

ROOM AND SPACE RESERVATION POLICIES  
SAUNDERS CENTER FOR MUSIC STUDIES  
LEGACY HALL and STUDIO THEATRE  
SCHWOB SCHOOL OF MUSIC

The Schwob School of Music is a vibrant and busy music community. We value our relationships with third-party musical organizations and individuals who wish to reserve space in our facilities. The policies enumerated here help insure we can meet our primary mission of educating Schwob students while also making rehearsal, performance, and meeting spaces available to community partners when they are not in use by faculty and students.

1. Third party space requests must be made at least one month before the date requested.
2. All non-Schwob events held during evenings or weekends are required to use Columbus State University security for the duration of the event. The costs are \$10 per hour, with a minimum of four hours per event; payment (check or money order, to **Columbus State University**) must be received at least three weeks prior to the event. The Schwob Facility Coordinator will work with the third party to coordinate logistics with CSU security.
3. Events including minors *must* adhere to the CSU Minors Protection Policy, which requires participant parents or guardians to complete a waiver form prior to the event.
4. A space reservation includes room(s) only. If any equipment is needed, requests need to be sent to the Facility Coordinator at least three weeks prior to the event. This includes any musical instrument (e.g. pianos) or musical equipment (e.g. music stands). There may be a set-up fee and cost for tables (varies) and table linens (\$5 per linen). If a large number of tables are requested, the Facility Coordinator will contact the CSU Campus Support Services for a price quote. Any use of musical instruments requires permission of the Facility Coordinator.
5. The event organizer must turn off the lights and make sure each room used is locked following the event.

6. When using Legacy Hall or Studio Theatre for events or concerts make sure to reset the stage, clean the hall, and put chairs and stands back in their original locations. The event organizer is responsible for ensuring that the hall is in perfect condition upon leaving. Additional cleaning charges may be required in some cases.
7. No food or drinks are allowed in the halls, ensemble spaces, classrooms, and practice rooms without prior permission. **The use of alcohol is strictly prohibited in the facility.**
8. Since the building supports CSU classes, rehearsals, concerts etc., we cannot guarantee a specific set-up of the rooms for a third-party event. The third-party organizer will be responsible for setting the room up prior to an event and re-setting the room to make sure everything is put away or returned to its original location following the event. If a room includes a set-up diagram on the wall, please re-set the room according to the diagram.
9. **Failure to observe these policies may result in the revocation of space use privileges.**

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