



Cleveland State University

FACILITIES USE POLICY

Effective 7/1/02 – Revised 7/15/06

XXIII. MATHER MANSION USE

All current CSU Facility Use Policies are in effect for Mather Mansion. Additionally, the following criteria will be implemented to provide protection for legal, safety, and fiscal considerations of the guests during events in this historic facility:

- A.** Use of the third floor ballroom shall be limited to:
Monday thru Friday after 5 pm and all day Saturday and Sunday.
- B.** Capacity for the third floor ballroom is 80.
- C.** The maximum capacity for the entire facility is 135 persons.
- D.** CSU Police Department coverage is required for all events occurring after 5 pm weekdays, all day Saturday, and all day Sunday. The CSU Chief of Police, or his/her designee, reserves the right to assign the number of officers depending upon, but not limited to: the category of the event as described in the CSU Facility Use Policies, alcohol on premises, number of attendees, live entertainment, or an admittance fee. The sponsoring department or organization is responsible for all fees assessed.
- E.** CSU furniture or equipment may not be removed or altered during the reservation of the facility. No decorations or signs may be affixed to walls, ceilings, doors, or any other part of the building or its contents. Upon request, easels will be provided for display purposes.
- F.** The sponsoring department or organization assumes responsibility for the care of the building and furniture within those areas to which it has been assigned. Costs incurred by the University for damage, or cleaning required as a result of the sponsoring department or organization's use of the facility, will be billed accordingly.
- G.** A representative of the sponsoring department or organization is required to be in attendance throughout the event to ensure compliance with CSU's Facility Use Policies. For student organizations, the designated representative is the faculty/staff advisor, and a representative from the Department Student Life when required.
- H.** Amplified music of any type is NOT permitted in the facility prior to 5 pm, Monday through Friday.