

Sharon Lord Caskey Center
(hereafter known as the Caskey Center)
Facility Usage Policy
Date Effective: August 1, 2015

Facility Overview: The Caskey Center includes a lobby, community room and four sorority chapter rooms. Use of the common areas is primarily for residents. The areas are normally informal gathering spaces, but the Caskey Community Room and Caskey Lobby can be reserved.

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

Scheduling Priorities:

Priorities for facility use are as follows:

- Residence Life
- Four sororities with chapter rooms in the building
- Other on-campus groups
- Large events will not be scheduled on evenings of chapter meeting times.
(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 the Caskey Center Community Room

1. Events must be sponsored by a registered student organization or a formal campus group (faculty department, physical plant, student activities, etc.).
2. The existing furniture should be left in place and the room used as already set up.
3. Physical Plant staff will not provide or move furniture in this space.
4. No furniture may be removed from the room.
5. The consumption of alcoholic beverages at student events must be approved in writing by Director of Student Activities at least 5 days prior to the event. The Alcohol Event Request Form can be accessed from the Student Activities website - <http://www.southwestern.edu/offices/studentactivities/forms.php>
6. 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. (Reusable adhesive such as Handitak is allowed.)
7. Decorations must be removed at the conclusion of the event.

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