

Guidelines for Concerts and other Events in the HUB

Fireplace Lounge (FPL)

- The Fireplace Lounge is student community space and is open for all PSU students and their guests to use for studying, socializing, and for special events. Special events require advance reservations.
- Fire code does not allow a stage in the FPL. The HUB has an area rug, two stools, and a black curtain that can help to designate a 'performer area.'
- Seating is limited to 30. Seating options include folding chairs or couches. Event planners are responsible for keeping track of attendees and ensuring capacity does not exceed 30 in the lounge proper. Attendees may also observe from the 2nd floor mezzanine that overlooks the lounge.
 - *** PLEASE NOTE: If anticipated attendance will exceed 50 attendees (30 in the FPL proper, another 20 on the 2nd floor mezzanine), another location may need to be reserved for this event. Please consult with the Student Activities Office or the Associate Director of the HUB.
- You may request the fireplace lit during the winter months. Only employees of the Hartman Union Building may start or add wood to a fire.
- Due to the open nature of the Fireplace lounge, admission may not be charged for events.
- Prior to the event, the event planner must meet with the HUB Building Manager on duty to insure that there have been no changes in policy, or to hear about any other issues/events that may affect the event.
- Following the event, event planners must clean and return the Fireplace lounge to the condition it was prior to the event (i.e. – properly recycling or disposing of all trash, cleaning up any spills, returning furniture to rightful location, etc.).
- In addition, event planners should meet with the HUB Building Manager immediately following the event. Check to make certain that you have cleaned the space to the Building Manager's satisfaction, and to provide any constructive or positive feedback.

Multipurpose Room (MPR)

- Fire code allows a stage in the MPR. Staging comes in 4'x8' and 6'x8' sections, 2' high. The HUB has several sections of staging available. Room capacity is dependent upon stage size, as well as other setup variables (i.e. – tables for catering or merchandise, etc.).
- Prior to the event, the event planner must meet with the HUB Building Manager on duty to insure that there have been no changes in policy, or to hear about any other issues/events that may affect the event.
- If a large crowd is anticipated:
 - Request a maximum capacity figure for your exact setup well in advance. As mentioned above, maximum capacity changes with stage size and other variables. If a fire inspection occurs during the event, and the number of attendees exceeds capacity, the event may be shut down by order of the Plymouth Fire Chief.
 - Assign volunteers at the door to keep track of attendance and to prevent attendees from bringing in alcohol or other unsafe or illegal items.
 - If tickets are sold, total number of volunteers, employees, and ticket sales may not exceed capacity.

- Counters are available from the Student Activities Office to keep track of attendance.
- Have a plan for attendees waiting in line for admission prior to the ‘official’ opening of the doors. Lines must not interfere with emergency exits or with other events in adjacent rooms.
- Just prior to the start of the event, inform the crowd of the emergency exit procedures they should follow in the event of an emergency. This information can be obtained from the HUB Building Manager on duty.
- Assign volunteers as ushers to help attendees find open seats and to aid in a safe and calm exit in the event of an emergency requiring evacuation of the building. Have at least 1 usher for every 200 people in attendance. More ushers may be required if you anticipate a high energy crowd, at the discretion of HUB Administration.
- Consult University Police well in advance to determine if the nature of the event requires a special police detail.
- Following the event, event planners must clean and return the MPR to the condition it was prior to the event (i.e. – properly recycling or disposing of all trash, cleaning up any spills, returning furniture to rightful location, etc.).
- In addition, event planners should meet with the HUB Building Manager immediately following the event. Check to make certain that you have cleaned the space to the Building Manager’s satisfaction, and to provide any constructive or positive feedback.

HUB Courtroom

- The HUB Courtroom is primarily for informal recreation (pick up basketball games, etc.), Intramural Sports, and Sport Clubs.
- The HUB permits reserving the Courtroom by student organizations only for special occasions. The Director of the Union and the Coordinator for Recreation Programs grant permission to use the Courtroom on a case-by-case basis. Projected attendance, audience, and overall mission of the event are three, but not the sole, criteria considered in the approval process.
- Fire code permits a stage in the Courtroom. Staging comes in 4’x8’ and 6’x8’ sections, 2’ high. The HUB has several sections of staging available. Room capacity is dependent upon stage size, as well as other setup variables (i.e. – tables for catering or merchandise, etc.).
- Prior to the event, the event planner must meet with the HUB Building Manager on duty to insure that there have been no changes in policy, or to hear about any other issues/events that may affect the event.
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- Consult University Police well in advance to determine if the nature of the event requires a special police detail.
- Following the event, event planners must clean and return the Courtroom to the condition it was prior to the event (i.e. – properly recycling or disposing of all trash, cleaning up any spills, returning furniture to rightful location, etc.).
- In addition, event planners should meet with the HUB Building Manager immediately following the event. Check to make certain that you have cleaned the space to the Building Manager’s satisfaction, and to provide any constructive or positive feedback.