

# Meetings & Events Policies

## Event and Room Scheduling

When an event or meeting is to be held a R-25 form needs to be filled out on-line through the conference services website. This does NOT include classes for which students have registered. This form should also be filled out so that individuals (especially outside the university) can be given directions and helped by University personnel (since the event will be listed on the University Calendar).

The R-25 form and other policies are found on the Conference Services homepage (<http://www.csuohio.edu/services/conferenceservices/>), choosing the "Forms" and "Facility Request" link. This form is to be submitted to conference services 10 days before the event. This is absolutely necessary to do when the building/university is closed: otherwise the building will be locked and the utilities will be set to an unoccupied mode. This scheduling will notify appropriate campus personnel PRIOR to the event that the building has to be unlocked, utilities need to be turned on and notifies the campus police for safety reasons.

Building hours for the various CSU buildings are given on the website <http://www.csuohio.edu/offices/accesssecurity/buildinghours.pdf> (or search the CSU website for building hours).

Any questions on filling out this R-25 form or the process should be directed to:

Lorna Linen

Conference Services

216-523-7205

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