



# Cleveland State University

## Division of Student Affairs

Department of Conference Services

### **I. Introduction**

The facilities of Cleveland State University (CSU) are the property of the State of Ohio and their use is subject to all applicable state laws, rules, and regulations. These procedures are authorized pursuant to [CSU Policy 3344-90-02](#), which governs the use of University space for non-academic purposes.

These procedures are applicable to all faculty, staff, students and visitors to CSU, including University and external organizations. While on campus, all persons are required to abide by all applicable CSU policies and procedures and to adhere to appropriate standards of conduct.

Additional information about facility rental at CSU may be found on the [Department of Conference Services](#) website.

### **NON-DISCRIMINATION STATEMENT**

Cleveland State University is committed to the principle of equal opportunity in employment and education. No person at the University will be denied opportunity for employment or education or be subject to discrimination in any project, program, or activity because of race, sex (including pregnancy), religion color, age, national origin, veteran and/or military status, genetic information, disability, sexual orientation, gender identity and/or expression, marital status or parental status.

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## **II. Definitions**

“DIRECT COSTS” are defined as all fees associated with having a program in University facilities, except for the facility rental rates. Direct costs include, but are not limited to, costs incurred as a result of occupancy beyond regular business hours, audio-visual requirements, housekeeping, personnel required to service the event, special equipment, parking, and technical support.

Facility rental charges cover the indirect costs including HVAC, electrical use, waste disposal, security and the maintenance of University facilities.

“EVENT SPONSOR” means the External Organization, Partner Organization or University Organization that has reserved a University facility for an Event.

“EVENTS” include External Organization Events, Partner Events and University Events.

“EXTERNAL ORGANIZATION” is any entity other than a University Organization or Partner Organization. Employees acting in their personal capacities and not within the scope of their employment are considered External Organizations for the purposes of these procedures. Individual students not acting on behalf of a recognized student organization are also External Organizations for this purpose.

“EXTERNAL ORGANIZATION EVENT” is a program or activity administered by an External Organization.

“PARTNER ORGANIZATION” is an organization that has been designated a “Partner Organization” by a Dean, Vice President or equivalent senior University leader.

“PARTNERSHIP EVENT” is a program or activity that is planned and directed by a Partner Organization.

“UNIVERSITY EVENT” is a program or activity that is planned and directed by a University organization.

“UNIVERSITY ORGANIZATIONS” are all University departments, units and offices staffed by university employees acting within the scope of their employment, including, but not limited University committees, governance bodies and councils. Recognized student organizations are also considered University Organizations for the purposes of these procedures.

### **III. Procedures for Scheduling CSU Facilities**

*Please Note: **EVENTS NOT LISTED ON THE UNIVERSITY CALENDAR OF EVENTS WILL NOT BE PROVIDED SUPPORT SERVICES***

Questions: Please call 216/523-7203 or visit [www.csuohio.edu/conferenceservices](http://www.csuohio.edu/conferenceservices)

All requests for facilities, other than academic classes, must be approved by the Department of Conference Services. Events scheduled will appear on the University Events Calendar to provide support and coordination so every event is successful and a positive reflection of the University.

- 1. COMPLETE THE FACILITIES RESERVATION FORM** to ensure the accurate and prompt processing of the reservation request. The reservation form may be obtained from the Conference Services website at: [www.csuohio.edu/conferenceservices](http://www.csuohio.edu/conferenceservices)
- 2. FACILITY ASSIGNMENT** is based upon the size of the group, type of program, and space available to assure the maximum and most appropriate utilization of space. Conference Services reserves the right to assign, and if necessary, reassign facilities accordingly.
- 3. SCHEDULING EVENTS – CLASSIFICATION AND REQUIRED TIMELINES:**

EXTERNAL ORGANIZATION EVENT

Facility Request Form must be approved by Conference Services a minimum of fifteen (15) working days prior to the event.

PARTNER EVENT

Facility Request Form must be approved by Conference Services a minimum of seven (7) working days prior to the event.

UNIVERSITY ORGANIZATION EVENT

Facility Request Form must be approved by Conference Services a minimum of three (3) working days prior to the event.

ADDITIONAL NOTICE

Regardless of the Event Sponsor, a facility request form must be approved by Conference Services a minimum of fifteen (15) working days prior to the event if any item listed below, or combination of items, pertains to the requested event:

- Evening and weekend events
- General public will be in attendance
- Admission fee or ticket sales is required for admission
- Alcohol will be served
- CSU Police are required for the event
- A food waiver is requested for the event
- Special requirements and/or services as defined by Conference Services are needed for the event

- 4. PLEASE DO NOT ADVERTISE YOUR EVENT UNTIL THE CONFIRMATION NOTICE IS RECEIVED**
- 5. LATE REQUESTS** – Requests not received within the timelines as defined in 3. SCHEDULING EVENTS may either be denied or be charged a Late Fee assessment.
- 6. CHANGES** – Any changes to the original reservation request must be submitted a minimum of five (5) working days prior to the program.

- 7. CANCELLATIONS** – The cancellation of a program must be done a minimum of three (3) working days prior to the program. Responsible parties will be held financially accountable for all charges that would have been incurred because of commitments made to facilitate the event if proper notice is not provided to Conference Services.
  
- 8. NON-USE OF FACILITY** –University organizations failing to cancel the reservation and not using the reserved facility will receive written notification. A second written notification for non-use of reserved space during the same semester will lead to an assessment of all associated labor costs involved to facilitate the event.

## IV. Conditions of Facilities Use

### A. Adherence to University Policy

All use of University facilities must adhere to all applicable University policies and procedures. External Organizations must sign and return a Facilities Use Agreement that sets forth requirements for use and the application of University policies and procedures. Policies and procedures of particular note include:

- [On-campus Catering Policy](#)
- [Guidelines on Refreshments](#)
- [Food Safety Recommendations](#)
- [Discrimination and Harassment Policies](#)
- [Expressive Activity Policy](#)
- [Tobacco Free Campus](#)
- [Minors on Campus](#)
- [Animals on Campus](#)

### B. Fronting Prohibited

An Event that is booked by or under the name of one organization, but that is actually going to be used by another, is referred to as a “fronted event.” Fronted events are prohibited.

University Organizations caught fronting an event shall be subject to disbarment from using University facilities for at least one semester. In addition, if the event is fronted for an External Organization, the University Organization shall be assessed the facility rental fee. Individual employees and students may also be subject to discipline under the applicable personnel policy or code of conduct.

Whether fronting has occurred will be determined by Conference Services, considering the event details and the CSU affiliation of the attendees. Any decision by Conference Services may be appealed to the Associate Vice President for Student Affairs, whose decision shall be final.

### C. Use of Cleveland State University name

The authority to use CSU facilities does not confer the right to use the University name or marks. Event material should not state or imply University sponsorship unless separately authorized to do so.

### D. Fees

University Organizations will be charged for all Direct Costs of University Events. External Organizations and Partner Organizations will be charged a facility rental fee as well as all Direct Costs. Current facility rental rates and Direct Costs are posted on the [Conference Services website](#).

### E. Insurance

All External Organizations are required to carry insurance and to name the University as an additional insured.

## F. Food and Alcohol

All Event Sponsors must adhere to the University's [On-campus Catering Policy](#) for the provision of food or alcohol in University facilities. Alcohol is permitted for events on campus only when noted in the facilities use request form and when it is served pursuant to a valid liquor license. Additional fees may be associated with the service of alcohol.

## G. Use of Outdoor Space

Consistent with the University's [Expressive Activity Policy](#), outdoor space must be reserved through the Department of Conference Services. In order to prevent disruption of the University's educational mission, the use of amplified sound shall be limited to the following times:

Tuesday and Thursday: 11:45 – 1:15pm

Friday and weekends: Between 1:30 pm and 9:00 pm

## H. Damage to CSU Property

CSU furniture or equipment may not be removed or altered during any Event. Decorations must be removed and the facility left in unmarked condition when the Event is completed. Event Sponsors violating this provision shall be assessed the actual cost of cleaning, repair or replacement of damaged furniture, equipment or facilities.

## I. Decorations

Glitter, confetti, sand, rice, or similar materials used for decoration are not permitted in University facilities. The University is not responsible for the loss of any decorative materials, displays, gifts, favors, or other items left behind at the conclusion of an Event.

## J. Fire and Safety, Open Flames, Smoke Machines

The use of any open flame, burning candle or candles, pyrotechnic devices, and smoke/fog/haze machines during an Event is prohibited. Any violation of this condition shall result in the immediate shut down of the Event and sanctions against the Event Sponsor.

## K. Concealed Weapons

Even if licensed, concealed weapons are not permitted in University facilities except when the weapon is locked in an automobile or in the process of being locked in an automobile.

## L. Parking Requirements

Event Sponsors are responsible for making parking arrangements through [CSU Parking & Transportation Services](#). For events requiring fewer than 50 parking spaces for visitors, a minimum of three (3) days' prior notice is required. For events needing 50 or more visitor parking spaces, at least ten (10) days' notice is required. Visitor parking is provided on a space available basis. Vehicles parked on campus without paying per hour and/or permission from CSU Parking & Transportation Services are subject to

ticketing and tow. Valet Parking is permitted subject to the prior written authorization from the [Department of Parking & Transportation Services](#).

#### M. Recreational Devices

Personal recreational devices including, but not limited to, in-line skates, rollerblades and skateboards, are not permitted to be used indoors at any time. Outdoor use is limited to flat surfaced pedestrian pathways only, and not permitted on outdoor handrails, fixed seating units, ramps, or any other similar surface.

#### N. Event Promotion

Events for which there is a signed rental agreement, or which have otherwise been approved by the Department of Conference Services, may promote their event on Conference Services bulletin boards pursuant the following process:

- Posting is limited to **on campus events and activities**. Postings for off-campus events, services, sales, housing rentals, employment, etc. will not be approved for posting.
- **Approval:** Postings must be brought to Conference Services for approval in person during business hours. All postings will be date-stamped at the time of approval.
- **Maximum Time:** Postings will be approved for a maximum of two weeks from the date of approval, or until the date of the event, whichever time is shorter.
- **Host / Sponsor:** The event or activity must be hosted by a CSU department, recognized student organization or an outside group with an executed facilities rental agreement. Postings must identify the host / sponsor and include contact information (phone number or email address).
- **Limits:** Once approved and date-stamped by Conference Services, the host / sponsor may post one posting per bulletin board. Postings may be no larger than 11"x17". Postings may be attached using pushpins only. No staples, straight pins or tape. Postings must not be attached to the edges / corners of the bulleting board.
- **Enforcement:** Conference Services is entitled to remove any posting that has not been approved in accordance with these procedures. Repeated violations of these procedures, or postings that otherwise violate law or University policy will be referred to the appropriate investigative / disciplinary process.

#### O. Ticket Sales

If sales of tickets to a public event are necessary, the University ticket vendor shall be the distributor of tickets and is responsible to maintain accurate accounting procedures. The ticket office requires a minimum of ten (10) working days lead time prior to event date with the following information: date, event title, sponsors, start time, ticket price(s), and seating style (reserved or general admission). The scheduling organization is responsible for all affiliated ticket vendor costs. Financial resolution will not occur on day of event, but within the next normally scheduled work day.

#### P. Failure to Adhere to Conditions of Facilities Use

Any failure to adhere to the conditions set forth in these procedures or in any facilities use agreement may result in costs being assessed against the Event Sponsor, and in the disbarment of the Event Sponsor from further use of University facilities for a specified period. University employees, students and student organizations may also be subject to discipline in accordance with applicable personnel and conduct policies.

## V. Additional Conditions for Specific Facilities

### A. EUCLID COMMONS COURTYARD

1. The Euclid Commons Courtyard is for use solely by residential students living in Euclid Commons, Fenn Tower, and Heritage Hall and by University Organizations. University organizations may request use of the EC Courtyard through Conference Services.
2. Residence Life will control and limit amplified sound events to specific hours at their sole discretion due to the courtyards' proximity to living quarters.
3. The capacity of the location is 213 persons. No equipment is permitted to be placed on the grass.
4. The EC Courtyard may not be scheduled by any External Organizations.

### B. FENN TOWER FACILITY USE

In addition to all other conditions of facilities use, the following conditions apply to the use of Fenn Tower:

1. Dances, parties, Greek rushes, and events in similar spirit, are ONLY permitted in the Panel Room and Recreation Room from Friday 5:00 pm to Sunday 6:00 pm.
2. University Police shall solely determine and control security arrangements for all events occurring in Fenn Tower, including but not limited to, the type, placement, and use of security personnel.
3. University Police have ultimate authority at their discretion to shut down any unauthorized event, and/or any event that has not fulfilled necessary requirements, or any event where safety and/or security is threatened.
4. 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.
5. A representative of the Event Sponsor is required to be in attendance throughout the event to ensure compliance with these procedures. For student organizations, the designated representative is the faculty/staff advisor and, when required, a representative from the Department of Student Life.
6. All events must end by 12:00 am (midnight).

### C. PARKER HANNIFIN FACILITY USE

In addition to all other conditions for facilities use, the following conditions apply to the use of Parker Hannifin:

1. Dances, parties, Greek rushes, and events in similar spirit, are ONLY permitted from Friday 5:00 pm to Sunday 6:00 pm.
2. University Police shall solely determine and control security arrangements for all events occurring in Parker Hannifin, including but not limited to, the type, placement, and use of security personnel.
3. University Police have ultimate authority at their discretion to shut down any unauthorized event, and/or any event that has not fulfilled necessary requirements, or any event where safety and/or security is threatened.
4. The maximum capacity for the first floor conference area is 125 persons.

5. 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.
6. A representative of the Event Sponsor is required to be in attendance throughout the Event to ensure compliance with these procedures. For student organizations, the designated representative is the faculty/staff advisor and, when required, a representative from the Department of Student Life.
7. Amplified music of any type is not permitted in the facility prior to 5:00 pm Monday through Friday.

#### D. STUDENT CENTER FACILITY USE

In addition to all other conditions for facilities use, the following criteria will be applied to events scheduled in the Student Center to place emphasis on events intended for CSU students while providing programming opportunities to University departments and External Organizations.

All requests for use of Student Center event space will be considered on a first come, first served basis, except that requests for use of the entire Ballroom may be given preference over requests using a portion of the Ballroom.

##### 1. Facility Reservations

- (a) Campus Wide Events: University organizations may schedule an event up to eighteen (18) months in advance of the proposed event date through the standard space reservation process, if the event is determined in conjunction by the Vice President of Student Affairs or his/her designee and the Director of Conference Services or his/her designee, to have the potential of impacting the entire University community (e.g. Commencement, Convocation, President's Picnic, Welcome Week, Alumni programs).
- (b) University Organization Events: Student organizations may schedule space for events up to twelve (12) months in advance of the proposed event date through the standard space reservation process.
- (c) External Organization Events: External Organizations may reserve space up to six (6) months in advance of the proposed Event date for Events held during the academic year. External Organizations may reserve space up to twenty four (24) months in advance of the proposed Event date through the standard space reservation process for events held during summer semester and/or during fall/spring breaks in the academic schedule.

##### 2. Amplified Sound

- (a) Student Center Atrium amplified sound may not exceed 80 decibels as measured from Conference Services equipment.
- (b) The Atrium is limited to having one amplified sound event at a time.

- ##### 3. Pedestrian Traffic.
- Atrium events must accommodate pedestrian traffic throughout the Event, may not impede access to Chili's, and will generally be open to all and free of charge. There may be limitations related to furnishings and equipment in the Atrium area as the lounge furniture must remain in the space.

##### 4. Posting Policies

- (a) Electronic versions of postings may be sent to [studentcenter@csuohio.edu](mailto:studentcenter@csuohio.edu) for digital display purposes
- (b) No paper (or like) postings shall be hung on any window, door, or finished surface in or on the Student Center. The University reserves the right to remove all postings from any surface.

- (c) University organizations will lose posting privileges for improperly posted materials. The organization will be responsible for incurred costs if additional labor is required for removal of postings or for necessary repairs to damaged surfaces.

## 5. Banners

- (a) The Department of Student Life reserves the right to review and approve all banners to ensure they conform to the requirements of this paragraph. It is recommended that a design be submitted to the Department of Student Life, prior to printing, to prevent the additional costs of remaking nonconforming banners. Designs may be submitted to studentcenter@csuohio.edu. Banners that do not conform to the all requirements will not be hung or will be removed. All banners must be submitted with completely dried ink, grommets every 36 inches along the top length, and shall not exceed 12 feet in length and 4.5 feet in height. No tape, wire or string will be permitted for hanging banners. Only designated Student Center Staff shall hang banners in the Student Center.
- (b) Banners are not to be hung on any railing or wall in the Student Center unless done so by appropriate Student Center Staff. All banners must be dropped off to the Department of Student Life at least 2 business days prior to posting. Banners for a single event may be hung for no longer than 14 days. Banners will be held at the Information Desk in the Student Center for 2 business days after the event before being discarded. Only one banner per event may be approved.
- (c) Banner space may be reserved through Conference Services on a first come, first served basis.

## 6. Public Address System

The Student Center's public address system is intended to be used to facilitate the welfare and safety of the students, staff and customers. In order to ensure that disruptive or arbitrary use of the system is avoided, Conference Services will implement the following reasonable guidelines on the use of that system.

The PA system may be used for:

- (a) Building emergencies, such as fire alarms, weather related warnings, building evacuations and system tests.
- (b) Student Center closing announcements
- (c) Locating staff and patrons in an emergency or urgent situation, such as a medical emergency, attempting to locate a separated parent/child or locating a vehicle owner involved in an incident/accident in one of the University parking lots.
- (d) Any situation deemed appropriate by Student Center Management and/or University Police and/or University Environmental Health & Safety

The PA system may NOT generally be used for:

- (a) Requests by a customer, either in person or over the phone, to page in order to locate someone in the Student Center unless that situation rises to the level of an emergency
- (b) Announcements of a program or event
- (c) Announcements that a vehicle light has been left on
- (d) To contact a staff member or a customer in a non-emergency situation

## 7. Student Center Advisory Council

The Student Center Advisory Council is an advisory committee working in conjunction with Student Life and Conference Services to design best practice strategies for Student Center programs, services, facilities, policies, and planning processes. The purpose of the SCAC is to advise and support successful programs that will facilitate social, cultural, educational, and recreational activities for all members of the CSU community.

## E. Weddings and Wedding Receptions

Weddings and wedding receptions are permitted at the CSU Wolstein Center and with current facilities as specified by Conference Services. For the Wolstein Center, call 216/687-5239 or for further information visit: [www.csuohio.edu/wolsteincenter](http://www.csuohio.edu/wolsteincenter)  
Contact Conference Services at 216/523-7203 or for further information visit:  
[www.csuohio.edu/conferenceservices](http://www.csuohio.edu/conferenceservices)

## VI. Cancellation of Scheduled Events – Force Majeure

Any Event may be cancelled by CSU due to an unexpected event that either partially or totally destructs facilities, subject to acts of God, inclement weather beyond normally encountered conditions, war, terrorism, outbreaks of disease, epidemic, government regulation, disaster, fire, strikes, civil disorder, inoperability or reduction of availability of transportation service, unavailability of water, electricity, or other necessary utilities, or any other similar cause beyond the control of the parties making it inadvisable, illegal, or impossible to facilitate the event within campus facilities.