Woody’s Policies
Ohio Union

The following is a list of policies that the Ohio Union and Woody’s will be using to manage events taking place in Woody’s.

- All signage advertising Woody’s events must be approved by Jill Irvin. The signage must also abide by all Ohio Union posting policies.

- All clients must have at least one client present throughout the entire event.
  - The client representative must check in with the manager on duty prior to the start of the event.
  - The client representative must be of clear mind to make decisions throughout the event.

- All alcohol, including beer, wine, and liquor MUST be purchased at Woody’s. No carry ins allowed.

- No alcoholic beverages permitted to leave the perimeter of Woody’s. This includes the fire exit, Union bathrooms and hallways.

- No smoking permitted inside The Ohio Union, including Woody’s.

- Any large event expecting over 75 people or more or any event deemed necessary by management must provide approved security.

- If there is an admission charge for an event, the client representative is responsible for providing door attendants, cash box and change.

- All Audio Visual equipment, including the DJ equipment, must be arranged prior to event through Katie Baioni, customer and sales associate for The Ohio Union.

- Events beginning prior to 9:00 pm, must maintain appropriate noise levels for business operations, as deemed by the Manager on Duty.

- Woody’s reserves the right to terminate any performance. Excessive profanity, vulgar language, and distasteful references will not be tolerated and may result in termination of the performance.

- No weapons permitted.

- All cancellations must be made at least two weeks before the event through Katie Baioni, customer and sales associate or Abby Hertzfeld, Woody’s General Manager. “No Shows” with out prior notification will be assessed the full catering and facility charge.

- Equipment Load-In and parking must be arranged prior to the event with Katie Baioni. Parking is not allowed in the loading dock or on the grass around the building.

Any violations of the above policies or if the manager on duty feels at any time that there is an unsafe environment for students and guests, the event may be terminated and there will be an immediate removal of all guests.

Person Designated Responsible for Event: ________________________________

Signature___________________________     Date: _______________

Load in Time: _________    End Time: __________

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