I. PURPOSE

To define the steps for requesting use of the Cathedral of Learning Croghan-Schenley Room (156 Cathedral of Learning).

II. SCOPE

The Croghan-Schenley Room -- Refurbished and furnished by the Nationality Rooms Program, with a grant from the A.W. Mellon Educational And Charitable Trust, this transplanted 1830's room is one of the nation's finest examples of Greek Revival architecture. The Croghan-Schenley Room is shown as part of the Nationality Rooms tours when requested and it is not in use. The room may be requested for meetings Monday through Friday, 9:00 a.m. to 5:00 p.m. by faculty and staff.

III PROCEDURE

Eligible User

1. Submit a copy of FORM 0042 PITT 5003, Request/Permit for Use of the Croghan-Schenley Room (Exhibit A) to the Nationality Rooms Program (157 CL) at least two weeks prior to date of intended use.

Nationality Rooms Program Staff

2. Review the application to determine whether or not the criteria established by Policy 04-01-07 have been met.

3. If approved, forward a written confirmation to the user.

Eligible User

4. Contact the Nationality Rooms Staff located in the Information Center, Cathedral of Learning (412-624-6000) to arrange a time to pick up the key. **Copy of the written confirmation must be presented at that time.**

5. Immediately following the meeting, return the key to the Cathedral of Learning Information Center. If the meeting runs later than 5:00 p.m., the room must be locked and the key must be returned by 9:00 a.m. the following morning.

Nationality Rooms Program Staff

6. Inspect the room and sign the release slip at the bottom of FORM 0042 PITT 5003.

IV. EXHIBITS

Exhibit A - FORM 0042 PITT 5003, Request/Permit for Use of the Croghan-Schenley Room
V. REFERENCE

Policy 04-01-07, Use of the Croghan-Schenley Room