

Brown-Cody Lounge

Facility Usage Policy Date Effective: July 1, 2009

Facility and scheduling requests must be made by completing an online *Calendar Event & Facility Use Request* form. Go to (<http://splus.southwestern.edu/SP/xpress/XpressWho.asp>) at least five working days prior to the event date. If special services (i.e., catering or audiovisual services) are needed, ten working days are suggested. Scheduling procedures for student organizations are printed in the *Student Handbook*.

After facility reservation is confirmed, a request can be submitted to add the event to the University Calendar for promotional purposes. Go to www.southwestern.edu/sucalendar/main.php?view=documentation to get details.

Scheduling Priorities

Priorities for building use are as follows:

1. Residents of Brown-Cody Hall
2. Residence Life
3. Other on-campus groups

(Non-SU groups are not allowed access to this space during the academic year.)

Hours of Operation

Sunday – Thursday 10:00 a.m. - Midnight

Friday – Saturday 10:00 a.m. – 2:00 a.m.

The University reserves the right to make judgments concerning facility usage and cancel events that are deemed dangerous and/or are not in compliance with regulations.

Regulations for Use

1. The sponsoring group/person must assume responsibility for all services requested. (i.e. catering or audiovisual services)
2. The sponsoring group must designate one person to assume complete responsibility for the event.
3. The existing furniture should be left in place and the room used as already set.
4. No furniture may be removed from the room.
5. Physical Plant staff will not move or set furniture in this space.
6. Brown-Cody Lobby is not scheduled for events, but a function scheduled for the Brown-Cody Lounge can “spill over” into the Lobby if necessary.
7. If the kitchen is used, it must be cleaned up before leaving.
8. Decorations are permitted provided they do not damage the facility or impede entrance/exit to the facility. Decorations must be removed at the conclusion of the event. If the decorations include removing pictures, they must be replaced.
9. University regulations prohibit the use of candles or halogen lamps.

10. The Brown-Cody Lounge must be returned to its original condition at the conclusion of the event (trash picked up and disposed of, furniture returned, decorations removed). There will be a cleaning charge of \$25 per hour if the above conditions are not met. The University reserves the right to charge groups/individuals for breakage and/or damage.

Indemnification/Insurance

External constituents wishing to rent the Brown-Cody Lounge must purchase a **Certificate of Insurance**. All aspects of this requirement are explained in the University's **Agreement for Use of Facilities**.

Southwestern University is not responsible for injuries sustained or property lost/damaged while persons participate in its facilities.

Exceptions to this policy must be approved by the Associate Vice President and Dean of Students.