



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:** www.ohiounion.osu.edu/hours
2. **Floor Plans:** 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. More information about this process is available at: <http://ohiounion.osu.edu/new/certifications.aspx>

4. **Rental Rates:** www.ohiounion.osu.edu/new
5. **Room Capacities:** <http://www.ohiounion.osu.edu/new/reservations.aspx>
6. **Ohio Union Standards of Conduct Guidelines**

The Ohio Union is a gathering place for members of The Ohio State University's academic community, including students, faculty, staff, alumni, clients and their guests ("users"). Users are prohibited from engaging in any conduct that substantially and unreasonably interferes with the safe and orderly use, operation or administration of the facilities. Prohibited conduct includes, but is not limited to the following:

- Causing excessive noise.
- Engaging in conduct that unreasonably endangers health or safety.
- Possessing a weapon or other dangerous item or device, including any concealed weapon in violation of the Ohio Revised Code.
- Discarding litter anywhere in the facilities, except in designated trash receptacles.

- Obstructing ingress/egress or access to fire exits, elevators or other thoroughfares.
- Panhandling or soliciting money or property for personal gain.
- Possessing alcoholic beverages, except in areas specifically designated for the consumption of alcohol.
- Defacing, damaging, vandalizing, or destroying any real or personal property.
- Unauthorized bathing or washing of clothes or personal items.
- Smoking, in any form.
- Skateboarding, roller skating, rollerblading, or cycling.
- Engaging in conduct that violates any university policy, regulation or guideline, or any federal, state, or local law.
- Engaging in any other conduct that tends to substantially and unreasonably interfere with the safe and orderly use, operation or administration of the facilities.

Whenever feasible, an Ohio Union staff member or designated agent will attempt to bring potentially prohibited conduct to the attention of a user. If a user is unwilling or unable to conform to the standards of conduct, the user will be asked to leave the Ohio Union. Violations of the standards of conduct may be referred to The Office of Student Judicial Affairs and/or law enforcement authorities as appropriate. In the event of significant or repeated violation(s) of the standards of conduct, a user may be prohibited from entering some or all of the Ohio Union facilities. Whenever feasible, the user shall be notified of such prohibition in writing.

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. All events must also abide by Ohio State University's policies on alcohol:

http://dps.osu.edu/police/campus_safety/osu_policy_on_alcohol.php

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.

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

Ohio Union Catering staff reserve the right to refuse alcoholic beverage service to anyone who appears intoxicated.

Ohio Union Catering staff reserve the right to confiscate any alcoholic beverage brought in from outside sources.

Ohio Union Catering staff 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 21 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 half 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) *Only beer will be served.

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) *Only beer will be served.

Catering

Event driven, all sales/pouring will end 30 minutes prior to the agreed reservation end time. Sales will be limited to only beer on Sundays.

C.3 Cash and Host Bar

Catering 1870 at the Ohio Union can provide a cash or a host bar offering spirits, wine and beer or wine & beer only service. There is a \$75.00 fee for each bar requested. This fee covers bar setup, tear down, and all glassware. One bar will be provided for every 75 guests unless event dynamics dictate otherwise. The setup fee will be waived if \$500.00 in sales is reached (per bar).

If a Cash bar is selected, guests will purchase their own drinks. The Host will be responsible for all applicable fees and bar minimums. Service charges are not applicable.

If a Host bar is selected, the client is responsible for bartender fees and the cost of all drinks, plus applicable service charges. A record is kept by the bartender for the cost of the beverages ordered by the guests and 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 event spaces 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 cannot 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 enable that all events in the Ohio Union be successful.

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) The form must be approved by an Associate 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 assessment of 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 perceived 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 there is a low probability of problems occurring at the event.
- d) **No Risk:** This is an event at the Ohio Union in which there have never been problems; problems are not likely; 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, explosives, 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 and accompanying Special Event Request Form submitted no less than three weeks before the date of the event. No alcohol is permitted at events meeting the definition of a dance. It is necessary for the sponsoring group's advisor is present during 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. Security 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 Department of Public Safety.

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). University Police are not able to support events on the dates of home football games. 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, they will be escorted out of the building and at no point will that person be allowed to return to the event.

H. Dance Room Reservations

Two dance rooms are available for reservation on the lower level of the Ohio Union. Clients must reserve these dance rooms through the Ohio Union Event Services Office. Because of high demand for dance room use, reservations are limited to a one-hour per day time period.

I. 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 decorations, balloons, 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, balloons, 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 not in Fire Marshal-approved containers
- 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
- g) Portable helium tanks. Guests may request to use the helium tank in the Center for Student Leadership and Service.

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.

J. 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).

K. Deposits and Payments

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 12 months of the event date are guaranteed their original booking rate. Events booked more than 12 months from the event date may 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 Outstanding Balances

If a client has an outstanding balance which has been past due for 30 days or more, the client/contact may not be permitted to reserve space until that balance is reconciled. Any outstanding balance which has been past due for ninety (90) days will be sent to a collection agency and the client/contact will not be permitted to confirm reservations in the Ohio Union until full receipt of that payment.

J.4 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).

J.5 General Deposit and Payment Policies

The following deposit and payment policies apply to all events:

- Only a client-delegated individual authorized to make changes can request cost-incurring changes during the event. Any such changes will require a credit card number to be recorded by an Ohio Union staff member. University departments may need to provide an additional E- request to cover the difference.
- Cleaning and damage deposits may be required for certain events and are due with a signed confirmation. These deposits are refundable after the event if the Ohio Union determines that cleaning measures are not required.
- Discrepancies to the event invoice must be noted within seven (7) days of invoice date.
- The Ohio Union accepts cash, check and major credit cards
- All returned checks are subject to a \$30 fee.

J.6 Non-University Clients

The following deposit and payment policies apply only to non-university clients. This includes but is not limited to alumni and outside businesses and organizations:

- Deposits are required from the client when the room and/or equipment costs exceed \$250. The signed Event Confirmation and a 50% deposit are due within fifteen (15) days of booking. Facilities will not be held without receipt of this deposit and a signed Event Confirmation. This deposit is refundable if the reservation is cancelled sixty (60) days in advance of the event date. All refunds will be processed through the Ohio State University's Accounts Payable check system.
- Events in which room and/or equipment costs are less than \$250 must be paid in full within fifteen (15) days of booking.
- If the reservation is made less 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 the event.
- If the reservation is made less than five (5) days from the event date, all room charges and estimated food and beverage costs must be paid at the time of booking. Any additional charges will be billed to the client after the event.
- If the reservation is made less than thirty (30) days from the event date, the deposit and signed Confirmation are required five (5) days after the reservation is booked.
- Within thirty (30) days following the event, the Ohio Union Business Office will prepare and mail an invoice for the remaining balance.
- Payment is due in full no later than thirty (30) days from the invoice date.

J.7 University Clients

The following deposit and payment policies apply only to university clients, which includes but is not limited to faculty, staff, university departments, and current students not associated with an organization:

- A signed Event Confirmation is due within fifteen (15) days of booking for the reservation to be confirmed.
- OSU Departments must present an E-request (form available online) or 100-W form with budget account numbers prior to the event date.
- Within thirty (30) days following the event, the Ohio Union Business Office will prepare and mail an invoice for the remaining balance.
- Payment is due in full no later than thirty (30) days from the invoice date.

J.8 Registered Student Organizations

The following deposit and payment policies apply to registered student organizations:

- Registered student organizations are not required to pay a deposit for room and/or equipment costs.
- Within thirty (30) days following the event, the Ohio Union Business Office will prepare and mail an invoice for the room and/or equipment costs and the remaining catering balance.
- Payment is due in full no later than thirty (30) days from the invoice date.

J.9 Social Events

The following deposit and payment policies apply to social events, including but not limited to wedding receptions and birthday parties:

- The signed Event Confirmation and a 50% room deposit are due within fifteen (15) days of booking. Facilities will not be held without receipt of this deposit and a signed Confirmation. This deposit is refundable if the reservation is cancelled ninety (90) days in advance of the event's date. All refunds will be processed through the Ohio State University's Accounts Payable check system.
- If the reservation is made less than thirty (30) days from the event date, the deposit and signed Confirmation are required five (5) days after the reservation is booked.
- For events with catering, a 50% deposit on food costs will be due thirty (30) days prior to the event.
- The remaining balance, based on the Final Event Confirmation, must be paid in full 5 days prior to any social event.
- If any additional costs are incurred during the event, the Ohio Union Business Office will prepare and mail an invoice within thirty (30) days of the event.
- Payment is due in full no later than thirty (30) days from the invoice date.

L. Fire & Open Flame

No fires or grills are permitted on outside spaces unless it is approved by Ohio Union staff and OSU Fire Prevention. Candles must be contained within glass containers approved by the State Fire Marshal. Any additional clean up that the Ohio Union must do after the event will result in additional charges.

M. Food-Related Policies

L.1 Menus and Guarantees

Menus for all events, as established after the client's meeting with an Ohio Union Event Planner, must be finalized with the Ohio Union no later than three (3) weeks prior to the scheduled event. 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 five (5) 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. The 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 the client's convenience, below is 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

Due to uncertain market circumstances, prices are subject to change and substitutions may be necessary. The Ohio Union will provide the client with advance notice of an increase and the right to decide between the price and reasonable substitutions.

L.2 Service Charge

An 18% service charge is applied to all Catering Event Orders. Registered student organizations are exempt from this charge. The Catering Event Order is only an estimate and may increase at final billing depending upon changes or requests that occur during your event. The service charge covers behind the scenes (i.e. back of house) operational costs that may include, but are not limited to menu tastings, meetings, diagram creation, insurance, repair and/or replacement of catering serviceware, skirting, china, glassware, flatware, etc. A portion of the service charge is distributed to the catering staff, therefore no tipping is necessary. The service charge is taxable as defined by federal law.

L.3 Alternative 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 determines they cannot prepare.

In the above circumstances, clients may request the use of an alternative caterer. The "Alternative Catering Request Form," found in Section V of the Ohio Union Operating Manual, must be submitted to the Ohio Union Event Services Office 3 weeks prior to the event. Along with the request, proof of the requested caterer's Food License and Insurance must be provided. Submission of the "Alternative Catering Request Form," does not guarantee approval. The Ohio Union will review the request and notify the client of the status of the request. 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>

Approval of an alternative caterer does not include use of the Ohio Union kitchens and equipment.

Clients that are not registered student organizations with the Ohio Union will be responsible for a 15% usage fee based on a percentage of the food and beverages provided by the alternative caterer. The client must provide the Ohio Union a final copy of the food and beverage quote prior to their event date. Exceptions to this may be granted with approval from the Ohio Union Leadership Team.

Registered student organizations that are in good standing with the Ohio Union will not be charged the 15% fee associated with using an alternative caterer. The student organization hosting the event will be held financially responsible in the case of damage, improper usage of equipment, health code violations and fines, or any other circumstance resulting in costs to the Ohio Union because of the organization's use of an alternative caterer.

L.4 Discounts for Registered Student Organizations

Only registered student organizations can order food and beverages from the Catering 101 menu, a student-friendly menu. For registered student organizations ordering from the Catering 1870 menu, a 10% discount on the food and beverage portion of the Catering Event Order will be given. Registered student organizations are also exempt from the 18% service charge applied to all Catering Event Orders or the 15% usage fee for alternative caterers.

L.5 Catering Carry-In Food and Carry-Out Food Policy

No food or beverages will be permitted to be brought into the Ohio Union by any client for an event without prior written approval from Ohio Union administration. In addition, no food or beverage served by Ohio Union Catering may be removed from the Ohio Union premises with the exception of non-perishable items and pre-packaged items. Perishable items that require refrigeration should not be taken from functions or events.

L.6 Bake Sales

Bake Sales are not permitted in the Ohio Union.

N. 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.

O. 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).

P. 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.

Q. 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).

R. Overnight Policies

The Ohio Union has two options available for groups to host overnight events and retreats. These spaces include:

- a) Creative Activities Program Area on the Lower Level (Maximum Group Size: 20 Guests)

- b) Center for Student Leadership and Service (CSLS) and adjacent Green/Dressing Rooms on the 1st and 2nd floors. (Maximum Group Size: 12 Guests)

R.1 Overnight Reservation Process

Student groups must complete and submit the Ohio Union Request for Overnight Events form, found in Section V of the Ohio Union Operating Manual. These requests must be received by the Ohio Union Event Services Office at least 30 days prior to the event. An event coordinator will notify the requesting group to confirm if the space is available and if the overnight event request was approved.

If approved, groups will be subject to a nightly fee to cover additional staffing needs.

R.2 Overnight Waivers

Each participant in the overnight event is required to complete an Ohio Union Overnight Event Participant Waiver form, found in Section V of the Ohio Union Operating Manual. A completed waiver for each participant must be filed with the Ohio Union Event Services Office prior to the event.

All students participating in overnight events at the Ohio Union are subject to the Ohio State University Student Code of Conduct (available online at http://studentlife.osu.edu/pdfs/csc_12-31-07.pdf).

S. Parking

The Ohio State University Transportation and Parking Services offers two parking garages adjacent to the Ohio Union 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.

T. 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 content deemed to be antithetical to the educational mission of the university.

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 Ohio Union does not intend the bulletin board to serve as a public forum, and it reserves the right to reject or remove any posting deemed to be antithetical to the educational mission of the university. 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.

U. 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 are individual prayer and ablution rooms that do not require a reservation.

V. 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.

W. 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. Groups reserving space in the Ohio Union are responsible for any applicable licenses or permits to sell their items. Refer to the state of Ohio's tax website (http://tax.ohio.gov/divisions/sales_and_use/license.stm) for more information on vending permits. While staying consistent with the non-discrimination policy, the Ohio Union will not approve postings that contain content deemed to be antithetical to the educational mission of the university.

To permit the free flow of pedestrian traffic, sales & solicitations are limited to specific areas adjacent to the reserved space. Groups may not circulate in the pedestrian traffic areas or confront individuals. Groups must identify themselves by names displayed in their designated area and must not use the Ohio Union in advertisements/publicity without prior approval.

Outside vendors must not offer alcohol, credit cards, firearms, food, book buy-back or any product which conflicts with University Policies or Contracts. Vendors can reserve space once per academic term for up to

ten (10) days. Vendor fees are 15% of gross sales or the room charge, whichever is larger, to be made payable to the Ohio State University. Payment must be received in person on the last day of the sale and vendors who do not make payment will not be allowed to return to campus. For multi-day events, daily sales receipts must be provided to the Ohio Union Business Office.

Vendors will be provided with a confirmation stating conditions of sale. The confirmation must be signed and returned with a deposit within 15 days of issuance. If the confirmation is not signed, vendor will not be allowed to sell merchandise in or around the Ohio Union. The confirmation will list the number and type of equipment to be provided by the Ohio Union, as well as the area designated for vendor use. If any conditions of confirmation are not met, or conflicts with existing policy arise, the vendor will be asked to leave and may not be allowed to return.

X. Security

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

W.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.

W.2 Keys

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

Y. Table Fairs

Clients may use the Ohio Union event spaces to host table fair events (ie, career fairs, housing fairs, student involvement fairs, etc.). If the table fair will include displays or vendors from a bank or other financial institution, the following guidelines apply because of the Ohio Union's agreement with US Bank;

1. The client can request that US Bank be the sole bank on site during the table fair.
2. If the client extends an invitation to a bank or financial institution other than US Bank, the client must also offer US Bank a comparable free table or display at the table fair.
3. The client can choose not to have any bank or financial institution present at the table fair.

Z. 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 who have a signed confirmation with us (for up to 4 guests, additional guests can be added to your final billing). 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.

As part of the Ohio Union Wedding Package, weddings or receptions booked during summer quarter hours will be permitted to last until 12:00am (midnight). The wedding or reception must begin while the building is still open. Guests will not be able to enter the Ohio Union after the building has officially closed, and no event spaces in the Ohio Union, other than the reserved space, will be accessible to guests after the building closes.