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.