

# Oberlin College & Conservatory

## Policy for Use of Peters Hall for Events

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**Policy Title:** Policy for Use of Peters Hall for Events

**Responsible Position for Policy:** Building Representative, Angela Szunyogh

**Office/Department Responsible for Policy:** A& S Dean's Office

**Division Responsible for Policy:** A&S

**Original Issue Date:**

**Last Revision Date:** 05/2020

**Log of Previous Revisions:** 03/2008, 11/2018, 1/2020

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- I. **Policy Purpose:** To clarify and outline scheduling of Peters Klutznick Commons
- II. **Policy Statement:** Peters Hall is primarily used to house staff offices and classrooms. In support of these functions, the use of Klutznick Commons (Peters Lobby) is limited.
- III. **Policy Scope/Eligibility:** All users
- IV. **Administration:** Scheduling Manager, Student Union Office
- V. **Procedures:**

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- I. Peters Hall is primarily used to house staff offices and classrooms. In support of these functions, the use of Klutznick Commons (Peters Lobby) is limited.
  - II. Klutznick Commons may be used for dinners/receptions only. These events must be discussed in detail with the scheduler of the space who will consult with the Building Representative when necessary.
  - III. Peters Hall may not be used for theater, dramatic performances/readings, recitals, dances, concerts, etc.
  - IV. During Reading Period and Finals, Peters Klutznick Commons will be booked for low key events to allow students to continue to use the space to study.
  - V. Peters Hall is booked through the Scheduling Manager in the Student Union through [stunion@oberlin.edu](mailto:stunion@oberlin.edu).

3.08

Reviewed 1.2020