

**Arts & Entertainment
Gateway
Space Use Policy**

Policy Statement

The Gateway provides access to meeting spaces to support programming, collaborative projects, workshops, and other technology-based activities. This Gateway Space Use policy outlines the priority for use of space at the facility. All space, except the Training Room, will be available on a first come, first serve basis. No reservations will be accepted for other spaces at the facility. No reservations will be accepted outside of operating hours. Exceptions may apply for City events and Gateway provided programming.

Space Use Priority

Space use, including reservation of the Training Room is prioritized accordingly:

- Priority 1 - City use & Gateway provided programming
- Priority 2 - Private STEAM-based programming that is free and open to the public
- Priority 3 - Other programming that is free and open to the public
(30 days out hold, no automatically recurring)
- Priority 4 - Private use — free but only open to invited group
(30 days out hold, no automatically recurring)

Availability is not guaranteed: Events having first priority consideration for dates may not be visible yet due to planning.

- A. All reservations must include ALL event information:
 - Organization or Business Name
 - Contact Name, Number, and Email
 - Start Date with Start Time and End Time
 - Event Description
 - Number of Individuals Attending

****Reservation requests should be submitted at least three business days before desired date. Our Gateway staff will review all request and respond within two business days.**

No Show Policy

Training room reservations will be held for 15 minutes after the reservation start time. If the reserving party does not arrive within that time and does not make contact with the Gateway staff, the reservation will be forfeited and the room will become available to other Gateway visitors. Failure to show up or notify the Gateway about reservation cancelation or modification will preclude the event host from reserving space at the Gateway for 30 days.

Food & Beverages

Individuals may bring in small snacks or lunches. All group meals or catering must be provided from one of the vendors from the City of Tuscaloosa's catering list. (Available upon request)

Expectations & Conduct

All meeting organizers and attendees must abide by our policies including the Expectations & Conduct, and Internet Use and Safety:

- There is no reservation fee for space use and no fee can be charged by reserving parties.
- Reservations cannot start before 8:30 a.m. and may not extend past 5:45 p.m. so that the space is able to be cleaned and set up prior to and after reservations.
- Training Room reservations must include large groups of 10 or more.
- Reservations must reflect request. We reserve the right to require the room to be used for the intended purpose or we may ask you to end the reservation and leave the facility.
- No confetti, glitter, or balloons may be used or distributed either inside or outside of the Training Room.
- The use of tape, staples, or tacks are prohibited to use on facility walls.
- All equipment/objects related to reservations must remain inside of the Training Room unless approved by management.
- Please be mindful of noise levels during reservation so that outside visitors are not disturbed.
- No family or social functions are allowed including but not limited to birthday parties, baby showers, baby gender reveals, etc.
- Food and drinks are not allowed in Robin's Room (kid's room).
- Children under the age of 13 should not be left unattended.
- Visitors are required to respect one another, including staff and other users.
- No abusive or obscene language is allowed.
- No weapons.
- No canvassing, selling, soliciting, panhandling, or behavior that disturbs or intimidates others is allowed. The sale of goods or services, or interaction that survey or solicit the opinion of our visitors is not allowed.
- The use of tobacco products or smoking in any form, including e-cigarettes, is not permitted on City property or within 100 feet away from the Gateway entrances.
- Illegal drugs are not allowed on Gateway property.
- Visitors are not allowed to deface, damage, destroy, or tamper with Gateway technology or other property.
- No pets allowed except Registered Service Animals.
- Shirt and shoes are required in facility.

Internet Use And Safety

The Gateway's mission is to empower and inspire our community through technology access and education. The Gateway expects users to use the resources in a responsible manner.

Responsible use of the Internet at The Gateway includes, but is not limited to, the following:

- Complying with Gateway's expectations and conduct
- Refraining from illegal or unethical use of the Internet
- Respecting copyright law by making only authorized copies of copyrighted materials
- Not altering hardware or software
- Not misrepresenting yourself, by access code, password or signature
- Respecting the privacy of others
- Not violating federal, state, local laws or regulations
- A user cannot send, receive, or display inappropriate materials, whether text or graphics, which may reasonably be construed as obscene as determined by the City of Tuscaloosa standards.

*Disclaimer: The Gateway is not responsible for any damages, direct or indirect, or for any liability that may arise from a user's use of Gateway's Internet services.