



Cleveland State University
Division of Business Affairs & Finance
Department of Conference Services

FACILITIES USE POLICIES
Effective 7/1/02 – Revised 10/1/11

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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

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 insure 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
- 2. PLEASE DO NOT ADVERTISE YOUR EVENT UNTIL THE CONFIRMATION NOTICE IS RECEIVED**
- 3. TIMELINESS:** Requests must be submitted to Conference Services minimum of (10) working days prior to the program.
- 4. CHANGES:** Any changes to the original reservation request must be submitted a minimum of five (5) working days prior to the program.
- 5. 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.
- 6. 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 POLICIES

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. The purpose of this policy is to define the responsibilities and limitations of the University in responding to request for use of facilities, because University facilities are specifically intended for educational purposes, while the focus of activities within those facilities is directed toward CSU faculty, staff, and students. These policies shall provide a clear statement of CSU's position and shall be applied in an impartial and consistent manner to all constituents hereinafter enumerated.

The intent of the policy is to ensure optimum use of resources and as a consequence, develop and maintain good public relations with organized groups wishing to use these resources. These policies 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, color, religion, national origin, sex, age, sexual orientation, disability, disabled veteran, Vietnam era veteran or other protected veteran 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 to 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, Instructional Media Services (IMS), Physical Plant, Parking, and Police.

IV. 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 expressed approval of the University President or their 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. 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. Return the completed request for to Conference Services a minimum of (10) ten working days prior to the program
 - d. CSU support department services will not be provided for any event that is not scheduled in the University Events Calendar
2. Internal University Organizations utilizing facilities for standard, daily operations are not responsible for facility rental costs as defined by CSU
3. Internal University Organizations are responsible for all associated direct costs as defined in Section I when applicable
4. 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
5. Fundraising activities by CSU organization are not permitted if the funds are designed solely to enrich and individual ore 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.

B. Student Organizations

1. 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. Return the completed request for to Conference Services a minimum of (10) ten working days prior to the program
 - d. CSU support department services will not be provided for any event that is not scheduled in the University Events Calendar
2. Internal University student organizations utilizing facilities for standard, daily operations are not responsible for facility rental costs as defined by CSU
3. Internal University student organizations are responsible for all associated direct costs as defined in Section I when applicable
4. Depending upon the type of planned student activity, liability insurance may be required
5. 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
6. Fundraising activities by CSU student organizations are not permitted if the funds are designed solely to enrich and individual ore 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.

V. 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 their 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.

The majority of the attendees/participants are 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:

- A.** The external organization does not bar participation because of race, religion, color, national origin, ancestry, sex, sexual orientation, age, or disability.
- B.** The program is related to the University mission of teaching, research, and service
- C.** The appropriate University budget officer has authorized the program
- D.** 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:
 - 1.** Assistance in planning the program and preparing the budget which details expense and revenue
 - 2.** Completing the Facilities Request Form which must be forwarded to Conference Services a minimum of (10) ten working days prior to the program
 - 3.** 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.
 - 4.** CSU support department services will not be provided for any event that is not scheduled in the University Events Calendar.
- E.** 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.
- F.** 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.
- G.** 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.
- H.** 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.
- I.** Fund raising activities by and 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.

VI. 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 their 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 has 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.** The external organization does not bar participation because of race, religion, color, national origin, ancestry, sex, sexual orientation, age, or disability.
- B.** University facilities may not be sued in any manner to state or imply that the University is endorsing an ethnic, political, sectarian, or religious position.
- C.** The external organization's activities are related to the University's mission of teaching, research, and service.
- D.** The proposed event must comply with all University policies and procedures.
- E.** 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.
- F.** Commercial or direct sales events are not permitted, except at the Wolstein Center, www.csuohio.edu/Wolsteincenter
- G.** Fundraising activities by an External 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, Conference Services. Disbursement of the net proceeds must be clearly designated as part of the rental contract.

H. Non Profit Organizations

A non profit association or corporation is organized for purposes other than generating profit, with no part of the income distributed to its members, trustee, directors, or officers. The non profit 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.

VII. 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.

VIII. ALCOHOL ON CAMPUS

Alcohol 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.

- 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 charge or any alcoholic beverages sold.
- C. 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, along with payment for the current cost of the license.

Ohio Department of Commerce
Division of Liquor Control
614/644-2360
www.com.ohio.gov/liqr

The approved Temporary Liquor Permit must be on display at the sited where the alcoholic beverages are served.

- D. 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.
- E. **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.
- F. **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.
- G. **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.
- H. **Miscellaneous**
 - 1. University Police will be present at all events where alcohol is served. The ultimate responsibility of 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.
 - 2. 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,

3. At events where alcohol is provided, food and non-alcoholic beverages MUST also be available.
4. University Police shall solely determine and control security arrangements including, but limited to, the type, placement, and use of security personnel, at the organization's cost.
5. Student Organizations must adhere to all additional liquor policies as listed in the CSU Student Handbook.

IX. 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 ten [10] 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

X. ANIMALS ON CAMPUS

No animals other than those utilized to aid the physically impaired are permitted inside University facilities.

XI. 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, 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

XII. CANCELLATION OF SCHEDULED EVENTS

Any event scheduled by internal University organizations, external organizations in partnership with CSU, or external organizations, may be cancelled by CSU due to: Partial or total destruction, 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.

XIII. 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

- A.** Catering services are subject to the University's Policy on Refreshments which may be found at: 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
- 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

- 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.

XIV. COMMERCIAL SALES AND SAMPLING

No commercial sales, profit making, or direct sales events are permitted on University property, except through approved vendors under contact with CSU. University organizations cannot function as on-campus agents or representative for commercial firms or enterprises.

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.

XV. 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.

XVI. CREDIT CARD VENDORS

No credit card vendors and/or credit card display promotional postings are permitted on University property.

XVII. 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.

XVIII. FACILITY RENTAL RATES

Please visit 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. CSU Police Department coverage is required for all events occurring after 5:00 pm weekdays, all day Saturday and Sunday. 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.
- C. 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.

- D. 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.
- E. 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.
- F. An event 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

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

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. HOLIDAY AND SUNDAY FACILITY USE

Facilities utilize of Holiday, Sundays, and other days when the University is officially closed, whether by internal or external organizations, will assessed a minimum charge of \$300.00 to reflect cost associated with supporting the program. Any costs incurred due to the required support services will be additionally assessed.

XXIII. 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.

XXIV. 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.

XXV. PARKER HANNIFIN BUILDING

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 in the Panel Room and Recreation Room from Friday 5:00 pm to Sunday 6:00 pm.
- B. CSU Police Department coverage is required for all events occurring after 5:00 pm weekdays, all day Saturday and Sunday. 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.
- C. The maximum capacity for the first floor conference area is 125 persons.
- D. 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.
- E. 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.

- F. 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.
- G. Amplified music of any type is not permitted in the facility prior to 5:00 pm Monday through Friday.

XXVI. POLITICAL PROGRAMS AN 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 political, ethnic, sectarian, or religious position. University organizations may sponsor a political candidate for speaking engagements only. University facilities may not be used for political fundraising activities where solicitation of funds, donations, or similar activities takes place. University facilities are not available to organizations for partisan political programs, receptions, fundraisers, or similar activities, and political campaign material supporting any federal, state, or local political party or individual politician may not be posted.

XXVIII. POSTING ON BULLETIN BOARDS

This policy is intended to cover the general use bulleting boards on the CSU campus. Departmental or Student Government Association (SGA) bulletin boards have their own exclusive policies and are not to be including under this policy.

- A. Conference Services must approve and stamp posting literature from all internal and external non-student organizations. Posted literature will be removed if an original stamp of approval does not appear on it.
- B. Conference Services' staff will post the literature.
- C. Only one piece of literature from each approved event will be posted per bulleting board.
- D. Any literature posted on surfaces other than designated bulletin boards will be removed without exception.
- E. Conference Services will only hang a maximum of three departmental postings at one time,
- F. All literature will be taken down and disposed of immediately following he expiration date stamped on the literature.
- G. Posters may not be larger than 20" x 24".
- H. Plant Services Department must approve temporary freestanding outdoor displays.
- I. Conference Services will not be held responsible for damages to postings while removing material that is out of date, over sized, or incorrectly posted.
- J. Costs to repair any damage due to improperly posted materials will become the responsibility of the organization listed on the literature.
- K. Political campaign material supporting any federal, state, or local political party or individual politician may not be posted.
- L. Credit card promotional material may not be posted
- M. 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.
- N. ELECTRONIC VIDEO MESSAGE BOARD IN STUDENT CENTER: Submit your form to studentcenter@csuohio.edu for approval.

XXIX. 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.

XXX. PUBLIC FREE SPEECH AND INFORMATION AREA

The use of the outdoor Student Center Plaza located at 2121 Euclid Avenue is available to individual or organizations wanting to exchange opinions as a freedom speech location, or a non-commercial, informational only program. The space must be scheduled with Conference Services and shall be governed by all of the applicable provisions contained herein. Distribution by hand of literature or flyers, and the presence of information solicitor, is also limited to the outdoor Student Center Plaza area. The individual or organization cannot move to indoor facilities due to inclement weather. No individual or organization utilizing the Student Center Plaza may interfere with the normal daily activities of recognized official University related activities.

XXXI. RECREATIONAL DEVICES

Personal recreation devices including, but not limited to, in-line skates, rollerblades, and skateboards, are not permitted to be used on handrails, fixed seating units, ramps, or any other area that is not a flat surfaced pedestrian pathway.

XXXII. 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.

XXXIII. 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. SMOKING POLICY

CSU is a smoke-free campus. CSU policy prohibits smoking inside all University buildings except for private rooms in residence halls.

XXXV. 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. 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 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. 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. 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.

XXXVI. 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.

XXVII. VENDOR TABLES

An external vendor must complete a Faculties 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.

XXVIII. 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: www.csuohio.edu/wolsteincenter
Contact Conference Services at 216/523-7203 or for further information visit: www.csuohio.edu/conferenceservices