



# Cleveland State University

## **FACILITIES USE POLICY**

**Effective 7/1/02 – Revised 7/15/06**

### **XXXVI. VIKING HALL FACILITY USE**

The following criteria will be continually enforced to insure the safety and security of the Residence Hall inhabitants:

- A.** An event with an open guest invitation will not be permitted. A comprehensive guest list must be presented to Residence Life a minimum of 24 hours prior to an event. A photo ID is required for admittance to all Residence Life Halls.
- B.** A representative of the sponsoring organization is required to be present throughout the event to assume responsibility for the organizations' conduct.
- C.** Written authorization is required from Residence Life prior to event approval.
- D.** Alcohol is not permitted for any event in Residence Life conference facilities. This is in keeping with the Residence Life, "No Alcohol in a Common Space" policy.
- E.** An event with music must end by 12:00 midnight to limit the potential disturbance to dormitory residents. The RA on duty is authorized to determine if the amplification level is appropriate during the event.

Events occurring after 5:00 PM weekdays, and all day on Saturday and Sunday, may require police coverage. The police department, in conjunction with Conference Services, will decide if coverage is necessary. The sponsoring organization is responsible for the fees assessed.

Viking Hall Parlors are mainly utilized for Viking Hall residents and the Department of Residence Life programs. The Parlors will be utilized for non-residential programming only when all other viable facility options are not available.

Viking Hall is a Campus Support Service of CSU and is not subsidized for facility maintenance. For departmental programs, there will be costs assessed to defray the maintenance expenses when utilizing Viking Hall Parlors B & C.

#### **Cost for Facility Use of Viking Hall Parlors B or C\***

<u>4 or less hours of usage</u>	<u>4 or more hours of usage</u>
\$20 without food	\$40 without food
\$40 with food	\$80 with food

\* Note that Parlors B & C are considered separate rooms. If both rooms are used the costs will be doubled.