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

I. Policy Purpose: To clarify and outline scheduling of Peters Klutznick Commons

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.

II. Policy Scope/Eligibility: All users

IV. Administration: Scheduling Manager, Student Union Office

V. Procedures:

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.

3.08
Reviewed 1.2020