

UNIVERSITY OF PITTSBURGH PROCEDURE 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. 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

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| 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](#)