IMPORTANT: This is a three-season room and not equipped with heat or air conditioning. Use of this area should be avoided during periods of rain due to the likelihood of leaks during inclement weather.

When advertising your event, please use the full name of the space (Torcivia Greenhouse) in order to provide recognition to the donor.

Description of Space:

The Torcivia Greenhouse, located at the south entrance of the building, connects the Roemmele Global Plaza with Roemmele Mezzanine. This three-season room provides cafe seating and workspace for small groups that is open to traffic flow from the south side entrance and the Ciatti Global Café. There are doors on mezzanine level that can be closed to minimize (not eliminate) the foot traffic for private events.

Space Includes:

- Light Control Panel
- Ceiling Fans
- Awning Windows

This space is not equipped with any technology.

Furniture/Set up Options:

The reserving party is responsible for their own set up of the Torcivia Greenhouse and should utilize ABM for changes in layout. If changing the layout, the reserving party is responsible for ensuring the space is returned to the 'standard' set up (pictured below) immediately following the event (unless otherwise agreed upon in writing). Standard set up includes 4 tables that seat four, 4 tables that seat two and 2 benches that seat two.

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 immediately following the event.**
- 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 no later than three days prior to the day of the event for approval confirmation.

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 inwmhall@lehigh.edu

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 or 610-758-3996.