

Oberlin College & Conservatory

Root Room Usage Policy

Policy Title: Root Room Usage Policy

Responsible Position for Policy: Tina Zwegat, Director of Student Activities

Office/Department Responsible for Policy: Student Union

Division Responsible for Policy:

Original Issue Date:

Last Revision Date: 05/2020

Log of Previous Revisions: 01/2020

- I. **Policy Purpose:** To clarify scheduling and use of space.
 - II. **Policy Statement:**
 - III. **Policy Scope/Eligibility:** All users
 - IV. **Administration:** Student Life
 - V. **Procedures:**
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I. Carnegie Root Room Specifications:

- A. College sponsored events: Student Union Scheduling (Ext. 58106)
- B. Non-college sponsored events: Conference Services (Ext. 58730))
- C. Location: Second Floor, Carnegie Building, 52 W. Lorain St. Room dimensions:
- D. 45' x 135'
- E. Portable dance floor: 18' x 30'
- F. Maximum capacity (Standing): 700
- G. Maximum capacity (Seated): 418
- H. Maximum capacity (seated catering): 232
- I. Steinway baby grand piano
- J. Catering: Campus Dining Services (Ext. 58420)

II. During the academic year scheduling for the Root Room is handled through the Scheduling Manager in the Student Union (stunion@oberlin.edu). Written approval must be secured before contracts are signed or publicity is distributed. College sponsored events have priority during the academic year.

III. Scheduling non-college sponsored events during the academic year is strongly discouraged. Exceptions to this may be break weeks, or holidays. Staffing must be secured before any event is booked in the Root Room. All non-college sponsored events must first go through Conference Services, who in turn forwards the request to the Student Union for approval.

IV. Contracts may not be signed without written approval. These events must have a responsible member of the College community in attendance.

V. Catering in the Root Room is handled by Campus Dining Services. Exceptions to this policy are made only with approval from the Director of Campus Dining Services. Any movement (set-up/strike) of furniture is to be done by Fac Ops UAW employees. College event sponsors will be billed directly by Building & Grounds. Billing for non-college sponsored events is handled through Conference Services.

Reviewed: 1.2020