



OHIO UNION EVENTS

Ohio Union Council Roster (X = present (X) = alternate)

First	Last	Role	Status	9/16		11/18		2/17		4/21
Michelle	Scott	CGS	Voting							X
Gargi	Mishra	CGS	Voting							
Trina	Thomas	IPC	Voting							
Gary	Sukienek	IPC	Voting							X
Durya	Nadeem-Khan	USG	Voting							X
Sam	Feudo	USG	Voting							X
Wan	Yu	USG	Voting							X
Carlisle	Salapare	USG	Voting							
Brian	Menard	GAA	Voting							X
		Stu. Emp.	Voting							
Laurel	Van Dromme	USAC	Voting							X
Nate	Craig	Faculty	Voting							
		Faculty	Voting							
Leyla	Hawkins	Alumni	Voting							X
Beth	Miller	At-Large	Voting							--
Steve	Mousetes	At-Large	Voting							X
Julia	Boyer	At-Large	Voting							X
Maddy	Vesoulis	At-Large	Voting							--
Krystal	Vielman	OUAB Advisor	Ex-Officio							X
Emily	Montenegro	OUAB President	Ex-Officio							X
Caroline	Karwisch	CSA Chair	Ex-Officio							
Jeff	Pelletier	Union Director	Ex-Officio							X
Matt	Couch	Associate Dean	Ex-Officio							X
Larry	Moore	Catering Director	Ex-Officio							--
Brittany	Crall	Business Manager	Ex-Officio							
Patrick	Edwards	Secretary	Ex-Officio							X

- 1) Welcome
 - a) Name, Organization or Department
- 2) Presentation
- 3) Ohio Union Activities Board Update – Emily Montenegro, President
 - a) Introduced Casey Petrae – new OUAB president
 - b) Return to in person events with a variety of event formats throughout the year.
Tried to reimagine the student engagement aspect.
 - c) Had about 40,000 in attendance
 - d) Dissolved Collaborative Events committee to increase collaboration capacities

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- e) Expanded reach and explored new venues for undergrad events such as Ohio History Connection, Blackwell, Faculty Club
- f) Grad/ Prof
 - i) Events include Short North Stage and Cleveland Cavaliers
- g) Collaborative Events
 - i) Abby Wambach
 - ii) Levar Burton
 - iii) Natural Hair: The Experience
 - iv) Ilana Glaser
- h) Comedy
 - i) Saturday Night Live Panel
 - ii) Lolapalooza
 - iii) By-Lawed Open Mic Night
- i) Special Events
 - i) Craft nights
 - ii) OUABE Well
 - iii) Winter Wonderland
 - iv) Fatal Feast
- j) Spirit and Traditions
 - i) Welcome Week
 - ii) Homecoming
 - iii) Commencement Week
 - iv) Winter Wonderland
 - v) Once Upon a Ball
- k) Visual and Fine Arts
 - i) Flicks for Free
 - ii) Hannah Beachler
 - iii) Night at the Museum
 - iv) Poetry Slam and Workshop
- 4) Director Updates
 - a) Jeff Pelletier, Director, Ohio Union Operations & Events
 - i) Month Metrics

March 2022	March 2019	Historical Averages	
52.83%	58.92%	55.05%	Student Organizations
45.46%	36.78%	39.24%	University Departments
1.69%	4.29%	5.79%	External Users

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1108	2376	1767	Total Bookings
379	465	270	Unique Student Organizations
8120	9066	8226	daily traffic average

ii) Notable Events

- (1) Dancing With Our Stars Gala
- (2) Arts and Sciences Summer Internship Fair
- (3) James Cancer Hospital Breath of Hope
- (4) Hayes Forum
- (5) Builders Exchange
- (6) OSUWMC Match Day
- (7) Sibs and Kids weekend
- (8) Patterson Lecture Series
- (9) Nationwide Children's Hospital Legends Luncheon
- (10) Ramadan Prayer/Fast Spaces
- (11) Admissions Buckeye Bound visit days (last one 4/22)

iii) Upcoming Events

- (1) April 22 – Spring Semester Sizzle! (“breakfast for dinner” event with senior leadership)
- (2) April 27 – May2 – SLDS finals week testing support
- (3) April 28 – Day in the Life of a Buckeye
- (4) May 3 – Franklin County Board of Elections Voting Day
- (5) May 4-8 – Multiple pre-commencement activities/ceremonies (Student Dietetic Association, Geography Department, MAcc, College of Public Health, African American Farewell Celebration)

iv) Projects

- (1) Furniture updates in lounges and open study areas – awaiting ship dates
- (2) DAS Network updates – move co-ax end of March, remove antenna summer
- (3) Dining Services Operation – Kitchen Ceiling Tile Replacement – (Sloopy's July, union market July /August)
- (4) Sphinx and GHMR technology updates – after Skype fully phased out
- (5) Senate Chamber projector/screen wall repair –
- (6) Instructional Kitchen – two weeks in June/July

v) General Updates

- (1) Program review recommendations (6 main areas):
 - (a) Barriers Limiting Fulfillment of Expectations
 - (b) Policies and Procedures

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- (c) Space Usage and Allocation
- (d) Staff Training and Development
- (e) Diversity Equity and Inclusion
- (f) Planning for the Future of the Ohio Union
- b) Matt Couch, Associate Dean of Students, Sr. Director of Student Activities & Student Life Orientation
 - i) General Updates
 - (1) Dr. Kristen Davis has been hired as the Associate Dean of Students for Leadership & Service, so our reorganization of Student Activities will take place over the summer. Student Activities will still consist of OUAB/campus events, the KBK CSLS/student organizations, and student government support while our current leadership and service programs will be combined with Student Philanthropy and Buckeye Leadership Fellows under a new umbrella.
 - (2) We are in the process of hiring for three open OUAB advisor positions and a Buck-I-SERV coordinator.
 - ii) Campus Events
 - (1) Spring campus events have been constant, and they are slowly tapering down as we approach finals week. We will be offering relaxation and appreciation activities for students on Reading Day, and we will celebrate graduating undergraduate, graduate, and professional students during Commencement Week, including the Commencement Eve Candlelight Ceremony on May 7 on the Oval.
 - iii) Student Organizations
 - (1) The deadline for student organizations to register in the spring window was last Friday. The registration numbers for spring are always a little lower than fall. As of now, we have 1,273 fully active groups (with quite a few still pending the completion of some requirements), as compared to 1,406 in the fall. We typically report the fall number when commenting on the size of the community for the year.
 - iv) Service
 - (1) 10 Buck-I-SERV summer trips will be leaving on May 7 for Tennessee, Virginia, North Carolina, Florida, Washington State, Maryland, Missouri, and Puerto Rico. These are our first trips since March 2020.
 - v) Leadership
 - (1) We were able to celebrate more than 80 students, organizations, advisors, and supervisors during our 62nd annual celebration this year, which we presented virtually. We were also able to honor our 20 outstanding senior award recipients at an in-person celebration attended by students, family members, and mentors.

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- c) Larry Moore, Director, University Catering
- d) Brittany Crall, Business Manager
- 5) Policy updates
 - a) Section G Credenza and West Plaza Tabling – **Changing name to Section X Promotional Space Reservations**
 - b) Weddings
 - i) **Current policy**
 - ii) GG. Weddings and Receptions
 - iii) The Ohio Union looks forward to hosting weddings in our facility during the Summer Term and over breaks from the Autumn and Spring semesters. 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/>
 - iv) 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.
 - v) University Catering 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 three (3) weeks to schedule your tasting. Tastings are subject to our Cancellation Policy.
 - vi) 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.
 - vii) **Proposed policy**
 - viii) CC. Social Events (place in order will change)
 - ix) There are special requirements and deadlines for these special events (wedding ceremonies, receptions, mitzvahs, anniversary celebrations, etc.). Your Event Planning and Sales Coordinators will review these with you

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- x) University Catering will provide you with all of your menu needs. No food and beverage (with the exceptions of wedding cake) may be brought into the Ohio Union unless otherwise agreed upon by event staff in advance of event.
- xi) Your Event Coordinator can assist you with making decisions regarding set-up, placement of event items and other equipment when you meet with them. On your event 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.
- xii) CC.1 Weddings and Receptions
 - (1) 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.
 - (2) 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 three (3) weeks to schedule your tasting. Tastings are subject to our Cancellation Policy.
- c) Co-sponsorship
- d) Catering Changes
 - i) Alcohol Section C
 - (1) Change “pay bar” to “cash bar” to be consistent with language on catering menu
 - (2) There is a \$150.00 (change from \$75) 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 \$375.00 (change from \$500) in sales is reached (per bar).
 - ii) Food-Related Policies Section N.1 Menus, Ordering and Guarantees (structural and content edits)
 - (1) Proposed Policy:
 - (a) Plan to meet with your Event Coordinator or Sales Manager to discuss menus (6-8) weeks in advance. Menus for most events must be finalized with University Catering no later than four (4) weeks prior to the scheduled event. For groups of 150 or more guests, the planned menu(s) based on the expected guest count will represent the client’s minimum commitment for billing and cannot be reduced further. For groups less than 150 guests, no less than 10% attrition can be given at with the final guarantee.

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- (b) The final guarantee is due twenty-one (21) calendar days prior to the scheduled event. University Catering cannot be responsible for service to more than 5% over the guaranteed number of attendees and menu items for overage may not match the planned menu. Your guarantee is not subject to reduction. If no guarantee is received, University Catering will consider the expected number of guests on the client confirmation 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. All food and beverage items must be purchased through University Catering to comply with state and local regulations.
 - (c) Late Requests and Changes – Ideally, catering details should be confirmed on the timeline provided above to ensure quality food and service preparations and availability. We understand however this will not always be possible and while every effort will be made to accommodate short notice requests and changes, we may need to assess administrative fees for changes made within (7) seven business days of an event.
 - (d) Menu Pricing – All prices are subject to change and substitutions may be necessary based on uncertain market circumstances. University Catering will provide the client with advanced notice of an increase and the right to decide between the price and reasonable substitutions. Food and beverage pricing can be confirmed a maximum of two months in advance with menu selection; this is due to current fluctuations in costs from our suppliers caused by the pandemic and is expected to improve over time.
- (2) Current Policy:
- (a) Menus for all events must be finalized with the Ohio Union Event Coordinator no later than three (3) weeks prior to the scheduled event. For groups over 300 guests, the planned menu(s) based on the expected guest count will represent the client's minimum commitment for billing and cannot be reduced further, less no greater than 10% attrition. The final guarantee is due five (5) business days prior to the scheduled event. University Catering 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, University Catering will consider the expected number of guests on the client confirmation to be the correct guarantee number. All charges will be based on the guarantee or upon the actual number

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of persons served, whichever is greater. For the client's convenience, below is a schedule for your guarantee due dates:

Day of Event Deadline for Final Guarantee

Sunday Previous Wednesday by 10:00 a.m.

Monday Previous Wednesday by 10:00 a.m.

Tuesday Previous Thursday by 10:00 a.m.

Wednesday Previous Friday by 10:00 a.m.

Thursday Previous Monday by 10:00 a.m.

Friday Previous Tuesday by 10:00 a.m.

Saturday Previous Wednesday by 10:00 a.m.

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.

- e) W Posting policy (Strike last sentence upon conferral with OSU Legal Affairs)
 - i) 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.~~
- f) K.5 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 **forty-five (45) days (formerly 90 days)** will be sent to the University Bursar for further collection, and the client/contact will not be permitted to confirm reservations in the Ohio Union until full receipt of that payment.
- g) K.7 General Deposit and Payment Policies The following deposit and payment policies apply to all events:
 - i) 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 **purchase order (formerly eRequest)** to cover the difference.

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- ii) 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.
 - iii) Discrepancies to the event invoice must be noted within seven (7) days of invoice date.
 - iv) The Ohio Union accepts cash, check and major credit cards
 - v) All returned checks are subject to a \$30 fee. A. The bank sends returned checks to the Bursar's Office for collection efforts. The Bursar's Office will create an invoice for the returned check for the depositing unit and will invoice the individual or entity that presented the original check. This is from the Bursar's Office - have not seen anything about a \$ specific fee in the new policy
- 6) Lost and Found
- a) Current policy: 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).
 - b) Proposed Policy: The Campus Lost and Found at the Ohio Union is not responsible for lost, found or damaged articles left in or around the facility, other buildings or areas of campus. Any property turned in to the Campus Lost and Found that has not been claimed within 30 days will be considered abandoned by the owner. The Ohio Union may take possession of it and treat it as its own or dispose of such property without liability.
Every attempt is made to return the item(s) to the owner. Efforts are aided by labels on the item, student and staff directories, the University Registrar's office and email. All unclaimed articles will be donated to various departments and nonprofit organizations throughout the University or will be properly disposed. Items may be claimed by providing a physical description of the item(s). Some items may be disposed of before the 30-day limit for health or safety reasons (e.g. clothing, water bottles, lunch bags, perishable items, etc.)

Motion to vote – move to accept the policies as written –

Updates passed with 10 yes votes, 0 no votes and 0 abstentions

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THE OHIO STATE
UNIVERSITY

OFFICE OF STUDENT LIFE

Ohio Union Council

April 21, 2022

5:30-6:30

OHIO UNION EVENTS

- 7) 2021-2022 Full Council Meetings (5-6pm, Zoom or Ohio Staters Traditions Room)
 - a) September 16
 - b) November 18
 - c) February 17
 - d) April 21

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