

# 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 3 hour time frame. Evening events must end at 10pm.
- \*The Skyroom is used for student study space during the day, therefore events should be scheduled after 5:00pm.

**BEFORE YOUR EVENT:**

1. Tower Security must have an alphabetical guest list at least 48 hours prior to the scheduled event. In absence of a list, Tower Security must be provided with a contact name, e-mail and cellular phone number of the individual who will be in the front lobby to check in guests and ensure they go directly to the Skyroom. In absence of either, all guests must remain in the lobby.
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. Tower Security must have caterer's name and contact information 24 hours prior to arrival to set-up. In absence of this information, access will not be granted to the caterer.
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 12:00 p.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 Tower Security at the front desk (415-581-8900) so that they can lock up the elevator access to the 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 and all window shades (the 4 switches are on the southwest side of the wall in the bar area.)
9. Turn OFF all sound systems.
10. Upon departure, last person to leave notify security that everyone has vacated.

**NOTE: NONCOMPLIANCE WITH ANY ABOVE ITEM(S) 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 BE RESPONSIBLE IN COMPLIANCE WITH THE RULES & REGULATIONS FOR USING THE SKYROOM.**

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

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

**Organization / Department** \_\_\_\_\_

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

**Phone** \_\_\_\_\_

**Requester's Name Period** \_\_\_\_\_

**Today's Date:** \_\_\_\_\_