Guidelines for Events in the Atrium

1. All access points into the Atrium need an 8 foot aisle / gap. The “WMCC” tables can be set outside the bookstore (like set up below) when there are immovable items such as stages, tables, etc blocking the access point.



1. If tables and chairs are going to be set it must be within in line with the pillars or if you are using power on the South wall, create the walkway in front of the tables:
2. 

Or



1. If the client anticipates large crowds they will assign personnel to do crowd control.
2. Be sure to keep an eight foot aisle in front of the stanchions at the Campus Center Desk.