

IMPORTANT: This is a three-season room and not equipped with heat or air conditioning. During a recent renovation, the Torcivia Greenhouse was converted into a passively ventilated “breezeway” entrance to Williams Hall. The framing, controls and glass are largely original, to maintain its greenhouse character. The greenhouse was not designed to be a weather-tight or conditioned enclosure and, as such, should not be used when it is raining or during periods of extreme cold.

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](#).

Advertising:

Bright Signs (Digital Information Boards) 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 Bright Sign (Digital Information Boards) email **Lucia Acosta-Mack**, lra219@lehigh.edu with your image. Images are only accepted in JPEG or PNG formats. All images must be in a landscape format and must be 1920 w x 900 h in pixels.

Hanging items on Walls: When displaying anything on the walls, only painter's tape can be used. The use of any other tape could result in damage to the paint, which damages are the responsibility of the Requestor. Items must be removed at the conclusion of the event .

There are sound boards (fabric wall panels) at the rear of the Global Commons and the Mezzanine Level.

These boards are not for posting and can be damaged if misused.

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