

**When advertising your event, please use the full name of the space (Herbert A. Roemmele '53 Global Commons or Roemmele Global Commons) in order to provide recognition to the donor.**

### Description of Space:

The Global Commons is a large open space that includes a second level mezzanine. The second level mezzanine is open to traffic flow from the Torcivia Greenhouse (south side) entrance and the Ciatti Global Café. There are doors on the mezzanine level that can be closed to minimize (not eliminate) the noise and foot traffic for private events. There are no doors on the main level.



### Food/Beverage:

- Outside vendors as well as Lehigh Catering are permitted inside Williams Hall.
- The Global Café (located on the second floor of Williams Hall) is also available and offers food from around the globe. If interested, please visit <https://lehigh.sodexomyway.com/dining-near-me/globalcafe> for operating hours and contact information.
- **If the Requestor has an event with food, a work order must be submitted to ABM for cleanup. Tables, chairs and floors must be wiped clean and trash receptacles must be emptied.**
- If providing alcohol at your event, the reserving party is responsible for following the [University Alcohol Guidelines](#). A copy of the approved and signed [Alcohol Request Form](#) must be submitted via email to Erica Balco at [inwmhall@lehigh.edu](mailto:inwmhall@lehigh.edu) no later than three days prior to the day of the event for approval confirmation.

### Furniture:

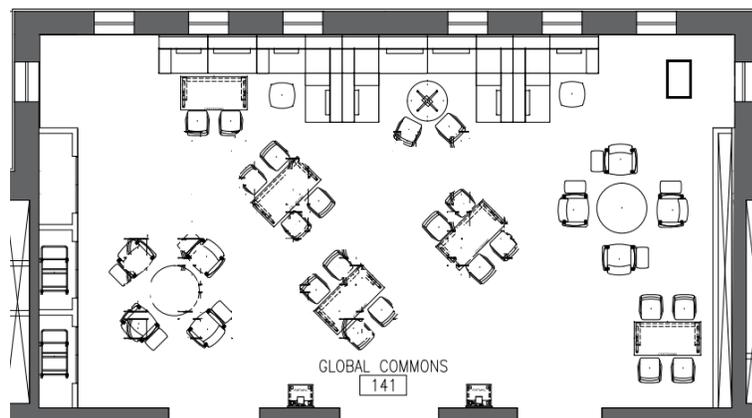
Furniture includes:

- Sofa Seating for 15-20 people
- Five – 5 foot tables (on wheels)
- 20 chairs (on wheels)
- Two – Large round (coffee) tables; each with 4 lounge chairs with a rotational armrest
- Two – Movable lecterns
- Main stationary lectern
- 45 additional auditorium style chairs that are stored in two closets located opposite the media wall.
- There are an additional 19 auditorium style chairs that are located in a locked storage room in WI\_030. You may utilize these chairs through a request to ABM.
- There are six Quiet Signs that are stored in a locked storage room in WI\_30 which can be placed on the main floor near each exit/entrance as well as outside the Global Café and the main stairwell. To use these signs during your event, include the request in your ABM order.

**Any changes to the daily set up of the Global Commons is the responsibility of the Requestor of the space.** The Requestor must submit to ABM an order for the set up and reset of their event. If changes to the daily set up are minimal, the Requestor has the option to adjust furniture without ABM support. PLEASE NOTE, sofa seating cannot be moved or removed by anyone other than ABM.

The space in the Global Commons has accommodated a variety of events. Please be sure to visit <https://oip.cas2.lehigh.edu/williams-hall> to see pictures of different layout options.

When submitting your 25Live request for the Global Commons, it is important to consider time for set up and reset of your event. The reset of the Global Commons is expected to be completed immediately following the end of the event unless prior arrangements were made directly with Erica Balco at [inwmhall@lehigh.edu](mailto:inwmhall@lehigh.edu). There are many times that multiple events occur in the Global Commons during the same day. **The Requestor is responsible for ensuring food and reset occur within the time frame of their 25Live reservation in order to avoid additional ABM and/or Janitorial charges. The standard daily layout for the Global Commons is pictured below for your reference:**



### **Technology**

- Nine Panel Media Wall (with Cable Programming, Blu-ray and Laptop Access)
- Light and Window Shade Control Panel
- Lectern (Goose Neck Microphone available upon request)

The stationary lectern cannot be removed without prior permission from Erica Balco ([inwmhall@lehigh.edu](mailto:inwmhall@lehigh.edu)). The lectern is connected to a floor panel that has sensitive audio/visual inside and removing the lectern may result in additional charges to the Requestor.

- Media Wall Control Panel

### **Media Equipment**

**Media Wall (9 Panel Digital Display):** The Media Wall can be used to display PowerPoint presentations, stream videos, news and music. There is a Blue-ray player located inside the credenza opposite the media wall with playing functions on the lectern. Media wall tuners 1 through 4 are equipped with high definition cable, which service is provided through Service Electric Cable Television. If the Requestor is interested in live-streaming a television segment, it is the Requestor's responsibility to confirm whether their specific program is available through Service Electric Cable Television and on what channel. (<http://www.sectv.com>; 610-865-9100)

Lectern and media wall panel access codes and instructions are located in an orange folder inside the lectern of the Global Commons. **You are strongly encouraged to visit the Global Commons and complete a test run of the equipment prior to your event.** Additionally, the technology in this space is on a timer, which coincides with the Williams Hall building hours. If your event is taking place outside those hours, you will need to manually access the system by using the wall panel. Instructions to do this are located in the orange folder.

**Microphones:** The lectern is equipped with an attached “goose neck” microphone. The Requestor can request two additional wireless (handheld or lapel) microphones by emailing [Erica Balco](#) for a fee of \$10 each/per day. Additional microphones are also available through LTS services.

Please note, neither Erica Balco nor other staff in the Office of Interdisciplinary Programs provides support for technology in the Global Commons or other reservable spaces in Williams Hall. It is the responsibility of the Requestor to complete a test run of their presentation and media needs prior to their event and if they experience any technological difficulties with the equipment, they should contact LTS helpdesk (4357).

**Williams Hall Building Hours:**

Academic Year: 7:00 am to 10:00 pm Monday through Thursday; 7:00 am to 8:00 pm—Friday

Summer, Winter and Spring Breaks: 7:00 am to 6:00 pm Monday through Friday

Williams Hall is not open on weekends. Maginnes Hall, Neville Hall, Packard Lab and Rauch Business Center are buildings that are available for weekend use. If for some reason you cannot find space in these buildings and would like special permission to hold your event in Williams Hall either during the weekend or outside normal business hours, send [Erica Balco](#) an email with an explanation as to why the event cannot take place in the buildings that are open on the weekend and/or during the time of your event, the type and details of the event, the name of the point person who will be responsible for the event, and whether there will be food present. Requests for the use of Williams Hall outside normal business hours must be received **no less than 10 business** days prior to the request in order to be considered for approval.

**Advertising:**

**Digital Information Boards (DIBs):** There are four monitor displays (3 on the main level and 1 on the second level) in Williams Hall. To have an event placed in rotation on the Digital Information Boards (DIBs) visit our website: <http://oip.cas2.lehigh.edu/williams-hall> and click on the submission link. Requests **should be submitted at least three business days in advance of the requested display start date.**

**Hanging items on Walls:** When displaying anything on the walls, only painter’s tape can be used; Items must be removed at the conclusion of the event unless otherwise approved and noted in writing via [in-wmhall@lehigh.edu](mailto:in-wmhall@lehigh.edu)

There are sound boards (fabric wall panels) at the rear of the Global Commons and the Mezzanine Level. **This board is not for posting and can be damaged if misused.**

**The use of glitter of any kind is prohibited in Williams Hall.**

**If you have any other questions, please contact Erica Balco via [inwmhall@lehigh.edu](mailto:inwmhall@lehigh.edu) or 610-758-3996.**