

**The University of Tennessee at Chattanooga**  
**University Center Gallery**  
**Guidelines for Usage**

The University Center Gallery is designed for building ingress/egress and patron circulation. The Gallery has limited seating in order to comply with fire code and the space's primary use to accommodate socialization and study. The following guidelines are put in place to ensure patron life safety and to comply with current fire and life safety codes. Special requests for deviations from these guidelines will be considered on a case by case basis in consultation with the UTC Department of Safety and Risk Management.

- The maximum occupancy load of the lower gallery is 189 persons
- Furnishings in the area are considered fixed and should not be re-arranged for special events
- The addition of temporary seating is prohibited
- Static displays/exhibit items should be limited to perimeter walls, alcoves, or the upper gallery and should not block path of egress
- Special event requests for this area will be considered on a case by case basis and approval will be dependent on other activities occurring in the building
- Special events in this area are not permissible if room capacity events are being held concurrently in either the Tennessee Room, Chattanooga Room, or the University Center Auditorium
- The use of a podium, speaker's platform or other obstacles on the stairs, landing, or in the exit pathway between the steps and the exit doors is prohibited
- Event decorations should be discussed and approved with the University Center staff in consultation with Safety and Risk Management in advance

Revised June 2015