

# Space Use Policy

## The Gateway – City of Tuscaloosa Arts & Entertainment

### 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 the space at the facility. Reservations will be accepted for the Training Room and Work Lounge. All other space will be available on a first come, first serve basis. No reservations will be accepted outside of operating hours. Exceptions may apply for City events, City sponsored events, and Gateway provided programming.

### Space Use Priority

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

Priority 1 – City use & Gateway provided programming

Priority 2 – Private Group Use (There can be no charge associated with attending the private event)

### Training Room/Work Lounge Reservations

- All meeting organizers and attendees must abide by all of our policies including the Expectations & Conduct and Internet Use & Safety.
- All reservation requests must be submitted through our [website](#)
  - No reservations will be accepted via phone or in person
  - Gateway staff will review all requests and respond within 72 hours
  - We require 1 hour between reservations so that we can clean and set the room
- There is no reservation fee for space use and no fee can be charged by reserving parties.
- No family or social functions are allowed including but not limited to birthday parties, baby showers, gender reveals, luncheons etc.
- Training Room reservations are intended for groups of 10-30 people.
- Work Lounge reservations are intended for groups of 2-10 people.
- Reservations will be accepted Monday – Friday from 8:45 am until 4:45 pm.
- 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.
- Reservations are expected to start and end at their scheduled end time. If you feel as though need additional time for set-up or break down, please confirm availability with Gateway staff.
- The podium in the training room CANNOT be moved due to the wiring underneath.
- Any furniture that has been moved will need to be moved back prior to departure.
- Please let us know if food will be served and what food it will be. Only PREAPPROVED food will be allowed to be brought in.
  - Trash from food will need to be disposed of prior to your departure. Please see Gateway staff for additional trash bags. Receptacles are located on the side of the building.
- We do not allow food in the work lounge.
- Any craft activities must be PREAPPROVED by management.
- If you need to borrow our technology for your reservation, no food or drink will be allowed in the room.

## Expectations & Conduct

Violations of any rules below could result in the guest being asked to leave the property

- Visitors are required to respect one another, including staff and other users.
- No abusive or obscene language.
- No weapons.
- No canvassing, selling, soliciting, panhandling, or behavior that disturbs or intimidates others.
- The sale of goods or services, or interactions that survey or solicit the opinions of our visitors is not allowed.
- The use of tobacco products or smoking in any form, including e-cigarettes and vapes, is not permitted on City property or within 100 feet 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.
  - Tuscaloosa Police Department will be contacted if there is any damage to the property.
- No pets are allowed except for Registered Service Animals.
- Shirt and shoes are required to be worn in the facility.
- Laptops or tablets that are checked out must be returned in the condition they are given.
  - If there is any damage to our technology, we will contact Tuscaloosa Police Department.
- No food or drink is allowed to be used around our technology.
- All children must be supervised at all times will in the facility.

## Internet Use & 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 the Gateway's expectations & conduct as stated above.
- 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
- The Gateway staff will not help out guests with financial needs. This includes, but is not limited to, applying for loans, purchasing anything on the internet, or credit card applications