



# Cleveland State University

## Division of Student Affairs

Department of Conference Services

Section CSU Policies 3344 – 90 – 02

### **FACILITIES USE PROCEDURES** **Effective 7/1/02 – Revised and Approved 10/1/14**

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## **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:**

#### CLASS 1 EVENT

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

#### CLASS 2 EVENT

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

- Events with specialized set up or audio/visual requirements as defined by Conference Services
- Auditorium requests for rehearsals
- Events requiring Campus Catering services

#### CLASS 3 EVENT

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

- Information tables
- Bake sale and fundraising tables
- Events requesting facilities requiring no additional set up or audio/visual services

- 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 4. 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** – Internal 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.

## I. GENERAL SPACE USE POLICY

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 Policies 3344-90-01 and 3344-90-02 (collectively, the "Space Use Policy") in order to define the responsibilities and limitations of the University in responding to request for use of facilities consistent with the Space Priorities and Principles set forth in the Space Use Policy. Specifically, to:

- A. Acknowledge that space is a limited resource that should be considered an integral component in program planning-similar to resource issues of budget, personnel, and equipment.
- B. Recognize the special space and facility support needs of each unit
- C. Promote stewardship and accountability for space assigned to the unit
- D. Make space decisions that are consistent with the University's Master Plan, Strategic Priorities, and/or other planning documents.
- E. Manage space with the understanding that all units on campus are part of the university and do not have independent claim on space or facilities, regardless of current assignments and uses.
- F. New program space analysis will be coordinated with all affected parties and must address logistics, availability, infrastructure, cost, programmatic needs, efficiency, and effectiveness.
- G. All affected parties should have input into space management requests/decisions.
- H. All space use is subject to annual efficient evaluation with a possible outcome of a different use being prescribed.
- I. Some units and/or individuals may be subjected to a space-lease-productivity model if deemed appropriate or necessary by circumstances.

The Space Use Policy shall be applied in an impartial and consistent manner to all constituents.

These procedures are applicable to all faculty, staff, students, and visitors to CSU, with the expectation that while on University property all are required to adhere to the standards of conduct applicable to CSU and abide by all pertinent policies and University regulations.

As a tax-supported institution, CSU should not compete with local commercial facilities.

The University must be reimbursed for all Direct Costs incurred in facility use.

**"DIRECT COSTS"** are defined as all fees associated with having a program in University facilities, except for the actual facility rental rates. Direct expenses 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, police, parking, and technical support.

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

## II. 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.

### **III. CONFERENCE SERVICES**

Conference Services wishes to cultivate academic partnerships by having successful programs, seminars, and conferences that positively support and enhance the economic activity of both CSU and the local community. It directly supports CSU and seeks to stimulate community partnerships that expand the reputation of CSU on a regional level that become a means for broader institutional development.

Conference Services administers and enforces the Facility Use Policy, and is the source of all required scheduling of facilities, procedures for facility use, and questions about compliance with the Facilities Use Policies. They also provide event planning, scheduling, physical arrangements, coordinating, and contracting facility use with all relevant University support departments, including: Dining Services, Center for Instructional Technology (CIT), Physical Plant, Parking, and Police.

### **IV. REQUESTING AND SCHEDULING EVENT PROCEDURES AND CLASSIFICATIONS INTERNAL UNIVERSITY ORGANIZATIONS**

All requests for facilities, other than academic classes, must be approved through Conference Services. The use of University academic facilities, classrooms, seminar spaces, laboratories, and auditoria for scheduled academic instructional and research purposes shall take precedence over all other uses of such space and will not be displaced without the express approval of the University President or his/her authorized designee. Internal University organizations are not permitted to use any additional facilities that are not approved on the Facilities Request Form, nor negotiate, sublease, or assign University facilities with external organizations, except in coordination with Conference Services.

#### **A. Faculty and Staff Programs**

##### 1. CLASS 1 EVENTS

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

##### 2. CLASS 2 EVENTS

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

- Events with specialized set up or audio/visual requirements as defined by Conference Services
- Auditorium requests for rehearsals
- Events requiring Campus Catering services

##### 3. CLASS 3 EVENTS

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

- Information tables
- Bake sale and fundraising tables

- Events requesting facilities requiring no additional set up or audio/visual services
4. Individuals making facility requests for internal University faculty and staff programs must:
    - a. Work directly with Conference Services to complete a Facilities Request Form
    - b. Obtain signature approval of the appropriate University officer
    - c. CSU support department services will not be provided for any event that is not scheduled in the University Events Calendar
  5. Internal University Organizations utilizing facilities for standard, daily operations are not responsible for facility rental costs as defined by CSU
  6. Internal University Organizations are responsible for all associated direct costs as defined in Section I when applicable
  7. The organization must utilize the exclusive University Dining Services contractor. No food or beverages may be brought to the University except as provided in Section XIII. Catering
  8. Fundraising activities by CSU organization are not permitted if the funds are designed solely to enrich and individual or commercial partner. A fundraising activity is permitted only when a comprehensive budget plan has been presented to, and approved by, the appropriate University Chairperson, Dean, or Vice President. Disbursement of net proceeds must be clearly designated as part of the budget proposal. The net income from all external programs shall be utilized to support related student programs or to maintain and improve the physical facility that is used to generate such income.
  9. University Police shall solely determine and control security arrangements for all events and reserves the right to assign the number of officers. Their decision will be based upon, but not limited to, the category of the event as described in the CSU Facilities Use Policies, alcohol on premises, number of attendees, expected attendance, previous history, or an admittance fee.
  10. The sponsoring department or organization is responsible for all fees assessed.
  11. University Police will notify campus organizations in advance if an officer will be assigned to their event along with all potential costs.
  12. 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.

## **B. Student Organizations**

### 1. CLASS 1 EVENTS

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

### 2. CLASS 2 EVENTS

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

- Events with specialized set up or audio/visual requirements as defined by Conference Services
- Auditorium requests for rehearsals
- Events requiring Campus Catering services

### 3. CLASS 3 EVENTS

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

- Information tables
- Bake sale and fundraising tables
- Events requesting facilities requiring no additional set up or audio/visual services

### 4. Individuals making facility request for internal University student organization programs must:

a. Work directly with Conference Services to complete a Facilities Request Form

b. Obtain signature approval of the appropriate University officer

c. CSU support department services will not be provided for any event that is not scheduled in the University Events Calendar

1. Internal University student organizations utilizing facilities for standard, daily operations are not responsible for facility rental costs as defined by CSU
2. Internal University student organizations are responsible for all associated direct costs as defined in Section I when applicable
3. Depending upon the type of planned student activity, liability insurance may be required
4. The student organization must utilize the exclusive University Dining Services contractor. No food or beverages may be brought to the University except as provided in Section XIII. Catering
5. Fundraising activities by CSU student organizations are not permitted if the funds are designed solely to enrich and individual or commercial partner. External organizations in partnership with CSU student organizations are responsible for 50% of the current CSU facility costs; however, if an admission fee is charged for the program, then 100% of the current CSU facility costs shall be paid. Fundraising activities by CSU student organizations are permitted only when a comprehensive budget plan has been presented to the appropriate Department of Student Life officials with a detailed plan for the designation of funds and approved by the Dean of Student Life. Disbursement of net proceeds must be clearly designated as part of the budget proposal.
6. University Police shall solely determine and control security arrangements for all events and reserves the right to assign the number of officers. Their decision will be based upon, but not limited to, the category of the event as described in the CSU Facilities Use Policies, alcohol on premises, number of attendees, expected attendance, previous history, or an admittance fee.
7. The sponsoring department or organization is responsible for all fees assessed.
8. University Police will notify campus organizations in advance if an officer will be assigned to their event along with all potential costs.
9. 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.

## **C. Partnership Programs – External Organizations with CSU**

All requests for facilities, other than academic classes, must be approved through Conference Services. The use of University academic facilities, classrooms, seminar spaces, laboratories, and auditoria for scheduled academic instructional and research purposes shall take precedence over all other uses of such space and will not be displaced without the expressed approval of the University President or his/her authorized designee. Partnership organizations are not permitted to use any additional facilities that are not approved on the Facilities Request Form, nor negotiate, sublease, or assign University facilities with external organizations, except in coordination with Conference Services.

To qualify for Partnership status, the majority of the attendees/participants must be current members of the University community or the event is a requirement of the partnering University department as it relates to their mission. Partnership by CSU with an external organization may only be completed with fulfillment of the following conditions:

### 1. CLASS 1 EVENTS

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

### 2. CLASS 2 EVENTS

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

- Events with specialized set up or audio/visual requirements as defined by Conference Services
- Auditorium requests for rehearsals
- Events requiring Campus Catering services

### 3. CLASS 3 EVENTS

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

- Information tables
- Bake sale and fundraising tables
- Events requesting facilities requiring no additional set up or audio/visual services,
  1. The external organization does not bar participation in the program 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.
  2. The program is related to the University mission of teaching, research, and service
  3. The appropriate University budget officer has authorized the program



4. The majority of the attendees/participants must be current members of the University community
5. A member of the University's academic or administrative unit must be designated as the "University Host", who is the Responsible Person listed on the Facilities Request Form. The University Host is responsible for:
  - a. Assistance in planning the program and preparing the budget which details expense and revenue
  - b. Attends the program to insure that it is conducted properly and that University policies are followed. Failure to attend the program by the University Host may prohibit the future scheduling privileges.
  - c. CSU support department services will not be provided for any event that is not scheduled in the University Events Calendar.
6. External organizations in Partnership with CSU are responsible for 50% of the current CSU facility costs; however, if an admission fee is charge for the program, then 100% of the current CSU facility costs shall be paid.
7. External organizations in Partnership with CSU are responsible for all associated Direct Costs as defined in Section I. General Policies. Direct costs may not be "waived" or arbitrarily reduced by a University organization.
8. University organizations that participate in a program with an external organization will be held responsible for any fiscal liabilities incurred by the University in connection with the program. The ultimate responsibility for the event, and for all liability for any personal injury or property damage resulting from the event, rests with the University Host.
9. The organization must utilize the exclusive University Dining Service contractor. No food or beverages may be brought to the University except as provided in Section XIII. Catering.
10. Fund raising activities by an external organization in Partnership with CSU are not permitted if the funds are designed solely to enrich an individual or commercial partner. A fundraising activity is permitted only when a comprehensive budget plan has been presented to, and approved by, the Director of Conference Services, the appropriate University Chairperson, Dean, or Vice President. Disbursement of net proceeds must be clearly designated as part of the budget proposal. The net income from all external programs shall be utilized to support related student programs or to maintain and improve the physical facility that is used to generate such income.
11. University Police 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 Facilities Use Policies, alcohol on premises, number of attendees, or an admittance fee. The external organization is responsible for all fees assessed. Their decision will be based upon, but not limited to, event type, location, expected attendance, and previous history.
12. The sponsoring department or organization is responsible for all fees assessed.
13. University Police will notify campus organizations in advance if an officer will be assigned to their event along with all potential costs.
14. 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.

#### **D. External Organizations and Non Profit Organizations**

All requests for facilities, other than academic classes, must be approved through Conference Services. The use of University academic facilities, classrooms, seminar spaces, laboratories, and auditoria for scheduled academic instructional and research purposes shall take precedence over all other uses of such space and will not be

displaced without the expressed approval of the University President or his/her authorized designee.

Requests from external organizations must be made to Conference Services, which administers University facility policies, rules, and regulations. The privilege of using facilities by an external organization may be granted only when a CSU Facilities Use and Service Contract have been properly executed between the external organization and Conference Services. The ultimate responsibility for the event, and for all liability for any personal injury or property damage resulting from the event, rests with the external organization. A rental contract with External Organizations may be completed only with fulfillment of the following conditions:

- A.** If the event is open to the public, the external organization does not bar participation in the event because 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.
- B.** University facilities may not be used in any manner to state or imply that the University is endorsing any message or position taken by the external organization.
- C.** The proposed event must comply with all University policies and procedures.
- D.** The organization must utilize the exclusive University Dining Services contractor. No food or beverages may be brought to the University except as provided in Section XIII. Catering.
- E.** Commercial or direct sales events are not permitted, except at the Wolstein Center, [www.csuohio.edu/Wolsteincenter](http://www.csuohio.edu/Wolsteincenter)
- F.** Fundraising activities by an External Organization are not permitted if the funds are designed solely to enrich an individual or commercial partner. A fundraising activity is permitted only when a comprehensive budget plan has been presented to, and approved by, Conference Services. Disbursement of the net proceeds must be clearly designated as part of the rental contract.

**G. Non Profit Organizations**

A nonprofit association or corporation is defined as being organized for purposes other than generating profit, with no part of the income distributed to its members, trustee, directors, or officers. The nonprofit organization must provide a tax-exempt number prior to issuance of the Facility Use and Service Contract with Conference Services. The external organization is responsible for all associated Direct Costs as outlined in Section I. General Policies. A 50% reduction for CSU approved facility costs will be provided; however, if an admission fee is charged for the program, 100% of the CSU approved facility costs shall be paid the external organization. Defined costs may not be “waived” or arbitrarily reduced by a University organization.

**V. ADVERTISING AND PROMOTION**

Promotion and advertising literature of either internal or external programs must be approved by the University’s Marketing Department prior to publication. The organization may not use the University name, seal, logo or other University identification in advertising or promotional literature that states or implies such sanction or sponsorship of the event, except to list the location of the program, without CSU’s Marketing Department’s written consent.

**VI. ALCOHOL ON CAMPUS**

Alcoholic beverages are considered an amenity for a social or business occasion and never the purpose or focus of the occasion to maintain an on-campus environment that is conducive to intellectual, emotional, and social growth for all members of the community. The University’s intention through these policies is to list the

consequences attributed to irresponsible or illegal usage of alcohol on campus. **The University Host, if any, otherwise the External Organization, shall indemnify, hold harmless and defend the University against any and all claims, liabilities and damages arising from or related to the service of alcohol in University facilities.** The University Host, if any, otherwise the external organization is solely responsible for understanding and abiding by all state and local laws and regulations related to the use and distribution of alcohol, irrespective of any information provided herein.

- A. In accordance with the State of Ohio Division of Liquor Control, a permit is required if a qualified organization intends to provide beer, wine, or spirituous liquor either for sale by the drink or through the use of an entrance fee, cover charge, etc.
- B. In accordance with the State of Ohio Division of Liquor Control, no permit is required if an organization intends to provide beer, wine or spirituous liquor at a private function where access is restricted to invited guest only, such as a wedding reception for which no admission fee is charged or any alcoholic beverages sold.
- C. Process to obtain a Temporary Liquor Permit: The University does not provide temporary liquor permits. The permit must be obtained directly through the Ohio Department of Liquor Control at least 20 days prior to the event from:

Ohio Department of Commerce  
Division of Liquor Control  
614/644-2360

[www.com.ohio.gov/liqr](http://www.com.ohio.gov/liqr)

1. Forward the completed form to CSU's Office of General Council, 2300 Euclid Avenue, AC 322, Cleveland 44115 for approval.
  2. Pick up approved form and bring to City of Cleveland Third District Police Station, 10700 Chester Avenue, Cleveland 44106.
  3. They will approve and forward to City of Cleveland Justice Center.
  4. The approved form must be picked up by the named requestor listed on the alcohol permit from Cleveland Justice Center, 1200 Ontario Street, Room 861, Homeland Security Operations, Cleveland 44113
- D. The approved Temporary Liquor Permit must be on display at the sited where the alcoholic beverages are served.
  - E. Temporary "F" or "F-2" permits authorizing alcoholic beverage sales are available only to non-profit organizations for use at social, recreational, charitable, fraternal, political, patriotic, or athletic functions.
  - F. Dining Services Procedure  
After facility approval is received, the University Host will contact Dining Services to discuss catering requirements and the process to purchase and/or serve any alcoholic beverages.
  - G. Service  
Alcoholic beverages may be served only to persons of legal age in accordance with current State of Ohio liquor enforcement laws. Neither the dining service provider providing the catering services nor will CSU receive any profit from the service of alcoholic beverages. The sole responsibility for properly identifying the age of the person before he or she is served any alcoholic beverages rests with the *University Host*, if any; otherwise with the external organization.
  - H. Purchase of Alcoholic Beverages  
It is preferred that the event sponsor purchases the alcoholic beverages and delivers them to the site of the catered function. If the *University Host* requests Dining Services to purchase the alcoholic beverages, they will reimburse Dining Services for the EXACT amount of the purchase when payment for the catering is due.
  - I. Police Requirements

1. University Police shall solely determine and control security arrangements for all events where alcohol is served, including but not limited to, the type, placement, and use of security personnel at the requesting organization's cost. Their decision will be based upon, but not limited to, event type, location, expected attendance, and previous history,
2. University Police will notify campus organizations in advance if an officer will be assigned to their event along with all potential costs.
3. University Police will be present at all External Organization events with alcohol and the security costs are the sole responsibility of the licensee listed on the contract.
4. The ultimate responsibility for the event, and for all liability for any personal injury or property damage resulting from the event, rests with the *University Host*, if any, otherwise with the external organization.
5. 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,
6. At events where alcohol is provided, food and non-alcoholic beverages MUST also be available.
7. Student Organizations must adhere to all additional liquor policies as listed in the CSU Student Handbook.

## **VII. AMPLIFIED SOUND**

Sound levels are to remain compliant with, and are not to exceed, occupational noise standards set forth by the Occupational Safety & Health Administration [OSHA] throughout the duration of the event. The University by and through the Department of Conference Services reserves the right to establish acceptable decibel levels for amplified sound events, and reserves the right to interrupt and if necessary, terminate performances in order to remain compliant.

Recognized CSU organizations may request to schedule an amplified sound event by submitting a Facilities Request Form to Conference Services fifteen (15) days prior to the event. Outdoor events will be announced via campus mass mail and is limited to one amplified sound event per week during academic sessions. Exceptions may be granted by Conference Services during Welcome Week and Spring Fest.

Outdoor scheduling of amplified sound is limited to:

|                       |                    |
|-----------------------|--------------------|
| Tuesday and Thursday: | 11:45 am – 1:15 pm |
| Friday:               | After 1:30 pm      |

## **VIII. ANIMALS ON CAMPUS**

No animals other than those identified as service animals for individuals with disabilities are permitted inside University facilities.

## **IX. BLOOD DRIVES AND DONATIONS**

CSU recognizes the urgent need for blood products and values our relationship with the American Red Cross and Lifeshare. The quantity and location of blood drives occurring on campus during the academic year shall be monitored by the Director of Health Services and facilities scheduled by that University Department. Any organization requesting a blood drive should first contact Health & Wellness Services at 216/687-3649, [www.CSUOhio.edu/health](http://www.CSUOhio.edu/health), to coordinate and collaboratively sponsor the drive under the following parameters:

- A. American Red Cross**
  - 1. Conduct two campus wide and two targeted blood drives during the Fall and Spring semester
  - 2. Coordinate date, time, and facility locations with Health Services. Develop and provide all flyers, advertisement, article, and public relations material.
  - 3. Conduct two educational campaigns per academic year for CSU constituents
- B. Lifeshare**
  - 1. Conduct two targeted blood drives during the Fall and Spring semesters
  - 2. Conduct one all campus blood drive during the Summer semester
  - 3. Coordinate date, time, and facility locations with Health Services
  - 4. Develop and provide all flyers, advertisements, articles, and public relations material
  - 5. Conduct one educational campaign per academic year for CSU constituents

## **X. CANCELLATION OF SCHEDULED EVENTS – FORCE MAJUERE**

Any event scheduled by internal University organizations, external organizations in partnership with CSU, or external organizations, 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.

## **XI. CATERING**

In order to ensure dining events are controlled and maintain the required standards for food safety, the following food and beverage policies pertain to events in University facilities. Contact Dining Services at 216/687-3805 or at [www.csuohio.edu/services/dining](http://www.csuohio.edu/services/dining)

- A.** Catering services are subject to the University’s Policy on Refreshments which may be found at: [www.cusohio.edu/offices/controllers/policies/refreshments](http://www.cusohio.edu/offices/controllers/policies/refreshments)  
Event Hosts are responsible for acquiring the needed approvals PRIOR to submitting an order to CSU Dining Services.
- B. CSU Catering is the exclusive University provider** for events that total more than \$300.00, including linen, china, beverages, etc.
- C.** There are no restrictions for food and beverage service in amounts totaling less than \$75.00.
- D.** For events that need food and beverage service totaling \$76.00-\$300.00, you may use CSU Catering’s services or one of the approved off-campus catering providers that are listed on the CSU Dining Website [www.dineoncampus.com/csu](http://www.dineoncampus.com/csu)
- E.** Exceptions to the \$300.00 maximum off campus catering allowance must be accompanied by a Catering Services Waiver Request. Exceptions will generally be granted ONLY for extenuating circumstances such as for a specific cultural/religious/ethnic program. In no case will an exception be granted if a real danger exists in regard to health, sanitation, or good business practices.
- F.** A Catering Services Waiver Request may be downloaded from the CSU Dining Website or obtained from the CSU Dining Office.

- G. The request must be submitted to the Catering Director a minimum of ten (10) working days in advance of the event. Requests made less than ten (10) working days in advance may be declined. If the request is for services from companies already listed as an approved off campus cater, the Waiver Request is the only documentation required.
- H. If the request for services from companies that are not approved as on-campus caterers, the Waiver Request must include the following forms ATTACHED to the Catering Waiver Request:
  1. A copy of the caterers Food Service Operations License issued by either the City of Cleveland or by the jurisdiction in which the business operates.
  2. A certificate of commercial general liability insurance in limits of not less than \$1 million dollars. CSU must be shown as an additional insured on this certificate.
- I. Catering events that are not served needs to be monitored by a staff member from the organization who is designated to monitor all aspect of food handling in compliance with Food & Drug Administration (FDA) food safety recommendations. This includes time/temperature requirements for safe food handling and ensuring that perishable foods are disposed of following the event. Complete information about the FDA Safe Food handling codes may be downloaded at [www.fsis.usda.gov/pdf/cooking\\_for\\_groups](http://www.fsis.usda.gov/pdf/cooking_for_groups)
- J. The University sponsoring department must provide a copy of the approved Catering Services Waiver Request Form to CSU Purchasing Services Department as part of the request for reimbursement.

## **XII. CHILD PROTECTION AND REPORTING OF CHILD ABUSE**

**The comprehensive Child Protection and Reporting of Child Abuse Policy approved by Board of Trustees Policy number 3344-95-01 may be found at [http://www.csuohio.edu/sites/default/files/3344-95-01-Child\\_protection\\_and\\_reporting\\_of\\_child\\_abuse\\_policy.pdf](http://www.csuohio.edu/sites/default/files/3344-95-01-Child_protection_and_reporting_of_child_abuse_policy.pdf)**

CSU is committed to maintaining a supportive and safe educational environment, which seeks to enhance the well-being of all members of its community. This commitment reflects the University's adherence to its mission, to its various policies supporting its mission, and to relevant state and federal laws. Within that commitment, the University places importance on creating a secure environment for children. To that end, the University has adopted a comprehensive policy for child protection and reporting of child abuse, as well as procedures on mandated reporting requirements.

Anyone who contracts to use University facilities for an event that includes interaction with children, including without limitation University faculty, staff, students, volunteers, and representatives, as well as third-party vendors and their employees, representatives, or volunteers, shall carefully review and abide by the University's Policy and procedures regarding child protection and the reporting of child abuse.

## **XIII. COMMERCIAL SALES AND SAMPLING**

No commercial sales, profit making, direct sales events, merchandise for book signings, credit cards, or banks/financial institutions are permitted on University property, except through approved vendors currently under contact with CSU. University organizations cannot function as on-campus agents or representative for commercial firms, enterprises, or banks/financial institutions.

**Sampling** is the free distribution of a commercial product or souvenir for the purpose of promoting a product or service. Distribution of alcohol or tobacco products is expressly prohibited. The distributed item must be appropriate to the mission of the University,

be procured through a safe method of distribution, and does not conflict with existing approved vendors currently under contract with CSU.

#### **XIV. CONCEALED WEAPONS LAW**

The State of Ohio allows qualified citizens to carry concealed weapons, but only if certain strict conditions are met. The Concealed Carry Law does NOT allow concealed weapons to be carried anywhere on the premises of a University unless the weapon is locked in an automobile or in the process of being locked in the automobile. It is illegal to carry a firearm, deadly weapon, or dangerous ordnance, anywhere on the premises of CSU.

#### **XV. DAMAGE TO CSU PROPERTY**

CSU furniture or equipment may not be removed or altered during the reservation of the facility. Decorations must be removed and the facility left in unmarked condition when the reservation is completed. The *University Host* shall be responsible for reimbursement to CSU for all repair and replacement costs arising from negligence or abuse by the partnering internal organization. The non-compliant external organization shall be responsible for reimbursement to CSU for all repair and replacement costs arising from negligence or abuse by the external organization.

#### **XVI. DECORATIONS**

Glitter, confetti, sand, rice, or similar materials used for table 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 event conclusion.

#### **XVII. EUCLID COMMONS COURTYARD**

- A.** The Euclid Commons Courtyard is for use solely by residential students living in Euclid Commons, Fenn Tower, and Heritage Hall.
- B.** Residence Life will review and approve each event request for use of the EC Courtyard. University departments and student organizations may request use of the EC Courtyard through Conference Services.
- C.** Residence Life will control and limit amplified sound events to specific hours or specific event requests solely at their professional discretion due to the courtyards' proximity to living quarters.
- D.** The capacity of the location is 213 persons. No equipment is permitted to be placed on the grass.
- E.** The EC Courtyard may not be scheduled by any external entities.

#### **XVIII. FACILITY RENTAL RATES**

Please visit [www.csuohio.edu/conferenceservices](http://www.csuohio.edu/conferenceservices) for current facility rental rate information.

#### **XIX. FENN TOWER FACILITY USE**

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

- A.** 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.
- B.** 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 at the requesting organization's cost. Their decision will be based upon, but not limited to, event type, location, expected attendance, and previous history.

- C. CSU Police 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 Facilities Use Policies, alcohol on premises, number of attendees, or an admittance fee. The sponsoring department or organization is responsible for all fees assessed.
- D. University Police will notify campus organizations in advance if an officer will be assigned to their event along with all potential costs.
- E. 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,
- F. 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.
- G. 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 or damage, or cleaning required as a result of the sponsoring departments or organization's use of the facility will be billed accordingly.
- H. 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, when required, a representative from the Department of Student Life.
- I. All events must end by 12:00 am (midnight) to limit the potential disturbance to housing residents. The CSU Police officer on duty is authorized to determine if the amplification level is appropriate during the event.

## **XX. FIRE AND SAFETY, OPEN FLAMES, SMOKE MACHINES**

A person or organization shall not utilize, or allow to be utilized on University premises, any open flame, burning candle or candles, pyrotechnic devices, and smoke/fog/haze machines in connection with any public meeting or gathering for purposes of amusement, deliberating, education, entertainment, instruction, recreation, worship, or similar purposes. Organizations disregarding this policy will be subject to immediate termination of their event by CSU Police and be subject to loss of future scheduling privileges.

## **XXI. FOOD SALES – BAKE SALES / DONATIONS / FUNDRAISERS**

A staff member from the organization must be designated to monitor all aspect of food handling in compliance with Food & Drug Administration (FDA) food safety recommendations. This includes time & temperature requirements for safe food handling and ensuring that perishable foods are disposed of following the event. Complete information about the FDA Safe Food Handling Codes may be downloaded at [www.fsis.usda.gov/pdf/cooking\\_for\\_groups](http://www.fsis.usda.gov/pdf/cooking_for_groups)

Additionally, University organizations may sell or distribute food only if they do so in conformity with the following procedures:

### **A. Food Sales – Bake Sales**



1. Food prepared by a University organization for bake sale fundraising activities may be sold when the space has been properly reserved through Conference Services.
2. All food must be individually wrapped, enclosed beneath plastic, or otherwise be reasonably protected from unnecessary handling or other airborne contaminations.
3. The University organization selling and distributing is responsible for normal cleaning of the sales site at the completion of the sales event.

#### **B. Donations**

1. All donated food must be processed or prepared in a licensed food service operation, or in an establishment or place, meeting equivalent requirements of the Ohio Department of Health. A letter of donation from the licensed food operator to the Director of Dining Services must be provided ten (10) working days in advance of the event.
2. When the Director of Dining Services has approved a Catering Services Waiver Request form, and food will be sold or distributed, a Temporary Food Permit is required. A Temporary Food Permit may be obtained by applying to the City of Cleveland's Division of Licenses and Assessments a minimum of one week prior to the event, with the appropriate application/process fee at:  
Cleveland City Hall  
601 Lakeside Avenue – Room 122  
Cleveland, Ohio 44114  
Attn: Division of Licenses and Assessments  
216/664-226
3. A representative of the Health Department will be on site to ensure all Health Department guidelines are being followed. They will give approval for the food service to begin. A valid temporary food service license must be presented to Conference Services and Dining Services prior to the scheduled food event. If there is not a valid license presented, the event will be cancelled

#### **C. Fundraisers**

Fundraising activities by CSU organizations are not permitted if the funds are designed solely to enrich an individual or commercial partner. A fundraising activity is permitted only when a comprehensive budget plan has been presented to, and approved by, the appropriate University Chairperson, Dean, or Vice President. Disbursement of net proceeds must be clearly designated a part of the budget proposal.

### **XXII. FRONTING EVENTS**

Fronting consists of eligible University department or student organizations reserving space for another individual or organization. Non-disclosure of the actual client to obtain use of facilities or discounted facility rates is not permitted. Professional or external organizations are not eligible for University departmental or student organization facility rates. They are considered to be "Partnership" and will be assessed the appropriate "Partnership" facility rates.

Organizations caught fronting an external organization will be responsible for the full facility rate and possibly subjected to the loss of reserving facilities for future events. Fronting will be determined by Conference Services by considering the event details and the CSU affiliation of the attendees.

### **XXIII. GRANT PROGRAMS**

In accordance with section IV. Section C. Use of Facilities With External Organizations in Partnership with CSU, external organizations convening programs on campus are responsible for 50% of the approved University facility costs. Grant funded programs need to include facility, labor, and technical support in the original proposal. Those costs are billable by appropriate University departments upon program completion.

#### **XXIV. HOLIDAY AND SUNDAY FACILITY USE**

Facilities utilized on a Holiday, Sunday, and other days when the University is officially closed, whether by internal or external organizations, will be assessed fees that reflect all costs associated with supporting the program. Any costs incurred due to the required direct costs will be additionally assessed.

#### **XXV. MINORS ON CAMPUS**

**The comprehensive Minors on Campus Policy approved by Board of Trustees Policy numbers 3344-94-01 through 3344-94-05 may be found at <http://www.csuohio.edu/compliance/minors-campus>**

This Policy provides for appropriate supervision of minors who are involved in University-sponsored programs or programs held in CSU facilities.

CSU is committed to ensuring the safety and well-being of minors visiting our campus. The purpose of this Policy is to describe requirements placed upon administrators, faculty, staff, students, volunteers and others who work with minors to fulfill CSU's obligations as mandated by law, and to provide a safe experience for any minor visiting CSU's campuses or involved in University-related programs.

It is imperative that non-enrolled minors on campus be supervised appropriately to keep them healthy and safe while visiting the University. All programs and activities that involve minors fall within the scope of this Policy including: programs sponsored by the University or third party entities, at all CSU locations. Program sponsors shall understand and comply with all requirements of Policy 3344-94-01 through 3344-94-05.

#### **XXVI. NATIONAL COLLEGIATE ATHLETIC ASSOCIATION (NCAA) REGULATIONS**

**The comprehensive NCAA Regulations policy is available at <https://csuvikings.prestosports.com/genrel/Facilities.pdf>**

This policy provides for responsible facility use of University facilities while staying within the NCAA regulations for practices, competition, camps, clinics, tryouts, and/or state high school events, ticketed events, and high school contests in conjunction with college competitions.

#### **XXVII. NON-USE OF RESERVED FACILITY**

Internal 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 facilities will lead to assessment of all associated fees incurred.

#### **XXVIII. OUTDOOR SPACE USE**

Students who wish to engage in any expressive activity in groups of 25 or fewer, including soliciting signatures on petitions, may do so, without any prior notice to the university, in the open campus areas, plazas, and sidewalks. Other use of outdoor space for expressive activity use of outdoor space for expressive activity must be

scheduled with Conference Services at least 3 working days in advance. Distribution by hand of literature or flyers, and the presence of an information solicitor, is limited to the outdoor area scheduled. The individual or organization cannot move to indoor facilities due to inclement weather. No individual or organization utilizing outdoor space for expressive activity may interfere with the normal daily activities of the University community and recognized official University related activities.

#### **XXIX. OWNERSHIP RIGHTS**

The University's policies and procedures covering the ownership of patents, copyrights, and other rights in invention and in written and recorded material shall govern the production and distribution of conference related speeches, proceedings, recorded materials, and other publications.

#### **XXX. PARKER HANNIFIN FACILITY USE**

All current CSU Facilities Use Policies are in effect for the Parker Hannifin Building. Additionally, the following criteria will be implementing to provide protection for legal, safety, and fiscal consideration of the guests during events in this historic facility:

- A.** Dances, parties, Greek rushes, and events in similar spirit, are ONLY permitted from Friday 5:00 pm to Sunday 6:00 pm.
- B.** 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 at the requesting organization's cost. Their decision will be based upon, but not limited to, event type, location, expected attendance, and previous history.
- C.** CSU Police 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 Facilities Use Policies, alcohol on premises, number of attendees, or and admittance fee. The sponsoring department or organization is responsible for all fees assessed.
- D.** University Police will notify campus organizations in advance if an officer will be assigned to their event along with all potential costs.
- E.** 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.
- F.** The maximum capacity for the first floor conference area is 125 persons.
- G.** 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.
- H.** 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 or damage, or cleaning required as a result of the sponsoring departments or organization's use of the facility will be billed accordingly.
- I.** 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, when required, a representative from the Department of Student Life.
- J.** Amplified music of any type is not permitted in the facility prior to 5:00 pm Monday through Friday.

#### **XXXI. PARKING REQUIREMENTS**

- A. CSU's Department of Parking & Transportation Services is responsible for providing parking services to CSU students, faculty, staff and visitors. Visitors may purchase parking at the published visitor rate in visitor lots and/or for the posted and/or prearranged Special Event rate at designated locations. Parking rules and regulations are in force at all times.
- B. Event Hosts are responsible for making parking arrangements for any visitors to campus a minimum of three (3) days prior to the event for small events. Events that anticipate needing 50 or more visitor parking spaces should make arrangements at least ten (10) days in advance. Vehicles parked on campus without paying per hour and/or permission from CSU Parking & Transportation Services are subject to ticketing and tow. Visitor parking is provided on a space available basis.
- C. To request special event parking, department reservations, or special events, please complete a request form and submit via fax to Parking & Transportation Services (216.687.5505) or email to [parkingrequest@csuohio.edu](mailto:parkingrequest@csuohio.edu). The forms are available to download from the Parking website at [www.csuohio.edu/services/parking/specialevent](http://www.csuohio.edu/services/parking/specialevent).
- D. Parking & Transportation Services reserves the right to decline any reservation or special event request based on spaces available. In such cases, event hosts will be advised of alternate options.
- E. All reservations request forms must include a CSU account number. All fees will be charged to the department's account number at the end of each month.
- F. Use of Valet Services – Special event request forms must also be submitted for events that plan to use valet services to park vehicles on campus. The Department of Parking & Transportation Services will work directly with the Valet Service provider to arrange for parking valet vehicles and the cost will be charged to the department hosting the event.

### **XXXII. POLITICAL PROGRAMS AND ACTIVITIES**

Political programs and activities are subject to all enumerated provisions of the University Facilities Use Policies. University facilities may not be used in any manner to involve the University as endorsing a partisan political position. University organizations may sponsor a political candidate for speaking engagements only.

The use of institutional facilities for partisan political purposes may be scheduled by established student groups provided the student group pay the usual and normal charge. Administrators and faculty should take special care in relation to any such proposed student activities to avoid the appearance of institutional endorsement of a particular issue, candidate, or political party.

### **XXXIII. POSTING ON BULLETIN BOARDS**

This policy is intended to cover the general use bulletin boards on the Cleveland State University [CSU] campus. CSU Departmental or Student Government Association [SGA] bulletin boards are not to be included under this policy.

Postings on each board are to be cleared daily when literature is out dated or posted without approval. Literature posted on any location other than approved bulletin boards shall be removed without exception.

Approval of a sign/poster by the University does not constitute University endorsement or approval of the organization/event.

- A. Conference Services must stamp posting literature from all internal and external non-student organizations. The literature will be removed if an original stamp of approval does not appear on it.

- B.** Only one piece of literature from each approved event will be posted per bulletin board.
- C.** Any literature posted on surfaces other than designated bulletin boards will be removed without exception.
- D.** Conference Services will only hang a maximum of three departmental postings at one time.
- E.** All literature will be taken down and disposed of immediately following the expiration date stamped on the literature.
- F.** Posters cannot be larger than 19" x 24".
- G.** The Physical Plant Department must approve temporary freestanding outdoor displays.
- H.** Conference Services will not be held responsible for damages to postings while removing material that is out of date, over-sized, or incorrectly posted.
- I.** Costs to repair any damage due to improperly posted materials will become the responsibility of the organization listed on the literature.
- J.** Credit card promotional materials may not be posted.
- K.** 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.

**Conference Services Responsibility – 11 copies**

**Fenn Tower & Heritage Hall: delivered to FT Residence Life office**

Two copies for Fenn Tower  
Eight copies for Heritage Square

**Science Research**

Between SR 151 & 152

**Student Print Shop Responsibility – 21 copies sent to SC 129**

**Health Sciences**

HS 238  
Third floor inner link

**Main Classroom**

First Floor

Chester Building Link  
Across from MC 103  
MC 123  
MC 147

Second Floor

Science Research Link  
North Elevators  
Across bridge next to MC 204  
Between MC 212 & 213, near staircase "B"  
Outside of MC 219  
Outside MC 201& 202 bridge  
MC 223  
MC 252

Third Floor

MC 303  
MC 307B  
MC 321  
NW Corner next to MC 314

Fourth Floor

North Elevators  
MC 409  
MC 434  
MC 463

**Rhodes Tower**

Lobby

The following building **Do Not** have public use bulletin boards and literature will not be posted:

- Urban Building
- Monte Ahuja Business Building

- College of Law Building
- Music Communication Building
- Chester Building
- Julka Hall College of Education
- Stilwell Hall

#### **MESSAGE BOARDS IN STUDENT CENTER**

Submit your form to: [studentcenter@csuohio.edu](mailto:studentcenter@csuohio.edu) for approval

#### **XXXIV. PRIVATE FAMILY FUNCTIONS**

Private family functions may be held in University facilities for currently enrolled CSU student, active staff and faculty, and alumni. The immediate family (parents and children) of these previously listed constituents are also eligible for this benefit.

- A.** Procedures for scheduling function
  1. Schedule the family function 30 days prior to the event
  2. Adherence to all current CSU Facility Use Policies
  3. Event cannot interfere with or supersede academic programming
  4. Weekday evenings and weekends only
  5. Signed CSU Rental Contract with Conference Services
  
- B.** Fees
  1. A 50% facility discount will be provided
  2. All additional direct costs will be billed at the current University departmental rates.

#### **XXXV. RECREATIONAL DEVICES**

Personal recreation 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.

#### **XXXVI. RENTAL EQUIPMENT EXPENSES**

Requested equipment that is not in CSU's inventory will be rented by Conference Services from a University approved rental contractor. The internal or external organization scheduling the program is responsible for all affiliated rental equipment costs.

#### **XXXVII. REVOKING RESERVATIONS**

Conference Services may revoke approval for use of any University facility when facilities are misused, or any of the provisions of the reservation procedures are violated. Future applications, or facility reservations already scheduled, will not be approved if the organizations' scheduling privileges have been revoked for misuse.

#### **XXXIV. STUDENT CENTER FACILITY USE**

In addition to standard CSU Facilities Use Policies, 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 community organizations. For purposes of these criteria, an "event" is not a meeting, but a gathering to which members of the sponsoring organization or department as well as others are encouraged to attend through publicity or invitation.

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

#### **A. Facility Reservations**

1. *Campus Wide Events*: Student organizations and University departments 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 Dean of Students 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).
2. *Student 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.
3. *University Department Events*: University departments may request space for events up to twelve (12) months in advance of the proposed event date through the standard space reservation process.
4. *External Organization Events*: External organizations acting independently or in partnership with a University department or student organization may reserve space up to six (6) months in advance of the proposed event date through the standard space reservation process.
5. *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.

#### **B. Amplified Sound**

1. The University by and through Conference Services, reserves the right to establish acceptable decibel levels for amplified sound in Student Center event spaces.
2. Student Center Atrium amplified sound may not exceed 80 decibels as measured from Conference Services equipment.
3. The Atrium is limited to having one amplified sound event at a time.

- C.** Atrium events must accommodate pedestrian traffic throughout the event, may not impede access to Bar Uno, 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.

#### **D. Posting Policies**

1. Electronic versions of postings may be sent to [studentcenter@csuohio.edu](mailto:studentcenter@csuohio.edu) for digital display purposes
2. No paper (or like) postings shall be hung on any window, door, or finished surface in or on the Student Center. The University by and through Conference Services reserves the right to remove all postings from any surface.
3. 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.

#### **E. Banners**

1. The Department of Student Life reserves the right to review and approve all banners. 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](mailto: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.

2. 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.
3. Banner space may be reserved through Conference Services on a first come, first served basis.

#### **F. Public Address System Use Policy**

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:

1. Building emergencies:
  - a. Fire alarms
  - b. Weather related warning
  - c. Building evacuations
  - d. System tests
2. Student Center closing announcements
3. Locating staff and patrons in some type of emergency situation. Examples would include the following:
  - a. Medical emergency
  - b. Attempting to locate a separated parent/child that could not be located via a physical search of the facilities
  - c. To locate a vehicle owner involved in an incident/accident in one of the University parking lots
4. 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:

1. 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
2. Announcements of a program or event
3. Announcements that a vehicle light has been left on
4. To contact a staff member or a customer in a non-emergency situation

#### **G. 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.



### **XXXVIII. 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.

### **XXXVI. TOBACCO FREE CAMPUS**

The comprehensive Tobacco Free Campus Policy approved by Board of Trustees Policy number 3344-44-01 may be found at <http://www.csuohio.edu/tobaccofree/policy.html>

Tobacco use, including the sale, advertising, sampling and distribution of tobacco products and tobacco related merchandise is prohibited in all University facilities, on all University grounds, whether leased or owned, and at University-sponsored events, regardless of the venue.

### **XXXVII. VENDOR TABLES**

An external vendor must complete a Facilities Use and Service Contract with Conference Services and all University Facility Use Policies apply accordingly. Vendor tables are limited to the Student Center and Main Classroom Atrium areas, to be informational only, with no commercial, profit making, or direct sales events permitted on University property, except through approved vendors under contract with CSU. Only the University approved and contracted financial institution may set up information and promotional tables. No other bank or financial institution is permitted.

### **XXXVIII. 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)