

UNIVERSITY OF PITTSBURGH POLICY 04-01-07

CATEGORY: FACILITIES
SECTION: Control and Assignment
SUBJECT: Use of the Croghan-Schenley Room
EFFECTIVE DATE: October 12, 2000 Revised
PAGE(S): 1

I. SCOPE

This policy establishes the regulations for use of the Croghan-Schenley Room in the Cathedral of Learning (156 Cathedral of Learning).

II. POLICY

The Croghan-Schenley Room in the Cathedral of Learning is administered by the Nationality Rooms Program.

In order to protect and preserve this historic room, the following regulations have been established:

Only representatives of staff or faculty organizations or responsibility centers may request use of the Croghan-Schenley Room for meetings.

No furniture, except chairs, may be moved by individuals. Protective table mats will be used at meetings to preserve the finish of the mahogany table. If a different configuration of the table is desired, permission must be obtained from the Nationality Rooms Program. Labor will be performed by the custodians.

The maximum seating in this room is 24. No additional chairs or other furnishing are permitted except an easel chart.

With special permission, receptions may be held in the room when sponsored by a member of the senior staff, who must be present and responsible. All food and beverages must be served by the University Food Service.

The room may not be used for storage, robing, as a base of operation, or as an assembly area.

The responsible organization that requests the room will be charged for any damage which might occur to room furnishings during a meeting or reception. Repairs will be charged to the account number on the request form.

III. REFERENCE

[Procedure 04-01-07, Use of the Croghan-Schenley Room](#)