

Department of Conference Services

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

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

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.

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.

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

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

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

- 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.

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.

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

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

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),

or any other similar cause beyond the control of the parties making it inadvisable, illegal, or impossible to facilitate the event within campus facilities.

A. EUCLID COMMONS OUTDOOR COURTYARD

In addition 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:

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.