Guidelines for Use of Cassat Hall Main Lounge
Reserve the lounge through the Cassat Hall Director at x7246

1. Cassat Hall Main Lounge is an alcohol-free space.
2. Student activities will receive first priority.
3. Cassat Hall is locked on a 24-hour basis. Staff/faculty can only access the building if their ID card has been activated. It is your responsibility to provide Residential Life with the names of the individuals who will need to access the building along with the specific dates and times access will be needed 48 hours prior to your event. Please use the Building Access Authorization which can be found on the OneCard website.
4. Fire code regulations state that Cassat Hall Main Lounge can accommodate a maximum of 256 people.
5. Week night events must end by 11 p.m. and weekend events by 1:00 a.m.
6. The pool table and the foosball table are not to be moved or used for serving or beverages. If the tables need to be moved, rebalanced or repaired following your event, you or your department will be billed for any charges incurred.
7. Any damages to the Lounge will be charged to you or your department.
8. You are responsible for all signage for your event.
9. All of the furniture is to be moved back to its original space (see furniture diagram on the wall). If not, you or your department will be responsible for labor charges.
10. Event sponsor must attend event.
11. If you have questions, please call the Cassat Hall Director, Ext. 7246, or Residential Life, Ext. 4072.

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Cassat Hall Main Lounge Reservation Request

Today’s Date: _______ Time: _______

Name: __________________________________ Dept./Group Name: __________________________
(please print)

Phone: ___________________ Email Address: _______________________

Sponsor: ___________________________ (required to attend)

Title of Event: ___________________________

Number Attending: _______ “X” One: _____ Private (group/invited guests only)

Account Number: ____________________ or

_____ Open to: __________________ (students, campus, public, etc.)

Day & Date: _________________________ Start Time: _____ am/pm End Time: _____ am/pm

“X” those which apply: _______ Catered Meal _______ Light Catering _______ Set-Up Required

Description of Event: __________________________________________________________

Set Up Start Time*: Start ______ am/pm End ______ am/pm

Names of individuals needing ID cards activated: __________________________________

Date/time ID cards need to be activated: ____________________________

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*Extra time must be allowed for any set up or catering requirements. Minimum time required for light catering, e.g., beverages/snack is half an hour before and after the event; for a dinner allow a minimum of one hour before and after the event; allow even more if there is a set up involved.

You will need to complete and route a “Facilities Set Up Request Form” if any special set-ups are needed. Please remember to send the Hall Director a copy of your set up form.