Coordinator from Conference and Event Services will be present in the building during the times that it is rented.
- This staff member will be able to answer any questions that may arise.
- All deliveries must be coordinated through the Facilities Coordinator and must be made through the south loading dock. There will be no loading or unloading in the fire lanes and no deliveries will be allowed to enter through the lobby doors or cross the lobby floor.
- No carts, dollies, or any other large items crossing the lobby.
- Ladders and / or carts are not provided.
- If guests become disruptive during the event, they will be asked to leave the property by CityPlex security.
- Smoking is prohibited within the building and near its entrances. Two outdoor smoking areas have been designated by CityPlex management.
- Signage for any event must have prior approval by the Facilities Coordinator. Signs are never taped to any surfaces within CityPlex Towers. All approved signs will be displayed on easels just before the event and taken down immediately following the event. Nothing should be taped or hung in the main lobby, doors, windows, hallways or elevators.
- No décor including balloons, flowers, streamers, etc may be placed in the main 1st floor lobby or outside the building.
- Nothing may be thrown outside the building, including; rice, birdseed, confetti, candy, etc. Sparklers are prohibited.
- No decorations of any kind shall be hung on or to the walls or ceiling at Skyline 60.
- Plants are acceptable as long as measures are taken to prevent water drainage. No decorations or lights may be placed on the greenery.
- Sidewalks, hallways, stairwells and walkways will not be blocked at any time, especially those leading to emergency stairwells and / or exits.

- Any item that would increase the rate of fire or other insurance on the building, or on the property that would increase the possibility of fire or other casualty is strictly prohibited. Including, but not limited to; candles, halogen floor lamps, electric heaters, etc.
- No animals, except medical animals, are to be brought into the building.
- No firearms are permitted on the property except for on-duty law enforcement personnel.
- Any event that represents a safety or security concern will be immediately terminated.
- The West and East parking lots, along with visitor parking, are available for parking at any time for events. The North fan lot can be made available for events after 5pm or on weekends with coordination from the Facilities Coordinator. Handicap parking, fire lanes, and any 30 minute delivery parking will not be used as event parking and will be enforced by CityPlex security.
- All persons must vacate the premises at the pre-scheduled event end time. Any hour or fraction of an hour will be subject to the predetermined hold over rate and client will be charged accordingly.
- Use of any ORU audio visual equipment or sound equipment is prohibited without the consent of an ORU Audio Services Technician.

By signing below, I agree to follow all the above listed guidelines and acknowledge that any violation of these guidelines can result in the event being terminated immediately or additional charges.

Client

Director

Printed Name

Printed Name

Date

Date