## Brown-Cody Lounge and Lobby (hereafter referred to as Brown-Cody) Facility Usage Policy Date Effective: August 1, 2015

**Facility Overview:** Brown Cody is a residential facility. Use of the lounges and common areas are primarily for residents.

Scheduling Contact: Assistant Director of Residence Life – 863-1803

## **Scheduling Priorities**

Priorities for facility use are as follows:

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

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

## See General Facilities Use Policy for regulations applicable to ALL University facilities.

## **Specific Regulations for Use of Brown-Cody**

- 1. The existing furniture should be left in place and the room used as already set.
- 2. No furniture may be removed from the room.
- 3. Physical Plant staff will not move or set furniture in this space.
- 4. 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.
- 5. If the kitchen is used, it must be cleaned before leaving by sponsoring group.
- 6. Food and beverages are allowed in this facility.
- 7. Decorations are permitted provided they do not damage the facility or impede entrance/exit to the facility. Use of nails, tacks or tape on any wooden or painted surface is forbidden. (3M and push pins are allowed.)
- 8. Decorations must be removed at the conclusion of the event.

Exceptions to this policy must be approved by Dean of Students and Director of Residence Life.