

EDINBORO UNIVERSITY OF PENNSYLVANIA

USE OF REEDER LECTURE HALL/THEATER-Policy No. D001

Supersedes Policy No. D001, Dated 2/6/90 and 2/21/92

Recommended for Approval By Dr. Glenda M. Lawhorn, Vice President for Student Affairs

Approved By Foster F. Diebold, President on April 6, 1995

Review Date: As Required

INTENT

This policy is established to assure the orderly and appropriate utilization of Reeder Lecture Hall/Theater.

POLICY

Uses of the Lecture Hall/Theater

Because of the security requirements of a facility located within a building used for student housing, as well as the absence of immediate parking facilities, the use of the Reeder Lecture Hall/Theater shall be limited. The following types of functions, may on occasion, be scheduled: public meetings of the Council of Trustees, special academic events for which outside speakers or performers are brought to the campus to address small groups, meetings which involve the President or Vice Presidents with such constituent groups as the Edinboro University Advisory Board, Department Chairpersons, etc. It is required that the request for use of the Lecture Hall be related to the basic mission of the institution. Specifically prohibited would be the use for regular class or staff meetings, and similar activities.

Reserving the Reeder Lecture Hall/Theater

All requests for use of the Lecture Hall should be made in writing two weeks in advance of the scheduled event to the appropriate Vice President within the requester's division. Requests should contain appropriate details as to the specific use of the Lecture Hall and the appropriateness of the event. The Vice President will notify the Building Director of Reeder Hall that a request is being made. The Building Director, in conjunction with the Executive Assistant to the President, will make a determination as to the approval of the request. The Building Director will then notify the appropriate Vice President of the

disposition of the request. If approved, a Facilities Request Form should be initiated by the requester to the Conference and Convention Center to insure that the University police, and maintenance and custodial staff are aware of the scheduled event.

Keys to the Reeder Lecture Hall/Theater

The Building Director will be responsible for giving the Reeder Lecture Hall/Theater key to whomever is responsible for a scheduled event. The key to the facility may not be transferred to another individual. Whenever the key is given out, it is to be returned within twenty-four hours after the event has taken place. At the time the key is returned, the Building Director will inspect the facility to make certain it has been maintained in good order. The individual or group which has scheduled the use of the facility is responsible for seeing that it is in order after use, but the Building Director will ensure that the facility receives regular cleaning and maintenance. A "sign out/sign in" record of the key will be maintained by the Building Director. The individual who requests the reservation of the facility must be the same individual who signs out the key and returns it to the Building Director.

Security of the Reeder Lecture Hall/Theater Area

Because of the security needs of a building used for student housing, the individual who signs out the key is responsible for securing the lecture hall/theater and general surrounding area, including the doors at the south stairwell exit and the east exit to the walk-way. The doors should be checked and secured after all participants have arrived, and again after all participants have vacated the building.