



Cleveland State University
Division of Business Affairs and Finance
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. The Senior Vice President for Business Affairs and Finance or designee shall be responsible for review and action on any revisions.

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 reservations and rentals 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 because of occupancy beyond regular business hours, audio-visual requirements, housekeeping, personnel required to service the event, special equipment, parking, and technical support. Direct Costs are assessed for all EVENT SPONSORS.

“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, Partnership Events and University Organization 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.

“FACILITY RENTAL FEES” are established by the University to cover the indirect costs to support the University’s facilities including HVAC, electrical use, waste disposal, maintenance and capital improvements.

“FACILITY REQUEST FORM” shall be how Event Sponsors must submit Event information to the Department of Conference Services.

“FACILITY USE AGREEMENT” is the University document required for all External Organizations and Partner Organizations which are permitted to use University facilities.

“PARTNER ORGANIZATION” is an external organization that has been designated a “Partner Organization” by a Dean, Vice President or equivalent senior University leader for a specific event or series of events, in writing, to the Director of Conference Services.

“PARTNERSHIP EVENT” is a program or activity that is planned and directed by a Partner Organization with the support of a University Organization.

“PERFORMANCE AGREEMENT” is a University document required for All University Organizations when an outside speaker, performer, or third party becomes a part of an Event.

“UNIVERSITY ORGANIZATION 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.

“UNIVERSITY EVENTS CALENDAR” is how Conference Services distributes Event information to the various University departments involved in direct service for Events.

III. Procedures for Scheduling CSU Facilities

All requests for University facilities, other than regularly scheduled academic classes, must be submitted to and approved by the Department of Conference Services in advance of the Event date in writing through a Facilities Request Form.

A. SUBMIT THE FACILITIES REQUEST FORM

All Event Sponsors must complete and submit to Conference Services. Facility Request Form must have all information related to the Event[s] including any prior approval required for the space requested. Event Sponsors are to provide accurate information, which will allow for prompt processing of the reservation request. Conference Services will respond to the Facility Request Form within five (5) working days of receipt.

For University Organizations, the Facilities Request Form may be obtained from the Conference Services website at: www.csuohio.edu/conferenceservices. For requesting purposes, student organizations are expected to obtain the Facilities Request Form through the student organization portal in order to gain the needed approval from The Student Involvement Center. For External Organizations, call 216-687-5007.

B. ISSUE A FACILITY ASSIGNMENT.

If space is available for the Event, Conference Services will issue a facility assignment in a Facility Use Agreement to External Organizations and Partner Organizations; and in an email message to University Organizations. The assignment by Conference Services 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 deny, alter, grant and later revise facility assignments.

C. SCHEDULING EVENTS – EVENT SPONSOR REQUIRED TIMELINES:

1. EXTERNAL ORGANIZATION EVENT

A Facilities Use Agreement must be fully executed by External Organization and Conference Services a minimum of fifteen (15) working days prior to the event, unless Event is subject to an extended deadline under item D in this section. External Organizations may request space be assigned up to twenty-four (24) months prior to Event date an Event to be scheduled during winter break, which is defined as mid-December through mid- January; and/or during summer, which is defined from mid-May through mid-August. For all other periods, External Organizations may request space be assigned no more than six (6) months in advance.

2. PARTNER ORGANIZATION EVENT

Facility Request Form must be approved by Conference Services a minimum of fifteen (15) working days prior to the Event, unless Event is subject to an extended deadline under item D in this section. Partner Organizations may request space be assigned up to twelve (12) months prior to Event date an Event to be scheduled during winter break, which is defined as mid-December through mid- January; and/or during summer, which is defined from mid-May through mid-August. For all other periods, Partner Organizations may request space be assigned no more than six (6) months in advance.

3. UNIVERSITY ORGANIZATION EVENT

Facility Request Form must be approved by Conference Services a minimum of seven (7) working days prior to the Event, unless Event is subject to an extended deadline under item D in this section. University Organizations, which are colleges, departments and offices, may request space be assigned up to eighteen (18) months prior to Event date. University Organizations, which are student organizations, may request space be assigned up to six (6) months in advance,

D. EXTENDED TIMELINE FOR SELECT EVENT LOGISTICS

Regardless of the Event Sponsor, a Facility Request Form must be approved by Conference Services a minimum of twenty (20) working days prior to the Event if any item listed below, or combination of items, pertains to the requested use of University facilities for Event:

- a. Evening events – after 2:00 p.m.
- b. Weekend events –Saturday and Sunday
- c. Advertising will invite general public to attend
- d. Admission fee or ticket sales will be required for admission
- e. Alcohol will be served
- f. CSU Police are required for the event
- g. Catering food waiver is requested from CSU Dining for the event
- h. Special requirements and/or services as defined by Conference Services are needed for the event

E. LATE REQUESTS

Requests from an Event Sponsor which are not received within the established timelines. Conference Services may deny the request; make a facility assignment with a Late Fee attached or take other action.

F. CHANGE REQUESTS

Any changes to the original Facility Request Form must be submitted in writing a minimum of five (5) working days prior to the Event via the Change/Cancellation Form at www.csuohio.edu/conferenceservices. Conference Services reserves the right to deny, alter or grant such change requests.

G. CANCELLATIONS

The cancellation of an Event must be done a minimum of three (3) working days prior to the Event in writing via the Change/Cancellation Form at www.csuohio.edu/conferenceservices. Event Sponsors will be assessed a Facility Rental Fee and all estimated Direct Costs if notice is not provided. Event Sponsors must also notify Catering and Parking under the terms of those service arrangements.

H. NON-USE OF FACILITY

University Organizations failing to cancel a reservation and not using the reserved facility will receive written notification from Conference Services. A second written notification for non-use of reserved space during the same semester will lead to an assessment of all associated Direct Costs for the event.

Non-use by External Organization's and Partner Organizations will be treated as a failure to cancel.

I. ADDITIONAL SERVICES

Event Sponsors may arrange for Catering, Parking and/or other amenities for an Event by contacting the appropriate CSU department or local provider if CSU department does not hold exclusivity for service.

J. OTHER CHARGES

Event Sponsors may be assessed other charges for housekeeping, security and/or other costs related to the Event. Conference Services will notify Event Sponsor no less than ten (10) working days before Event or within five (5) working days of receipt of Facility Request Form, whichever is later.

K. FACILITY USE AGREEMENT AND TERMS OF USE

For University Organizations, Event Sponsor is required to comply with these Procedures and Event Sponsor's use of the assigned facility constitutes acceptance of terms. For External Organizations and Partner Organizations, a signed Facility Use Agreement is required.

L. PERFORMANCE AGREEMENT

All University Organizations must submit a completed Performance Agreement to Conference Services when an outside speaker, performer, or third party becomes a part of a Event. This document which is to have been signed by University Organization and third-party, must be submitted 5 (five) days in advance of the Event date. University Organizations may request a Performance Agreement template from Conference Services.

IV. Conditions of University 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, but are not limited to:

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. Event Promotion

Event Sponsors are required to await Conference Services' notice that space has been assigned before Event is advertised.

1. Posting:

All bulletin boards and display screens are for University use only. 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 (2) 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 bulletin 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.

Any promotion of Events on other bulletin boards must be expressly approved by the college, department or office responsible for the bulletin board[s]. The University retains the right to remove items from any university bulletin board if it has not been expressly approved for posting.

2. Banners:

Conference Services will schedule the display of banners from the Student Center's interior railing by University Organizations on a first come, first served basis. Identification banners may be scheduled for up to one (1) semester – fall, spring or summer. Banners for an Event may be scheduled with an assigned space for no more than three (3) weeks prior to Event. University Organizations, which are student organizations, must gain prior written approval for the design of their banner before Conference Services will schedule. Only designated University staff may hang banners in the Student Center.

C. Partnership Events

The benefit to the University Organization and the Partner Organization is two-fold: increased capacity to reach the local community and the University; and an enhanced reputation for both. In conjunction with Partner Organizations and Partnership Events, the University Organization acting in partnership with the Partner Organization must have a representative on site during the event.

D. Private Events – Weddings, Ceremonies, Receptions and Other

External Organizations, which are individual persons affiliated with University or not, may request space be assigned for an Event with a Facility Request Form

to Conference Services. Private events are considered External Organization Events.

E. Fronting Prohibited

An Event in University Facilities that is reserved by or under the name of one organization, but that is planned to be used by another or is used by another, is referred to as a “fronted event.” Fronted events are prohibited.

University Organizations found to be responsible for 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 in writing to the Associate Vice President for Campus Support Services, under the following conditions: new information available; an alleged failure by Conference Services to enforce the procedures in a fair and reasonable manner with supporting documentation included; and AVP’s decision shall be final.

F. 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.

G. Fees

All University Organizations will be charged for all Direct Costs associated with Events as listed on the Conference Services website. 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.

H. CSU Police - Event Related Security

University Police shall solely determine and control security arrangements for all Events occurring in University Facilities, including but not limited to, the type, placement, and use of security personnel. 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.

I. Insurance

External Organizations and Partner Organizations are required to carry insurance to support their use of University facilities. The amount of insurance required will be determined by University’s Risk Manager. Event Sponsor may be required to name the University as an additional insured.

J. 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; the use complies with the On-campus Catering Policy; and when it is served pursuant to a valid liquor license. Additional fees may be associated with the service of alcohol.

K. 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

L. 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 may be reported to University Police and may be assessed the actual cost of cleaning, repair or replacement of damaged furniture, equipment or facilities.

M. Decorations

No decorations or signs may be affixed to walls, ceilings, doors, or any other part of the building or its contents. 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.

N. 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.

O. 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.

P. Parking for Event Participants

Event Sponsors are responsible for making their own parking arrangements through CSU Parking Services or an off-campus parking provider. CSU Parking has established the following deadlines: 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 services are permitted subject to the prior written authorization from the CSU Parking Services. The use of reserved parking spaces from an off-campus provider will require a separate contract and payment to that provider.

Q. 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.

R. Ticket Sales

The University ticketing vendor has been granted an exclusive for all events held in the Wolstein Center. If Event Sponsor deems the sale of tickets to an Event are desired or necessary, the University ticket vendor may be available to serve as the ticketing service. A request from University Organization, Partner Organization or External Organization for University ticketing vendor support must be submitted, in writing, to the Wolstein Center Ticket Manager for review and action no less than 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 Event Sponsor is responsible for all affiliated ticket vendor costs. The Event Sponsor is permitted to use a different means for distribution of tickets, collection of payments and reconciliation after the event, if the Event is not in the Wolstein Center and the Event Sponsor is able to so in a manner compliant with University Controller's requirements for cash handling, deposits, and payments.

S. Event Management for Event Sponsors

For External Organizations and Partner Organizations, a representative of the Event Sponsor is required to be in attendance throughout an Event to ensure compliance with these procedures; and said representative shall be identified by name tag or other means during the Event. For University Organizations, which are student organizations, a designated representative of the Event Sponsor must be present if the Event is open to CSU and/or the public, and must be a faculty/staff advisor. The Student Involvement Center may have additional requirements for student organizations. For University Organizations, which are colleges, departments or offices, a designated representative of the Event Sponsor must be present if the Event is open to CSU and/or the public,

T. 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. For External Organizations and

Partner Organizations, the Facilities Use Agreement may specify additional penalties.

V. 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.

VI. Additional Conditions for Specific Facilities

A. EUCLID COMMONS OUTDOOR COURTYARD

In additional to all other conditions of facilities use, the following conditions apply to the use of Euclid Commons Outdoor Courtyard.

The Department of Residence Life and all residential students have priority in the scheduled and unscheduled use of the Euclid Commons Courtyard. Other University Organizations may request use of the EC Courtyard on a Facility Request Form through Conference Services. Residence Life will control and limit amplified sound events to specific hours at their sole discretion due to the location's proximity to living quarters. The capacity of the location is 213 persons. No equipment is permitted to be placed on the grass. The EC Courtyard may not be used by an External Organization or a Partner Organization.

B. FENN TOWER BALLROOM AND THEATER USE

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

The Department of Residence Life has priority in the scheduled use of the Fenn Tower Ballroom and Fenn Tower Theater. Event Sponsors may request the use of the FT Ballroom and/or Theater on a facility request form to Conference Services.

University Organizations may request the Ballroom be assigned for a social Event [i.e. receptions, dances, parties, fraternity and sorority rush events] only if the Event will begin no earlier than 5:00 p.m. and end by midnight on a Friday or Saturday during fall or spring semester. There are no time restrictions for meetings, presentations and similar events.

C. PARKER HANNIFIN HALL USE

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

Amplified music of any type is not permitted in the assigned space for Event prior to 5:00 pm Monday through Friday.

D. RECREATION CENTER FACILITY USE

In addition to all other conditions for facilities use, the following will apply to the use of the CSU Recreation Center to place emphasis on use by CSU students and dues paying members of the Recreation Center.

Recreation Services has priority in the use of gymnasiums, program spaces, meetings rooms and locker rooms. Relatedly, Recreation Services department staff are responsible for monitoring compliance to these Procedures and addressing violations of these Procedures for Events in the Recreation Center. External Organizations and Partner Organizations will be assessed Facility Rental Fees and Direct Costs for the all spaces. University Organizations, which are student organizations, will be charged for Direct Costs. University Organizations, which are colleges, departments and offices, will be charged Facility Rental Charges and Direct Costs. Event Sponsors may contact Conference Services about Recreation Center spaces.

E. STUDENT CENTER FACILITY USE

In addition to all other conditions for facilities use, the following will be applied to events scheduled in the Student Center to place emphasis on events intended for CSU students and for university-wide celebrations [i.e. Radiance Scholarship Event].

University has determined SC Atrium amplified sound may not exceed 80 decibels as measured by Conference Services. The SC Atrium is limited to having one amplified sound event at a time. Events in SC Atrium must accommodate limited lounge seating and pedestrian traffic throughout the Event, may not impede access to restaurant or bookstore, and will generally be open to all and free of charge. There may be limitations related to set up of Event related furnishings and equipment in the Atrium area as the lounge furniture must remain in the space.

F. WOLSTEIN CENTER FACILITY USE

In addition to all other conditions for facilities use, the following will be applied to Events scheduled in the Bert L. and Iris S. Wolstein Center.

Wolstein Center department staff are responsible for assigning space for the Wolstein Center arena and meeting rooms for all Event Sponsors. Relatedly, Wolstein Center department staff are responsible for monitoring compliance to these Procedures and addressing violations of these Procedures for Events in the Wolstein Center. External Organizations and Partner Organizations will be assessed Facility Rental Charges and Direct Costs for the all spaces. University Organizations will be charged for Direct Costs in meeting rooms; and will be charged Facility Rental Charges and Direct Costs for arena. Contact Wolstein Center at 216.687.5007 for pricing and availability.