Promotional Table Policies
Ohio Union – Event Services

The Ohio Union coordinates the reservation of several promotional spaces within and around the facility. Promotional space can be reserved in the Ohio Union in the Business Office, room 237, during regular business hours (M-F, 8am-5pm), or by using our online request system at www.ohiounion.osu.edu. Cost and payment information are also available on our website and from our staff. Once the space has been reserved, you will receive a confirmation which you will need to have with you for the day(s) of your event for two purposes, to have your table & chairs set-up (if requested) and to show a University official, should one ask to see it. When you check in, you will also receive a lanyard that will indicate that you are staffing that space. The lanyards need to be returned or a charge will be added to your reservation.

We also request that our clients follow all university policies pertaining to distributing items including, but not limited to:

- No items will be sold without prior authorization
- No food distribution (other than prepackaged, individually wrapped candy)
- No aggressive distribution will be tolerated
- No blocking entrances, doorways or stairwells
- No impeding the path of others through the hallways

Clients may only distribute items while standing in their reserved space. The perimeter of the Ohio Union is defined by the area North of 12th Avenue, East of College Road, West of High Street and South of the Parking Garage (see attached map). While staying consistent with the non-discrimination policy, the Ohio Union will not approve items to be distributed that contain inappropriate content such as suggestive pictures or offensive language. Ohio Union staff members will periodically check in to ensure that only clients who have reserved and paid for spaces are using the spaces.

The Ohio Union is not responsible for any valuables left on or around the promotional space. The Ohio Union staff will discard any remaining items left in the space after the expiration of the confirmed reservation time. Failure to comply with these policies will result in being removed from the facility.