In order to provide optimal service to all operations within the Ohio Union, the following procedures are to be adhered to at all times. Failure to comply could result in fines and/or being towed.

The loading dock operates Monday through Saturday from 7am until 5pm.

For Vendors

Ohio Union Loading Dock Procedures

Phone: 614-292-3777
614-247-7470
Fax: 614-247-6242

Ohio University
1739 N. High Street
Columbus, OH 43210

NOTE: All vehicles must pull up to designated bay. Vehicles cannot be any larger than 53 feet.

All vehicles must turn off their engines.

No unattended vehicles are permitted in the loading dock area.

Vehicles that require a dock leveler may only use Bay #5; however, we do have a dock leveler available.

Vehicles cannot block any trash or recycling compactors.

If all bays are full, all other vehicles will wait outside of the High Street gate until a bay has been vacated.

Any deliveries that do not arrive during normal business hours must have preauthorization to enter the loading dock.

Any driver/visitor that enters the Ohio Union must display his/her credentials at all times.

Any person entering the building via the loading dock must sign in at the security office.

All vehicles must enter the loading dock via High Street and exit on to College Rd. Vehicles over 45 feet long must turn left only onto College Rd. according to Traffic & Parking Policy.

Any driver/visitor must enter the Ohio Union via the Ohio Union Loading Dock.

Vehicles cannot exceed 6'4" x 24" x 7'-4" in size.

Ceiling height of the Ohio Union is 17'-39" from High Street.

Please direct any questions to the Shipping & Receiving Manager at 614-247-7467.

In the event that a vendor is coming to the Ohio Union, the following procedure is to be followed:

1. Provide identification and obtain a visitor badge.
2. Access to the building is required to display his/her credentials at all times.
3. Any driver/visitor that enters the Ohio Union must display his/her credentials at all times.
4. Any driver/visitor that enters the Ohio Union must display his/her credentials at all times.
5. All vehicles must turn off their engines.
6. No unattended vehicles are permitted in the loading dock area.
7. Vehicles that require a dock leveler may only use Bay #5; however, we do have a dock leveler available.
8. Vehicles cannot block any trash or recycling compactors.
9. If all bays are full, all other vehicles will wait outside of the High Street gate until a bay has been vacated.
10. Any deliveries that do not arrive during normal business hours must have preauthorization to enter the loading dock.
11. Any driver/visitor that enters the Ohio Union must display his/her credentials at all times.
12. Any persons entering the building via the loading dock must sign in at the security office.
13. All vehicles must pull up to designated bay.
14. All vehicles must turn off their engines.
15. No unattended vehicles are permitted in the loading dock area.
16. Vehicles that require a dock leveler may only use Bay #5; however, we do have a dock leveler available.
17. Vehicles cannot block any trash or recycling compactors.
18. If all bays are full, all other vehicles will wait outside of the High Street gate until a bay has been vacated.
19. Any deliveries that do not arrive during normal business hours must have preauthorization to enter the loading dock.
20. Any driver/visitor that enters the Ohio Union must display his/her credentials at all times.