

## I. Building Policies & Procedures

The Policies and Procedures are an extension of the Ohio Union Event Confirmation for events, and are designed to give clients of the facility a clear understanding of their responsibilities. The facility is defined as the building and surrounding premises.

Users/Clients of the facility shall observe all applicable Ohio Union and OSU policies, as well as all local, state and federal laws, statutes, and ordinances. The client shall only have the use of the facilities as stated in the Event Confirmation. All alterations to the facility, building systems, room set-ups or equipment are subject to approval from Ohio Union staff members and are subject to applicable fees. The client shall follow all reasonable directives from Ohio Union staff. At the end of the event, the facility should be left in a clean, safe condition.

The Ohio Union reserves the right to alter and/or amend this Policies and Procedures document. The Ohio Union Director or their designee shall determine any matters not expressly covered by the Policies and Procedures.

### A. Overview

1. **Building Hours (once finalized):** [www.ohiounion.osu.edu/hours](http://www.ohiounion.osu.edu/hours)

2. **Floor Plans:** [www.ohiounion.osu.edu/new/floorplans.aspx](http://www.ohiounion.osu.edu/new/floorplans.aspx)

3. **LEED Information:**

The Ohio Union is striving for LEED Certification with features such as a pulper, facilities like bicycle storage that encourage alternative forms of transportation, a program for recycling vegetable oil into bio-diesel used to fuel campus buses, water efficient landscaping, and storage and collection of recyclable materials.

4. **Rental Rates (once published):** [www.ohiounion.osu.edu/new](http://www.ohiounion.osu.edu/new)

5. **Room Capacities:** <http://www.ohiounion.osu.edu/new/reservations.aspx>

6. **Standard Guidelines**

- a) No Pets or Animals except Service Animals
- b) No Bikes or Skateboards
- c) No Bare Feet
- d) No Firearms, Explosives or Weapons (per State of Ohio Code)
- e) No Smoking (per State of Ohio Code)
- f) Children under the age of 12 must be accompanied by an adult

### B. Access

The Ohio Union is the gathering place for Ohio State University students, faculty, staff, alumni, clients and their guests. These users and their guests shall not interfere with the regular use of the building by other facility guests. Excessive noise or other disruptive behavior is prohibited. The

Ohio Union may remove any person whom they believe is disrupting or obstructing the daily operation and management of the facility.

Facility access and use must be within the allotted confirmed time as noted on the Event Confirmation. Confirmed times must include event preparation, decorating, and/or rehearsal time, as well as time after the event to remove decorations, client equipment and other items. Events that have not removed all decorations, equipment and other items by closing time of the Ohio Union will be assessed an Extended Facility Hours Charge. The Ohio Union staff shall have the right to access and enter the event space for any reasonable purpose during the confirmed time.

## ***C. Alcohol***

### **C.1 General Guidelines**

As a licensed facility, the Ohio Union is subject to all rules and regulations of the State of Ohio's Division of Liquor Control. No alcohol, other than that provided by the Union, may be served or consumed at the Ohio Union. Additionally, no alcohol may be removed from the Union. Ohio Union staff has the sole right to make decisions regarding appropriate service of alcoholic beverage without client recourse. Individual behavior concerning service of alcohol is governed by the Division of Liquor Control rules, state and local laws and the Ohio State University Policy on Alcohol.

Alcohol service will be conducted by facilities staff who are trained in and observe *ServeSafe Alcohol Fundamentals of Responsible Alcohol Service*. In an effort to maintain the health and safety of the guests of the Ohio Union, our staff is NOT permitted to serve alcoholic beverages in the following manner:

- a) Pitchers of beer. All beer will be provided in individual servings.
- b) Pitchers of mixed drinks. All drinks will be provided in individual servings.
- c) Double servings of alcohol with single mixers. All drinks will be poured with single shots and appropriate amounts of mixers.
- d) Multiple drinks per person. All drinks must be served to the individual consuming them.

All individuals purchasing and/or consuming alcoholic beverages must be a minimum of twenty-one years of age. We reserve the right to refuse alcohol service to anyone who cannot provide proper identification to verify age.

It must be verified that a clear majority of those attending will be of drinking age.

We reserve the right to remove any guest who purchases and supplies alcohol to a minor or to anyone who has already been refused service.

We reserve the right to refuse alcoholic beverage service to anyone who appears intoxicated.

We reserve the right to confiscate any alcoholic beverage brought in from outside sources.

We reserve the right to remove any guest, discontinue all alcohol service or discontinue an entire event for failure to abide by Ohio laws, Ohio State University regulations, and/or the instruction of the Ohio Union staff. Should any of these actions become necessary, payment for the event will remain due in full and no refund will be given for any inconvenience or embarrassment caused.

The Ohio Union requires 15 business days notice for all events requiring alcoholic beverage service.

Sufficient quantities of non-alcoholic beverages (in addition to water) and food must be available and prominently displayed at all times during an event at which alcohol is served.

Security officers may be required at functions where alcoholic beverages are served, and the cost will be charged to the client or sponsor of the event.

Alcohol is served no longer than 4 hours per event. Alcohol service must end one hour before the end of the event.

### **C.2 Alcohol Sales**

The Ohio Union has the following types of Alcohol Permits:

- D1 – Beer only for on-premises consumption.
- D2 – Wine and certain pre-packaged drinks for on-premises consumption.
- D3 – Spirituous liquor for on-premises consumption only until 1:00 a.m.

Following the guidelines set forth by the Ohio Union liquor licenses, the hours for beer, wine, and liquor sales are the following:

Sloopy's Diner at the Ohio Union

- Monday – Friday 11:00 a.m. – 12:30 a.m.
- Saturday - 8:00 a.m. – 12:30 a.m.
- Sunday – 1:00 p.m. – 12:00 a.m. (midnight)

Woody's Tavern (beer and wine only)

- Monday – Friday 11:30 a.m. – 12:30 a.m.
- Saturday – 12:00 p.m. (noon) – 12:30 a.m. (8:00 a.m. on OSU home football games)
- Sunday – 1:00 p.m. – 12:00 a.m. (midnight)

Catering

- Event driven, all sales/pouring will end at 12:30 a.m. Monday - Saturday.
- Sunday sales/pouring 1:00 p.m. – 12:00 a.m. (midnight)

### **C.3 Cash and Host Bar**

Catering 1870 at the Ohio Union can provide a cash bar or a host bar. The cost of a full bar includes one bartender. A wine and beer-only bar is less expensive and also includes one bartender. It is required that one bartender be present for every 100 guests, and each additional bartender will be available at an hourly rate. With a cash bar, the guests will pay by the drink. The client will pay the opening fee and the cost of the bartenders. With an open/host bar, the client pays the opening fee, bartender costs and the cost of all drinks. A record is kept by the bartender for the cost of beverages selected by the guest, and then the client will be billed at the conclusion of the event.

### ***D. Cancellations***

The Union reserves the right to impose a cancellation fee if written notice to cancel a space is not submitted at least five (5) business days prior to the event for meeting rooms and thirty (30) days prior to the event for large event spaces. Meeting rooms canceled less than 5 working days before the event will incur a 50% charge of the room rental and less than 3 days prior notice will be billed in full. Large rooms canceled less than 30 days prior to the event will be billed 50% of the room rental and those canceled less than 15 days notice prior to the event will be billed in full. Please see <http://ohiounion.osu.edu/posts/documents/Event%20Services%20Room%20Breakdown.pdf> for the listing of rooms and their sizes.

University and or student organizations using rooms at no charge will be given only one "no show" without penalty of a room charge. The second time a group fails to give sufficient notice to cancel a space their privilege to reserve free rooms in the Union will be forfeited for the remainder of the academic term.

The Ohio Union is committed to doing everything within its power to ensure that your event is a success. However, in the event of a situation beyond human control, not induced by negligence, we can not be held responsible. Inclement weather is not a valid cause for cancellation of an event under contract.

### ***E. Confirmations***

#### **E.1 Modifications**

Any modifications to this agreement must include a written addendum initiated by the Ohio Union and must be attached to the Event Confirmation. The Ohio Union reserves the right to relocate events within the facility should it be necessary for more efficient operation of the facility and/or due to emergency situations.

#### **E.2 Statement**

The Event Confirmation and the Policies and Procedures are issued in accordance with the policies of The Ohio Union, an operation of The Ohio State University. Issuance of these documents does not constitute a confirmed reservation. Use of facilities cannot be confirmed until the Event Confirmation has been signed and received by the Ohio Union and the required deposit or balance has been paid. The terms of these Agreements may not be transferred, assigned or sublet.

## *F. Co-Sponsorships*

### **F.1 Purpose**

The purpose of a co-sponsorship is to provide a way to keep track of co-sponsored events in our facility, to ensure that all parties involved are aware of costs and agreements and to ensure that all events in the Ohio Union go successfully.

### **F. 2 Guidelines & Procedures**

The Ohio Union will consider requests for co-sponsorship from any recognized student organization or University department. Events must meet the following guidelines and procedures to be considered for co-sponsorship:

- a) The event must be open and advertised to the entire OSU student body.
- b) All details of the event must be approved by the Ohio Union and all co-sponsor(s).
- c) Final arrangements must be made two weeks prior to the date the event is to occur or your event may be cancelled.
- d) All advertising for this event must be reviewed and approved by all parties before distribution.
- e) Advertising should not include the Ohio Union logo without prior approval from the Ohio Union.
- f) Accurate and current billing information should be received 2 weeks before the event.
- g) All parties will agree to fill out an Ohio Union Event Evaluation form following the event.
- h) No alcohol, tobacco or illegal substances shall be permitted at any event co-sponsored by student organizations. If any of these substances are present at the event, the co-sponsor may forfeit any discount from this agreement
- i) Co-sponsors must complete and return the Co-Sponsorship form to the Ohio Union Event Services office. **Request must be received no later than 2 weeks prior to the event.**
- j) Your form must be approved by an Assistant Director of the Ohio Union.

## *G. Dances*

### **G.1 Definition of a Dance**

A "dance" will be defined as any event held in an Ohio Union with the following characteristics:

- a) A DJ/Live music is considered as the primary form of entertainment.
- b) The ballroom(s) is/are set with no/few chairs, allowing for a large group of people to congregate in a free-form manner.
- c) Tickets will be sold on-site.
- d) The general public is invited to attend.

### **G.2 Security**

Security requirements will be based on the risk level of the event. These different levels cost different rates due to the number of required personnel. Please see below for the different levels of risk:

- a) **Maximum Risk:** This would be an event at the Ohio Union in which a large number of persons attend the function and there is information that problems may occur (ex. a function where a specific group, who has a past history of problems, sponsors an event; the function has a mix of University students and area high school students; etc).

- b) **Medium Risk:** This would be an event at the Ohio Union in which there is a medium-sized crowd that may have had some recent history of problems with functions at the Ohio Union or other entertainment venues off campus.
- c) **Minimum Risk:** This would be an event at the Ohio Union in which a remote risk of problems may occur at the event.
- d) **No Risk:** This is an event at the Ohio Union in which there have never been problems and in which the function does not require any security personnel to insure a safe event.

There is no smoking in any University building at any time, including the Ohio Union. Smoking is only permissible in the designated smoking area. Other items that are not permitted inside the dance include (but are not limited to):

- a) Glass bottles
- b) Mace/pepper spray
- c) Weapons (guns, knives, stun equipment, etc.)
- d) Any item deemed unsafe or illegal by any and all dance security personnel and providers. Such items will be confiscated upon entrance and will not be returned.

### G.3 Pre-Event Details

Dances must be booked with an Event Planning Coordinator no less than three weeks before the date of the event. A combination of University Police and a locally contracted security company may be required to be present at each dance. The Event Planning Coordinator will coordinate this security effort. In the event that University Police are not available to staff the dance, the event will not occur.

If the organizing group is collecting cash from dance attendees, the Ohio Union can provide a lock-box for this purpose. Arrangements must be made with the Ohio Union Business Office prior to the event if a cash box will be required. A uniformed University Police officer will be available to escort a member of the organizing group with all cash deliveries during or immediately following the dance to a pre-arranged location.

The standard set-up for a dance may include (and is not limited to) metal detectors, and tables, in the configuration agreed upon between the Ohio Union and University Police.

A dance will not be scheduled to start earlier than 8:00pm on a weekday (Monday through and including Friday) and not earlier than 5:00pm on a weekend (Saturday and Sunday). The doors to the facility will not open until University Police arrive and all security providers are in place – there are no exceptions.

The event will not end later than 2:00am and the entire room must be cleared (including DJ, group members, etc.) by 2:30am. At 2:00am, the lights will come on in full and all security providers and the organizing group will begin to clear the room of attendees. If the room is not cleared by 2:30am, additional hourly charges will be applied to the organizing group's bill.

#### ***G.4 Entry/Exit***

The only entry to the dance will be through the designated entrance to the facility. All organizing group members and attendees must show photo identification (either a BuckID or state identification) and (if detectors are required) pass through metal detectors each time they enter the dance. Guests producing identification other than a Buck ID will be asked to sign-in on clipboards in order to enter the event. After successfully passing through the metal detectors, attendees must enter the dance through the designated doors. The Ohio Union is not responsible for charging attendees to enter the event or collecting money from attendees.

The only exit from the dance is through the designated exit doors and re-admittance must be conducted through the appropriate entrance and through the metal detectors, if required. Any re-admittance stamp, etc. is the responsibility of the sponsor. No other exit is to be used for exiting the dance and the remainder of the doors will serve as emergency exits only. If an attendee self-elects to leave and return, re-entrance to the dance is determined by the organizing group (via stamp, repayment, or agreement). If an individual is asked to leave by the University Police or the contracted security provider, at no point will that person be allowed to return to the event.

#### ***H. Decoration Policy***

The Ohio Union may not be set up or decorated in any manner without prior consent from the Ohio Union staff. The Ohio Union must approve the location and type of special decoration, banners or signs (indoor and outdoor). Standard Ohio Union signage must not be covered or otherwise obstructed. All exit doors, exit lights, fire sprinkler heads, fire alarm pulls and fire extinguishers must be kept free of obstacles or decorative material. Decorations, signs, banners, etc. may not be taped, nailed, tacked, stapled or otherwise fastened to ceilings, walls, doors, windows, painted surfaces or columns. All decorations must be flame retardant. Large banners may be hung with the assistance of the maintenance staff and prior approval from the Ohio Union Event Services staff. All decorations and all outdoor and indoor directional signage must be removed by the client immediately following the event. Groups utilizing decorations, exhibits, or displays must arrange with the Ohio Union for labor to set up and remove materials. Any costs incurred by the Ohio Union for the removal of these items will be charged to the client. The Ohio Union is not responsible for the loss of any materials, displays, gifts, favors or other items left in the building. Please note the following items that are not permitted in the Ohio Union:

- a) Straw or other dry plant material
- b) Special effects equipment, such as smoke, fog and fire machines, sparklers, etc
- c) Candles that are not enclosed in glass
- d) Sand weights, confetti, rice, dance wax, powder or similar materials
- e) Adhesive-backed (stick-on) decals or similar items (except nametags)
- f) Any paint, chemicals or liquids that can damage the facility

We ask that you do not hang signs advertising your event throughout the Ohio Union. Our rooms are equipped with display signs outside each room that will have your event information. Easels are also available to rent with prior arrangement with Event Services so the client can display materials throughout the Ohio Union.

Any special needs for decorations, exhibits and displays beyond the scope of this policy must be approved by the Ohio Union.

### ***I. Deliveries & Drayage***

The Ohio Union must be notified in advance of planned shipping arrangements so they may coordinate with the Shipping & Receiving Manager. Due to limited storage, all event materials should be sent as close to the event date as possible (no more than 2 days) and limited to 50 lbs or less. A charge will be incurred for each package and applied to the client's overall event invoice. The Ohio Union reserves the right to refuse shipments in excess of 2 days prior to the event date and/or the right to charge an additional storage room fee for materials will be shipped for storage in advance. The client is responsible for arranging outgoing shipments and all shipping fees. Any items left in the event space without outgoing shipment arrangements will be disposed of 3 days after the event. No COD packages will be accepted. Materials in drayage will be delivered from storage to the event space at the time the event is setup. The responsibility of tracking any packages resides with the client. The Ohio Union assumes no responsibility for the contents or security of packages.

The following information must be included on all packages for delivery to be accepted and to ensure proper delivery: Name of Organization & Event Name; On-Site Contact's Name; Date of Function; Box Number of Total Number (e.g. 1 of 4); and Correct Shipping Address (Ohio Union Shipping & Receiving 1739 N. High Street, Columbus, OH 43210).

### ***J. Fees & Deposits***

#### **J.1 Deadlines**

When referred to in this policy, deadlines are based on business days, which are defined as days that the Event Services Office is open for business (Monday thru Friday).

#### **J.2 Estimated Fees**

Estimated fees are based on specific facilities requested in conjunction with information provided by the client for required access and event times, number of event participants, type of activity, audio-visual service requirements, catering costs, and other support services/personnel. Special features of an event may involve additional fees.

Room rental rates are subject to change. Rooms reserved within 6 months of the event date are guaranteed their original booking rate. Events booked more than 6 months out could be charged the current room rate.

If the Ohio Union equipment inventory limits are exceeded, cost of the additional rental equipment will be charged to the user. All details regarding the rental, delivery, setup, and return of such equipment will be orchestrated by Event Services on behalf of the client.

#### **J.3 Deposits**

Deposits are required from all clients who are not registered student organizations when the room and/or equipment costs exceed \$250. Events costing less than that amount will need to be paid in full within thirty

(30) days of booking. The signed Event Confirmation and a 50% deposit are due within thirty (30) days of booking. If an event is to occur in less than thirty (30) days, the deposit and signed Confirmation are required five (5) days after the reservation is booked. If the event is less than five (5) days from booking, all room charges and estimated food and beverage costs must be paid at the time of booking. Any additional charges will be billed after the event.

Facilities will not be held without receipt of this deposit and a signed Confirmation. This deposit is refundable if the reservation is cancelled 60 days in advance of the event's date. All refunds will be processed through Ohio State's Accounts Payable check system.

For events with catering, a 50% deposit on food costs will be due thirty (30) days prior to the event.

Final payment is due thirty (30) days after the event.

#### **J.4 Payment**

The Ohio Union accepts cash, check and major credit cards. OSU Departments must present a 100W with budget account numbers for the reservation to be confirmed. Registered OSU student organizations and groups external to the University must submit full payment of fees no later than thirty (30) days from the invoice date. Discrepancies to the event invoice can be noted within seven (7) days of invoice date. If the reservation is made fewer than ten (10) days from the event date, the user must provide a credit card or personal check (made payable to "The Ohio State University") to secure event. All returned checks are subject to a \$30 fee.

Changes made during the time of event that incur costs can only be made by a client-delegated individual authorized to request changes incurring costs and will require that a credit card number be recorded by an Ohio Union staff member. University departments may need to provide an additional 100W to cover the difference.

Cleaning and damage deposits may be required for certain events and are due with a signed confirmation, and are refundable after the event when the facility determines that cleaning measures are not required.

#### **J.5 Outstanding Balances**

If a client has an outstanding balance that exceeds 30 days from the client's last event date, the client/contact may not be permitted to reserve space until that balance is reconciled. Any balance that exceeds ninety (90) days will be sent to a collection agency and the group/user will not be permitted to confirm reservations in the Union until full receipt of that payment.

#### **J.6 Taxes**

The client is responsible for obtaining permits or licenses required by law. The client is responsible for the payment of all taxes, fees and charges required by any legal authority associated with use of the Ohio Union. A copy of such permits or licenses must be given to Ohio Union staff five (5) days prior to the event for record-keeping purposes.

Sales tax will be charged at the Franklin County rate of 6.75% for all food, beverages, and services (unless a tax-exempt number is provided).

### ***K. Fire & Open Flame***

No open fires or grills with charcoal are permitted on outside spaces unless it is approved by Ohio Union staff. Lit candles must be contained within glass containers. All incense must be approved in advance. Any additional clean up that the Ohio Union must do after the event will result in additional charges.

### ***L. Food-Related Policies***

#### **L.1 Bake Sales**

Bake Sales are not permitted in the Ohio Union

#### **L.2 Discounts**

Discounts on the food and beverage portion of the Catering Event Order will be included for registered student organizations and University Departments. An 18% service charge is applied to all Catering Event Orders, except for registered student organizations. The Catering Event Order is an estimate only and may increase at final billing depending upon changes or requests that occur during your event. The client will need to provide the final number of guests for the event no later than three (3) working days prior to the event.

#### **L.3 Leftover Food Policy**

Due to health department regulations and catering industry standards, leftover food at any event may not be removed by anyone except the catering staff. Catering will not allow the release of any foods from any event under any circumstances.

#### **L.4 Menus and Guarantees**

Menus for all events must be finalized with the Ohio Union no later than three (3) weeks prior to the scheduled event. Due to uncertain market circumstances, prices are subject to change without notice and substitutions may be necessary. An approximation of the number of attendees is to be communicated to the Ohio Union event staff seven (7) days prior to the scheduled event and the actual guarantee is due three (3) business days prior to the scheduled event. The Union will not be responsible for service to more than 5% over the guaranteed number of attendees. Your final guarantee is not subject to reduction. If no guarantee is received, the Union will consider the contracted number to be the correct guarantee number. All charges will be based on the guarantee or upon the actual number of persons served, whichever is greater. For your convenience, we are providing a schedule for your guarantee due dates:

<u>Day of Event</u>	<u>Deadline for Final Guarantee</u>
Sunday	Previous Wednesday by 12:00 noon
Monday	Previous Wednesday by 12:00 noon
Tuesday	Previous Thursday by 12:00 noon
Wednesday	Previous Friday by 12:00 noon
Thursday	Previous Monday by 12:00 noon
Friday	Previous Tuesday by 12:00 noon
Saturday	Previous Wednesday by 12:00 noon

#### **L.5 Outside Caterers**

All food and beverage services in and around the Ohio Union are to be provided by Catering 1870 in the Ohio Union or Catering 101. The Ohio Union may grant exceptions to this policy in the following instances:

- a) Religious events requiring special food.
- b) Events where food is ethnically or otherwise unique that Ohio Union catering staff determine they cannot prepare.

Request for the use of an outside caterer must be presented in writing to the Ohio Union at least 3 weeks prior to the event. Along with the request, proof of the requested caterer's Food License and Insurance must be provided. If approved, the licensed food service establishment will be permitted to provide food in accordance with the Columbus Health Department Food Sanitation Procedures and Guidelines. For more information, please see their website: <http://publichealth.columbus.gov/food-protection-for-business.aspx>

### ***M. Insurance & Liability***

**Insurance** – Depending on the nature and scope of the facility use, the user may be required to furnish a certificate of insurance naming The Ohio State University and various university entities as additionally insured. Required certificates must be received by The Ohio Union fourteen (14) days prior to the event.

**Liability** – The client agrees to indemnify, protect, defend and hold harmless The Ohio State University, its Board of Trustees, officers, employees, agents and students from and against any and all claims, demands, losses, costs, damages or liability of any nature or character arising out of or by reason of the execution or performance of the rights, duties and obligations arising out of or incidental to the use of the facility or equipment. The client agrees to abide and enforce the rules, regulations and policies governing the facility as set forth by The Ohio Union and The Ohio State University. The client accepts all responsibility for any damages to premises, equipment or grounds resulting from use of the facility.

### ***N. Lost & Found***

The Ohio Union is not responsible for lost, found or damaged articles left in or around the facility. Any property left in the Ohio Union that has not been claimed within seventy-two (72) hours following an event will be considered abandoned by the user or its exhibitors. The Ohio Union may take possession of it and treat it as its own or dispose of such property without liability. The user shall be liable for the cost incurred in disposing of the abandoned property.

Items left in public areas will be kept temporarily at the Information Center until the next scheduled date for turning items over to the University's Lost & Found department. Items may be claimed by presenting a current photo ID and a physical description of the item(s).

### ***O. Noise***

If an event requires amplified sound, the Ohio Union staff must be notified at least two weeks prior to the event so that other clients and tenants may be informed. Failure to notify the Ohio Union may result in sanctions against furthering scheduling. The Ohio Union staff reserves the right to ask clients to alter the sound level of their event should it disrupt other business or events in the facility.

The Ohio Union offers background music in most public areas. You may request at the Ohio Union Information Center that the volume be altered.

According to the University Outdoor Rules, no amplified sound may be used outside Monday through Thursday before 4:30pm or after 10pm; Friday before 4:30 or after midnight; Saturday before noon or after midnight, Sunday before noon or after 10pm, while classes are in session.

### ***P. Outdoor Guidelines***

All policies regarding reservations, payments and responsibility for indoor space apply to outdoor space as well. No open fires or grills with charcoal are permitted on outside spaces. No tents requiring staking or other signs causing penetration of the lawn will be set-up without approval from the Ohio Union. Tents may be rented through Event Services Office or rented from approved outside vendors if Event Services is unable to provide one. Tents may not cover the grass for more than 3 days. Some tents may require a permit. The client will be responsible for securing permits through the State of Ohio, as well as any associated costs.

Signs, banners and other items may not be attached to site furniture, trees or light poles. Existing furniture in outdoor areas may not be moved without prior approval from the Ohio Union staff.

The Ohio Union does not provide alternate indoor facilities, in case of inclement weather, unless previously reserved. Cancellations for outdoor space, or equipment for use in that space, must be made 72 hours prior to the event setup time. Decision to move indoors must be made within 72 hours of event setup time. The Ohio Union reserves the right to delay, postpone, relocate and cancel events in the event of inclement weather. In addition, the "nature of the event" regarding impact of footwear, supplies or equipment on the grass or pavers will affect usage. Based upon wear patterns of events, further changes and modifications may also need to be made (i.e. ground covering may be required).

### ***Q. Parking***

The Ohio Union offers two parking garages adjacent to the facility for the guests of the building. The Ohio Union South Garage is on High Street immediately adjacent to the building on the north and will be accessible from High Street and College Road. It offers 800 visitor-only spaces. The Ohio Union North Garage is also on High Street just north of the Ohio Union South Garage and provides an additional 600 visitor parking spaces on off-peak hours. Guests of the Ohio Union may utilize this garage from 4:00 p.m. – 3:00 a.m. Monday through Friday and all day Saturday and Sunday. The Ohio Union is not responsible for any costs or risks associated with parking in the garages.

### ***R. Posting***

The Ohio Union welcomes the opportunity to promote upcoming events, and follows and administers all university policies pertaining to the posting of promotional materials. These materials include, but are not limited to: flyers, handouts, posters, magazines, brochures, etc. Any promotional material in the building must be approved by the Ohio Union Business Office during regular business hours (M-F, 8am-5pm). Failure to comply with these policies will result in the posting being removed and the Ohio Union reserves the right to charge for their removal, or retract scheduling privileges for future events and/or postings. While staying consistent with the non-discrimination policy, the Ohio Union will not approve postings that contain inappropriate content such as suggestive pictures or offensive language.

#### **R.1 Banners**

Approval for banners to be hung in reserved spaces will be issued by the Ohio Union Event Services Office. Only banners that promote events taking place in or sponsored by the Ohio Union will be eligible for hanging from the facility. The only exception being campaign season for student government elected positions. The Ohio Union staff will hang the banner upon approval and it will remain hanging until the expiration of the confirmed end date or two weeks time, whichever is sooner.

## **R.2 Fliers**

The Ohio Union provides a Virtual Bulletin Board service to eliminate paper flier posting in the building. This process will require that one copy be brought to the Ohio Union Information Center to be scanned into the system. The following is a list of guidelines the Union uses to manage promotional material posting:

- a) Only official Police Crime Alerts and information generated by the Ohio Union may be posted directly on glass door panels. Postings on doors not falling in this category will be removed daily.
- b) All approved postings will be shown on the Virtual Bulletin Boards and will be removed either two weeks after submission and approval or after the event date being publicized, whichever is sooner.
- c) Unapproved postings will be removed daily. Postings are not permitted on walls or other surfaces.

## ***S. Prayer/Meditation Rooms***

The Interfaith Prayer & Reflection Room is a reservable space within the Ohio Union and should be requested through the Ohio Union Event Services Office. There is also an office in this area that can be scheduled by local clergy to hold office hours.

## ***T. Refunds***

Facilities will not be held without receipt of a deposit and a signed Confirmation. This deposit is refundable if the reservation is cancelled 60 days in advance of the event's date. Refunds will be processed through Ohio State's Accounts Payable check system.

## ***U. Sales & Solicitation***

No unauthorized petitioning or soliciting may be conducted in or around the Ohio Union. Groups wishing to sell items or distribute materials/information must have reserved space through the Ohio Union Event Services office. Clients reserving space in the Ohio Union are responsible for any applicable licenses or permits to sell their items. While staying consistent with the non-discrimination policy, the Ohio Union will not approve solicitations/sales of items that contain inappropriate content such as suggestive pictures or offensive language.

To permit the free flow of pedestrian traffic, sales & solicitations are limited to specific areas adjacent to the reserved space. Clients may not circulate in the pedestrian traffic areas or confront individuals.

## ***V. Security***

Equipment, art & furnishings belonging to the Ohio Union may not be removed from the facility. Any violators will be prosecuted.

### **V.1 Card Access**

Many spaces within the Ohio Union require a BUCKID. Access will be facilitated through the Ohio Union Business Office and Security desk.

### **V.2 Keys**

All keys will be issued through the Ohio Union Business office. Lost keys should be reported immediately.

## ***W. Weddings and Receptions***

The Ohio Union looks forward to hosting weddings in our facility. There are special requirements and deadlines for these special events. Your Event Planning and Sales Coordinators will review these with you during the booking process. We cannot host weddings on home football game days due to our proximity to the Ohio Stadium, parking challenges and the last minute game time announcements. Please check the following web site for home football game dates: <http://www.ohiostatebuckeyes.com/>

The Ohio Union can host both wedding ceremonies and receptions and couples of all faiths and cultures are welcome. However, any part of the ceremony or reception that will involve the burning of incense, open flames, water ceremonies or sand ceremonies must be approved by the Ohio Union Event Coordinator prior to your event. Should a room change be required, we require a minimum amount of time (depending on the size of the room in question) to reset the room for your reception. This time can be spent in one of our other event spaces for hors d'oeuvres.

Catering 1870 will provide you with all of your wedding day menu needs, with the exception of your wedding cake. No food and beverage may be brought into the Ohio Union unless otherwise agreed upon by event staff in advance of event. We offer a complimentary tasting for clients that have a signed confirmation with us. Please allow at least two weeks to schedule your tasting.

Your Event Coordinator will assist you with making decisions regarding set-up, placement of altar items and other equipment when you meet with them at the start of your rehearsal. On your wedding day, they will have all the items set up according to your plans when your reservation time begins. Event staff will be on site at the Ohio Union for the entirety of your contracted time.