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I. Welcome & Introduction

Ohio Union Staff & Students,

Welcome to the Ohio Union! The Office of Student Life is grateful that you have decided to work with us in our amazing facility. The Ohio Union is designed to be a comfortable and inviting space for the entire Ohio State community.

The purpose of this Operating Manual is to outline the parameters of usage and operating procedures for staff. It offers a comprehensive listing that encompasses facility use, event planning, safety and security. When designing this manual, the staff of the Ohio Union, in conjunction with the Ohio Union Council Policy Subcommittee, took into account many things that are vital to the success of the building: safety, security, legal issues, fairness, equity, inclusion, the protection of the facility, the property within the facility, the protection of its guests, protection of personal property and respect for the policies that guide The Ohio State University. This manual is designed to complement the Student Handbook. In the event that any information would overlap between this manual and the Student Handbook, the policies in the Student Handbook overrule.

The Ohio State University is a large and vibrant organization that continues to grow and change. In the same way, the Ohio Union continues to grow and evolve. The policies that govern the use of the facility will continue to change as well. As those policies change, we will be sure to update this policy manual on a regular basis and be as transparent as possible with those changes. This manual has been formatted so that it can be easily updated when policy changes occur. Policies have been printed on separate pages so that they can be easily removed in full and replaced by the new policy. To update the manual please remove the entire policy that was amended, print the amended section, and insert the section into the manual.

Please take the time to review this manual so that you are aware of the policies of the Ohio Union, and use it as a guide as when planning events here. It is critically important to us to receive feedback on these policies. I invite and welcome your input and feedback regarding these policies and the Ohio Union in general. Thank you for your time in reviewing these materials and please contact me with any questions, suggestions or feedback.

Sincerely,

Jeff Pelletier
Director, Ohio Union Operations & Events
A. Mission, Vision & Values

MISSION
As a landmark facility honoring university tradition, the Ohio Union provides a welcoming environment for the Ohio State community and guests. Our Events team creates memorable experiences and provides excellent guest services with a focus on student learning and development.

VISION
Built on a foundation of innovation, the Ohio Union will be a premier facility that meets the changing needs of the college student by serving as a timeless center of activity, community dialogue and learning.

VALUES
Inclusiveness - we foster an environment where all are welcomed and affirmed in a diverse community.
Learning - we celebrate opportunities for self-discovery and the ongoing development of our students, staff, and guests.
Innovation - we create new and memorable experiences through continuous improvement as our guests redefine their own boundaries.
Teamwork - we leverage individual strengths and team accountability to provide excellent experiences for clients, colleagues, and guests.
Tradition - we instill a sense of Ohio State spirit and identity in all who gather and engage in our community.
B. Information about Student Life

The goal of the Office of Student Life is to enhance the student experience and promote student success. Ohio State's Office of Student Life connects the points where the University intersects with students' lives, bringing the experience full-circle from the classroom and professional development to home and play.

Every office in Student Life touches students' lives in a unique way, and the programs and services are designed to accommodate a wide range of student experiences.

For the most recent Office of Student Life organizational chart and information, please visit: http://studentlife.osu.edu/pdfs/orgchart_02_2016.pdf
C. **Ohio Union Council**

C1. **Purpose**
As a body created by faculty rule and designated to report to the Council on Student Affairs, the Ohio Union Council serves as a conduit between the Ohio Union, the Council on Student Affairs, and the constituents of the Union including students, faculty, staff, alumni and community members. The Ohio Union Council serves as an advisory body to the Director of the Ohio Union and provides vision, voice and direction of the Ohio Union.

C2. **Members of the Ohio Union Council**
For a list of the most current members of the Ohio Union Council, please visit: [http://ohiounion.osu.edu/about_the_union/ohio_union_council/members_of_the_council](http://ohiounion.osu.edu/about_the_union/ohio_union_council/members_of_the_council)

C3. **Ohio Union Council Committees**
   a. Events – reviews the budget and operations of the Ohio Union Activities Board (OUAB), reviews Signature Events, and other duties as assigned.
   b. Policy – reviews policy proposals, provides input for revision or creation of policy, and other duties as assigned.
II. Ohio Union Information

A. **Organization Chart and Contact List:**

Operations and Events: [http://ohiounion.osu.edu/about_the_union/union_staff](http://ohiounion.osu.edu/about_the_union/union_staff)

Student Activities: [https://activities.osu.edu/about/staff/](https://activities.osu.edu/about/staff/)
B. Services/Programs/Departments (with descriptions & relevant documents)

1. Art Exhibit Space
   a) Description
   The Ohio Union has three spaces designated to display art exhibits of students, faculty, staff, and alumni, as well as visiting art exhibits. These spaces include: the first floor art gallery and cases (outside of the Great Hall Meeting Rooms), the 2nd Floor Art Lounge, and the Lower Level display cases.
   b) Use
   Exhibitors may request use of the space by contacting the Ohio Union Art Coordinator. Requests will be reviewed on an individual basis, in accordance with established policies. All building rules must be followed to prevent any damage to art displays, visitors, or Ohio Union facilities. The Ohio Union will not approve postings that contain content deemed to be antithetical to the educational mission of the University.

2. Business Office
   a) Description
   The Ohio Union Business Office handles financial transactions for the Ohio Union and Student Activities programs. This group also coordinates billing and payments for all Ohio Union Events. The office also processes and reviews internal requests for payments for University clients and programs.
   b) Location
   Ohio Union Business and Administrative Offices, Room 2008

3. Commuter Lockers & Kitchen
   a) Description
   The Ohio Union has lockers and kitchen space available on an annual basis for students who commute to campus.
   b) Location
   Third Floor, Northeast Corner
   c) Use
   Any student who wishes to have access to the Commuter Kitchen or wishes to obtain a Commuter Locker must visit the Off-Campus and Commuter Student Services Office on the third floor of the Ohio Union. The student will be required to complete and sign a Usage Agreement Form. After an agreement is on file, the student will be given BuckID access to the spaces.

4. Information Center / D-tix
   a) Purpose
   The Discount Tickets (D-tix) program, formerly Explore Columbus, is funded by the Student Activity Fee to provide Undergraduate, Graduate, and Professional students at the Ohio State University with access to a variety of cultural and sporting events at a discounted rate.
   b) Related Policies and Procedures
   • Tickets must be picked up and paid for at the Ohio Union Information Center.
   • Lottery Ticketed Events (one-time events – ex. concerts, sporting events, restaurant gift cards, etc.) will be released using a random lottery system, where students sign up on the D-Tix website to be entered into a random drawing for tickets. General Discounts (ex. COSI, Franklin Park Conservatory, Columbus Zoo, etc.) are sold on first-come, first-served basis and restocked weekly.
   • Limited quantities of tickets are available for all listed events. Sellouts are possible.
• A valid BuckID must be presented at the time of purchase for both General Discounts and Special Ticketed Events.
• The Student Activity Fee must be paid in order to be eligible to purchase General Discount Tickets and Lottery Ticketed Events.
• The limit is two (2) tickets per BuckID for both General Discounts and Lottery Ticketed Events.
• Students must present their own BuckID to purchase both Special Ticketed Events and General Discounts.
• Refunds for Lottery Ticketed Events are granted only in the case of event cancellation, and can only be honored with a receipt. The Ohio Union is not responsible for event time or date changes made by the event producers. Students should check with the venue for complete event information. No refunds for General Discount Tickets.
• It is the student’s responsibility to verify tickets purchased and receipts before leaving the information center to ensure they received correct tickets and were charged the correct amount advertised on the D-tix website. No changes can be made at a later date.
• Group Orders must be placed two weeks in advance via D-Tix website and are only available for General Discount Tickets (see website for specifications, not valid for Lottery Ticketed Events). Must be a registered student organization or residence hall to submit group orders. Limit one group order per semester not to exceed 20 tickets total for group.
• Restaurant Gift Cards, zipline tour vouchers, Cedar Point tickets, Zoombezi Bay tickets, Segway Tour vouchers, and any other vouchers included in Lottery System listed on D-Tix website are two tickets per Buck ID per Semester.
• Registration period for lottery ticketed events will be open for 48 hours (advertised by D-Tix).
• Once a student is selected to receive tickets for the lottery event, they will receive an email notifying them and/or they can log into the webpage to see their status. Then the student will have two business days from the time they are either notified via email or from the time it is posted on the webpage to claim their tickets before the tickets are forfeited to the next recipient.
• If a student is selected, but declines tickets two times or does not respond to email or webpage notifying them they were selected, then they default and will lose privileges to enter any lottery for the remainder of the semester.
• Students may also remove themselves from the lottery before the 48 hour Registration period closes and it will not count as a default; therefore no privileges will be lost.
• Students should check to make sure their BuckID is valid before visiting the Ohio Union Information Center to purchase tickets. This can be done at BuckID office located on the 3rd floor of the Ohio Union.
• Accepted forms of payment include:
  - Cash
  - Credit card
  - Personal checks
  - BuckID
  - E-request (University Orders)

  c) Location
  Ohio Union – Ground Floor – Off the Great Hall
  d) Website: http://d-tix.osu.edu

POLICY as of 10/19/2017
5. Graphics, Marketing, and Video/Photography Services
   a) Purpose
   The Ohio Union Marketing, Graphics, and Video/Photography Services are dedicated to providing professional graphic design, promotions, and marketing consultation and resources to registered student organizations, Ohio Union programs and events, major campus events, and other campus entities. The goal is to provide each customer with professional products that contribute to the student experiences at The Ohio State University.
   b) Location
   Graphics, Video, and Photography Services: Center for Student Leadership & Services at the Ohio Union Marketing and Promotions: The Ohio Union Business and Administrative Offices, Room 2008
   c) Graphic Design
   The Ohio Union Graphic Design area is comprised of three full-time designers and several student interns. Graphic designers provide professional design of publication materials, websites, logo development, and promotional materials. Design services are free to student organizations. Student organization requests for graphic design can be made online at: http://ohiounion.osu.edu/about_the_union/marketing/org_request. Other university offices may submit requests for graphic design services online at: http://ohiounion.osu.edu/about_the_union/marketing/dept_request.
   d) Marketing & Promotions
   The Ohio Union offers a variety of resources to promote student involvement and events. Marketing and promotions staff members work with student organizations and campus entities to identify unique, creative promotional items for groups and events. Examples of promotional products include: t-shirts, give-aways, posters, and awards. The marketing department also works with organizations to promote events through the Ohio Union event calendar, homepage features, a campus flier route, and through bulletin board space in the building. Requests for marketing assistance can be made online at: http://ohiounion.osu.edu/about_the_union/marketing/general_marketing.
   e) Photography and Video
   The Ohio Union offers photography and video services to document events or to create promotional materials for student organizations and campus entities. Staff members work to capture and preserve images that express the essence of Student Life – the people, the events, and the spirit that contribute to The Ohio State University. The Ohio Union Photography and Video Services also strives to maintain a historical record of University events and host an archive available to others. Video editing services can be requested and are considered on a case-by-case basis. Requests for photography and video services can be made online at: http://ohiounion.osu.edu/about_the_union/marketing/photo_video.
   f) Requests for Services
   The online request forms, listed above, offer submission guidelines and suggestions that will assist customers in receiving the best service from the graphics, marketing, and video/photography teams. While the Ohio Union staff will make a reasonable effort to accommodate all requests, priority is given to registered student organizations and Ohio Union related programs. A fee for service is assessed for outside University clients, units in Student Life, and other campus offices. Clients may contact the Ohio Union for rates. Requests are processed and prioritized as received. Clients are encouraged to submit requests early.

6. Keith B. Key Center for Student Leadership & Service
   a) Description
   The Keith B. Key Center for Student Leadership and Service (KBKCSLS) offers programs, resources, and services for individuals and student organizations, to promote membership, leadership, citizenship, and involvement at the university. The KBKCSLS has office spaces and lockers for student organization use.
The Resource Room, within the KBKCSLS, offers equipment, supplies, printing, and other services to registered student organizations. All registered student organizations have an account and an allotted amount of money they may spend in the Resource Room each academic year. Students or student groups may also individually purchase supplies and services from the Resource Room.

b) Location
KBKCSLS: Second Floor Ohio Union – Southwest corner
Resource Room: Room 2095 in the KBKCSLS

c) Access
Access to the KBKCSLS is limited to students, faculty, and staff via BuckID readers at the door. For registered student organizations that have offices in the KBKCSLS, 24-hour access is available. Students must visit the Resource Room and complete an agreement before access will be granted.

d) Website: http://ohiounion.osu.edu/get_involved/csls

7. Major Campus Events Committee

a) Purpose
The Major Campus Events Committee (MCEC) is a cohort of students who work collaboratively to plan the Ohio Union’s signature events at the Ohio State University, such as Homecoming Parade, BuckeyeThon, and Student Involvement Fair.

b) Location
Ohio Union, Room 3086A

c) Office Space/Committee Selection
MCEC shares an office with Pay It Forward and Buck-I-SERV and has access to supplies and resources available in the Keith B. Key Center for Student Leadership and Service. A new cohort of students is selected during Spring semester through an application process.

d) Website: www.signatureevents.osu.edu

8. Ohio Union Activities Board (OUAB)

a) Mission
The mission of the Ohio Union Activities Board as the student programming organization at The Ohio State University is to provide diverse programs and events that are educational, entertaining, and thought provoking for the students of the Columbus campus. OUAB strives to create a fun, accessible, and challenging environment for its members that empower each member to change and shape the lives of fellow students while strengthening their own leadership skills and fostering personal growth.

b) Website: www.ouab.osu.edu

c) Location
2098 Ohio Union Center for Student Leadership & Service

d) Ticket & Event Policy

Columbus Campus Students (Undergraduate, Graduate, and Professional)

Students will be required to present a current scannable student BuckID in order to obtain entrance or tickets to all Ohio Union Activities Board (OUAB) events. All fees for the current term must have been paid for the BuckID to scan as valid. Any student presenting an invalid BuckID will be unable to attend the event.

Student Buck-ID's are required for entrance to all OUAB events with the exception of outdoor, non-enclosed events. OUAB reserves the right to issue tickets for any event they deem appropriate, and ticketing will be subject to the following guidelines:

POLICY as of 10/19/2017
• Announcements about ticketing distribution times and information for each OUAB event will be made as soon as possible but generally no later than five weeks prior to the event date.

• All ticketing announcements will be made via the OUAB website (www.ouab.osu.edu) and all tickets, unless otherwise specified, will be available for pickup at the Ohio Union Information desk.

• Tickets will be distributed starting at 5:00pm between four (4) and two (2) weeks prior to the event date, depending on timing and the Ohio State academic calendar.

• Students may pick up one (1) ticket for every one (1) Buck-ID. Students may only present their Buck-ID.

• If the event requires a ticket, a BuckID MUST still be produced and checked/scanned at the door. If a student does not present their Buck-ID, the student will not be allowed entrance into the event. Students are advised to replace or fix their BuckID if there is a chance it may not scan properly.

• Approximate remaining ticket amounts will be posted on the OUAB website (www.ouab.osu.edu) when possible in order to assist students in obtaining tickets.

• For ticketed events, a standby line procedure will be implemented if all tickets have been distributed. Standby does not guarantee students a seat at the event. Students in the standby line will be seated first come-first served shortly before the start of the event.
  
  o Any student that does not present a BuckID with a ticket at the door will be directed to the standby line.
  
  o Students that do not have a ticket but have a BuckID will also be sent to the standby line.

• If a substantial number of tickets remain (more than 45% two weeks, more than 25% one week, or more than 5% two days) prior to an event, students will be able to pick up an additional ticket with their Buck-ID. If a non-OSU student uses the extra ticket, an OSU student with a current, scannable BuckID must accompany that person in order to enter the event.

• Students who wish to bring their spouse or partner, and who can prove their marriage or partnership with a marriage certificate or Ohio State affidavit prior to the event, will be able to pick up two (2) tickets.

• Due to redemption rates, OUAB’s practice is typically to release more tickets than the number of available seats in the event venue. As a result, students are not guaranteed a seat at the event. All events are general admission, and students are admitted on a first come-first served basis.

• To honor requests by the artists and to avoid disruptions to the show, OUAB reserves the right to deny access to the event after the show has begun.

**General Public On-Sale Ticketing**

In order to make competitive offers for artists, speakers, and events to appear at OSU, it is often necessary for OUAB to set aside a certain number of seats for the general public (generally no more than 10% of total venue seating capacity). When this occurs, tickets may be obtained in the following manner:
• General public tickets will be put on sale between four (4) and two (2) weeks prior to the event date at the Ohio Union Information Desk.

• When general public tickets are released at the same time as student tickets (four weeks out), only a certain amount will be made available to the general public within the first two weeks (generally no more than 10% of total venue seating capacity). After two weeks have passed, if a substantial number of tickets remain (more than 45% two weeks, more than 25% one week, or more than 5% two days) prior to an event, additional tickets may be released to the general public.

• When general public tickets are released two weeks after student tickets, students are encouraged to pick up their ticket during the first two weeks tickets are available. After the general public distribution begins, the remaining tickets may also be available for purchase by the general public.

Charity Event Ticketing

When OUAB promotes or plans an event in which proceeds are going to a charitable organization, tickets will be obtained in the following manner:

• If the event requires a paid ticket, students will be able to purchase two (2) tickets for every 1 Buck-ID.

• If a non-OSU student uses the second ticket, a Columbus campus OSU student with a current, scannable BuckID must accompany that person in order to enter the event.

• If students are required to perform community service in exchange for the ticket, one (1) ticket per student will be provided upon successful completion of the service project.

• In the event that the general public are also offered the opportunity to purchase tickets, tickets will be obtained in accordance with the section II, General Public On-Sale Ticketing.

• In accordance with sections IV and V, non-Columbus campus OSU students as well as faculty and staff will be eligible to purchase two (2) tickets if there are a substantial number of tickets remaining (more than 45% two weeks, more than 25% one week, or more than 5% two days) prior to an event.

Faculty and Staff

If a substantial number of tickets remain (more than 45% two weeks, more than 25% one week, or more than 5% two days) prior to an event, faculty and staff may be able to pick up two tickets at the Ohio Union Information Desk with their Buck-ID.

If a non-OSU faculty or staff member uses the second ticket, an OSU faculty or staff member with a current, scannable BuckID must accompany that person in order to enter the event.

In accordance with Internal Revenue Service tax laws, faculty and staff are responsible for all potential taxes owed due to utilizing an OUAB ticket.

All staff and faculty must present a current OSU ID to be admitted into an event, ticketed or non-ticketed.

Regional Campus OSU Students
If a substantial number of tickets remain (more than 45% two weeks, more than 25% one week, or more than 5% two days) prior to an event, regional campus OSU students will be able to pick up two tickets with their BuckID at the Ohio Union Information Desk.

If a non-OSU student uses the second ticket, a regional campus OSU student with a current, scannable BuckID must accompany that person in order to enter the event.

**Non-ticketed Events**

If an OUAB event does not require a ticket, OSU students must present a current scannable BuckID in order to obtain entrance to the event.

If a non-OSU student accompanies an OSU student, the OSU student must present a current, scannable BuckID in order to enter the event.

OSU faculty and staff are welcome at all non-ticketed events as seating is available.

Non-Columbus campus OSU students are welcome at all non-ticketed events as seating is available.

General public are welcome at all non-ticketed events as seating is available.

Determinations on available seating will be made immediately prior to the start of the event.

**Other Conditions and Disclaimers**

OUAB reserves the right to make changes to any of the above policies at any time.

The OUAB website at [http://ouab.osu.edu](http://ouab.osu.edu) will be the final authority for all ticketing announcements, policies, and event details.

All tickets, unless otherwise specified, will be available for pickup at the Ohio Union Information Desk. Please visit the Ohio Union's website at [http://ohiounion.osu.edu/](http://ohiounion.osu.edu/) for operating hours and directions.

OUAB tickets are NOT for resale. Any student found to have resold an OUAB ticket will be subject to sanctions according to the Ohio State University Student Code of Conduct.

For some events, a "voucher" redeemable for a "ticket" will be given to students. Students will then be able to pick up their "ticket" on the day of the event, immediately prior to entering the event. In these instances, the word "voucher" will be substituted for "ticket" above.

For BuckID related concerns or questions, please visit the BuckID website at [http://buckid.osu.edu/](http://buckid.osu.edu/).

Please contact the Office for Disability Services at [http://ods.osu.edu/](http://ods.osu.edu/) or 292-3307 to request assistance for any OUAB event.

9. **Ohio Union Development**
   a) **Purpose**
The Ohio Union Development office oversees development and fundraising efforts to foster and maintain connections with alumni, faculty, staff, students, and friends in an effort to enhance the student experience at The Ohio State University. The office also provides programming and events for alumni of the Ohio Union and supports the Ohio Union & Student Activities Alumni Society.

There are many ways to support the Ohio Union. Opportunities include: donations to the Friends of the Ohio Union Fund or program funds, gifts to scholarship endowments, naming gifts for physical spaces in the building. Gifts to the Ohio Union at all levels make a difference in the daily lives and activities of Ohio State students.

b) Location
Ohio Union Administrative Offices, Room 2008

c) Giving to the Ohio Union
Private support of the Ohio Union enhances the organizations, services, and programs that are housed in the Ohio Union. Through an annual gift to the University or through a one-time gift, endowments and funds offer opportunities to support organizations that are meaningful to the Ohio Union and the donor.

d) Websites
To learn more about giving to and supporting the Ohio Union, visit the Development page of the Ohio Union Website: http://ohiounion.osu.edu/get_involved/support, click on “Support”.

Gifts to the Ohio Union may be made online at the Ohio State’s online giving site: www.giveto.osu.edu

Alumni, former Ohio Union Staff, and friends of the Ohio Union can also become involved in the Ohio Union & Student Activities Alumni Society. Information about the society is available at: http://ohiounion.osu.edu/get_involved, click on “Alumni”.

10. Ohio Union Operations & Events
a) Event Services Reservation Policy
The Ohio Union has over 30 unique meeting and event spaces available for reservation by students, faculty, and staff of the Ohio State University and the general public. Event requests will be considered on a first-come, first-served basis. Student organizations are limited to reserving three meeting rooms per day at no charge. If more than three meeting rooms are needed for an event, the student organization will receive the three most expensive meeting rooms at no cost.

Requests for meeting and event spaces can be submitted in the following ways:

a) Preferred Method: Submit a Request online through the Virtual Scheduling System at: http://ohiounion.osu.edu/verms ;

Please note: The online Virtual Scheduling System may not reflect recent event requests received via phone, email, or in person at the Ohio Union Business Office. By completing the online form, clients are simply submitting a request for an event or meeting space and are not guaranteed use of the space until a signed confirmation has been received.

b) Call (614) 292-5200 or email ohiounionevents@osu.edu to contact a member of our Event Services Team;

c) Stop by the Ohio Union Administration Office (Room 2008) in the Ohio Union at 1739 N. High Street during our Business Office Hours; or

d) For any student organization outdoor space request on campus, registered student organizations
should use the Buckeye Event Network

A member of the Ohio Union Event Services Team will contact the client within 5 business days to verify the availability of the requested space, and the office will provide a confirmation to the client at this time. Confirmations must be signed by the client and returned to the Ohio Union Business Office within 15 days. If the client fails to return a signed confirmation, the Ohio Union will no longer be able to hold the event or meeting space for the client. Each event will be assigned to an Event Coordinator to assist with all other catering and event planning needs.

11. Parent Family and Alumni Relations
   a) Purpose
   Parent Family & Alumni Relations is committed to engaging family members as key stakeholders in The Ohio State University through enhanced communications, involvement in programming, and support of fundraising initiatives.
   b) Location
   Ohio Union, Room 2045
   c) Hours
   Monday- Friday: 8:00am – 5:00pm
   d) Website
   Information about Parent and Family Relations events and activities, available at http://parent.osu.edu

12. Sales Office
   a) Purpose
   The Ohio Union Sales Office solicits events at the Ohio Union from non-university and university clients for conferences, meetings, and social events during breaks, summers, and non-peak times. The office generates new business to the Ohio Union so that the community and international guests can experience The Ohio State University at the Ohio Union. Staff members provide tours and meet with prospective clients, donors, alumni and guests wanting to plan their large event at the Ohio Union. Staff members assist the client by booking the initial event details, sending event confirmations, and collecting deposits.
   e) Location
   Ohio Union, Room 2024
   f) Hours
   Monday- Friday: 8:00am – 5:00pm
   g) Website: http://ohiounion.osu.edu/plan_an_event/view_event_spaces

13. Sorority & Fraternity Life
   a) Purpose
   The Office of Sorority and Fraternity Life advises and provides administrative support to fraternity and sorority chapters on the Ohio State campus. Serving more than 60 fraternities and sororities, the office is committed to enhancing the collegiate experience of Ohio State students. Among the many benefits Sorority and Fraternity Life offers, students have the opportunity to experience leadership development, to serve the local Columbus and campus community, to network with local alumni to form career connections during college and after graduation, and to make lifelong friendships.
   b) Location
   Ohio Union Business and Administrative Offices, Room 2008

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c) Website: http://sororityandfraternitylife.osu.edu/

14. Student Government - Council of Graduate Students (CGS)
a) Mission
CGS promotes and provides academic, administrative, and social programs for the university community in general and for graduate students in particular. The Council provides a forum in which the graduate student body may present, discuss, and set upon issues related to its role in the academic and non-academic aspects of the University community

b) Websites: http://cgs.osu.edu; http://cgs.osu.edu/aboutus/
c) Location: 2088 Ohio Union Center for Student Leadership & Service
d) Other Relevant Information:
CGS elects four executive officers annually in the spring. Delegates representing all colleges at Ohio State are also elected each spring.

CGS directly serves and supports graduate students and the university community in a number of ways, including:

- Officially representing graduate student interest in university governance through the appointment of over 200 graduate students to university committees.
- Providing an outlet for the graduate student community to discuss and engage issues related to their interests at the university.
- Providing a forum for graduate student research.
- Providing travel funds for professional development.
- Seeking competitive compensation and benefits for graduate students.
- Planning special events for graduate students.

15. Student Government – Inter-Professional Council (IPC)
a) Mission
The IPC is a representative body of all professional students in the colleges of Dentistry, Law, Medicine, Optometry, Pharmacy, and Veterinary Medicine. Its purpose is to act as a liaison between these students and the governing bodies of the University.

b) Websites: http://ipc.osu.edu; http://ipc.osu.edu/about/welcome/mission_statement
c) Location: 2088 Ohio Union Center for Student Leadership & Service
d) Other Relevant Information:
The IPC Executive Committee consists of an elected President, Vice-President, and Secretary along with an appointed Chief of Staff. Each of the 6 Professional Colleges provides 1 Justice and 5 Senators for a total of 6 Justices and 30 Senators from the six professional schools.

16. Student Government – Undergraduate Student Government (USG)
a) Mission
USG consists of elected and appointed student representatives who serve as liaisons from the undergraduate student body to university officials. USG seeks to reach out to and work for the students at The Ohio State University.

c) Location: 2088 Ohio Union Center for Student Leadership & Service
d) Other Relevant Information:
The USG president, vice-president, and members of the USG senate are elected during an on-line balloting process that occurs during spring term. Cabinet directors are appointed by the new president and vice president, and any undergraduate student may join cabinet committees. USG also appoints undergraduate students to a variety of University-wide committees needing student representation. More information on involvement opportunities can be found at the USG website.

17. Student Organizations
   a) Purpose
Student organizations at The Ohio State University provide students with opportunities to become involved in a wide variety of interest areas. The Ohio State University recognizes the contributions student organizations make to an effective learning environment that prepares our students to live in a multicultural society and to work in a global community. Student organizations serve as a medium for academic discourse, personal growth, leadership development, intercultural understanding, community service, and lasting friendships.
   b) Location:
Ohio Union Center for Student Leadership & Service
   c) Website: http://ohiounion.osu.edu/get_involved/student_organizations
c. Human Resources

C.1 Definitions

Employee – Employee refers to faculty, staff, and student-employees. For purposes of this policy, graduate associates are also included in this category.

Essential employee – One who has been designated as critical to the operation of the unit, whose presence is required regardless of the existence of an emergency condition, and whose absence from duty could endanger the safety and well-being of the campus population and/or physical plant. Employees may be designated as essential on a situational basis, e.g., in the event of a snow emergency only, or in the event of a public health crisis. Essential employees must be notified in writing of their status as essential on an annual basis. Designations can be changed at any time depending on need.

Alternate employee – One who has been designated to serve as a back-up to an essential employee. Alternate employees must be notified in writing of their status as alternate on an annual basis. Designations can be changed at any time depending on need.

Standby employee – Any employee not designated as essential or alternate. Standby employees must be notified in writing of their status as standby on an annual basis. Designations can be changed at any time depending on need.

Overtime compensation – Overtime pay or compensatory time off provided to nonexempt staff that are required by unit management to be in an active pay status for more than 40 hours in a workweek.

C.2 Payroll and Timekeeping

To access payroll schedules, direct deposit information, and background checks, visit the Student Life Human Resources webpage at: http://slhr.osu.edu/forms/

C.3 Staff Expectations

• The climate in the office is one rooted in teamwork, high energy, innovation, and cooperation to develop and maintain positive relationships with students, faculty, staff, community members, and each other. While there is important work to be done, the goal is to maintain a fun and inclusive environment.

• Be respectful of differences in one another as individuals in terms of background, experiences, work and learning styles. Try to learn from one another and to understand individual differences. It is important to move beyond just tolerance and acceptance of others to actually appreciating everyone’s differences.

• Consult with your supervisor about any issues that arise. Provide your supervisor with as much information as possible. It is better to give too much information than not enough.

• The Ohio Union prides itself on a “can do” attitude, and by helping out other staff members or university partners. Employees should always be working to streamline processes and systems for students, instead of adding bureaucracy.
• For staff members who are students: Remember that you are a student and a staff member and that you need to balance both of these roles. Balance your school and work carefully to manage hectic periods in your classes and in the office. Don’t skip classes. If you are experiencing academic difficulty, speak with your supervisor. Each term, please submit a copy of all course syllabi to your direct supervisor, and be prepared to talk about when exams, papers, and projects are scheduled.

• Time off may be requested from your supervisor. There is no formal vacation for Graduate Administrative Associates (GAA). Winter and Spring breaks are not guaranteed time off for any staff, as our office remains open and is only closed on university holidays. Requests for time off will be considered, depending on staffing patterns for the office. These requests should be brought forward to your supervisor via email who will gain approval from the Ohio Union Director. The Ohio Union Administrative Associate will be responsible for managing a time away calendar.

• Office attire is business casual. Casual clothes like shorts or jeans are not typically permitted, unless a “dress down” day has been planned, or that the office is involved with a large scale program that requires long hours or a great deal of set up. In the event that you are participating in a meeting that involves external constituents, you should dress professionally, according to the population with whom you are meeting.

• Any requests from the media about issues related to the Ohio Union should be referred to the Ohio Union Director. Never tell a reporter that you have “no comment.” The Ohio Union Director may approve you to speak to the media after consulting with Student Life Marketing and Communications.

• Social time with undergraduate students can take place, but with appropriate caution, especially where alcohol is available. Because of the conflicts of interest that may arise, staff members are not permitted to date undergraduate students. It is also against university policy to be involved in a relationship with someone you evaluate. If you enter into a relationship with a colleague or peer, you must discuss this with the Ohio Union Director.

• You must abide by all state laws related to alcohol use. You may not drink socially with undergraduate students. You may not attend events on campus, or events sponsored by the office, if you have consumed alcohol.

• Whenever you work on committees or with other offices, you must be sure to follow through on assigned tasks. The Ohio Union strives to work closely with university partners and take our relationships seriously. Before offering to provide fiscal or human resources, or making any other commitments, check with a supervisor.

• Check with your supervisor before making a commitment to work with other offices, departments, or regional/national professional associations. Your supervisor should have a good understanding of your schedule and commitments.

• Professional behavior is expected whenever you are representing Ohio State at a conference or at a meeting. This includes, but is not limited to, presenting yourself professionally, appropriate consumption of alcohol, and attending events with students.

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• If concerns arise between you and another staff member, you must address them with that person, and/or consult with a supervisor.

• Any written correspondence should be copied to your supervisor (hard copies or email). Keep your supervisor updated with regard to your projects.

• The Ohio Union is part of the Office of Student Life. Thus, you should introduce and present yourself as being a staff member with the Ohio Union and Office of Student Life. The Ohio Union and all of Student Life operates from a team mentality, which includes assisting fellow staff members on projects that take place. You should plan to learn all parts of the Ohio Union and Student Life operations, knowing that it may take a year or two to get a basic understanding of everything that takes place.

• Any communication with the Board of Trustees or the President or Vice Presidents’ offices must be copied to the Ohio Union Director.

• All purchases made for the office must be cleared by your supervisor. All financial paperwork should be requested through the Business Office and signed by your supervisor. Turn in all paperwork and receipts immediately.

• With GAAs, a mid-term performance evaluation will take place at the end of the academic year. For professional and civil service staff, evaluations will take place by June. However, feedback should be provided on an on-going basis.

• The Ohio Union values professional development for all of its staff members. Please consult the Professional Development Plan to make sure you appropriately request support for your professional association memberships, travel to conferences, or participation in trainings and workshops.

• Expectations are negotiable and will be reviewed on a regular basis.

C.4 Student Staff

The Ohio Union values the integral role that student staff plays in supporting our mission, programming, and daily operations. On-campus employment offers students an opportunity to engage in the campus community while building lifelong skills. Student staff are hired into a variety of jobs including administrative; audio-visual; business operations; event planning; event production; catering; graphics, marketing, and multi-media; Information Center; programs and activities; retail; shipping, receiving, and security.

Interested students may apply for available positions through the Ohio Union website or the Buckeye Careers Network. Specific job descriptions will be posted as positions are available. Hiring takes place throughout the year, although in largest numbers at the start of the fall academic term. Both Federal Work Study Program (FWSP) and non-FWSP students are eligible for employment in all areas. Training will be provided in all areas and previous experience is not always required.
D. Ohio Union Tenants

The following is information about Tenants and University Offices located in the Ohio Union. For more complete information about these tenants and offices, visit their provided websites.

D1. Ohio State University Alumni Association, Inc.
   a) Purpose
   The Ohio State University Alumni Association has a satellite office on the ground floor of the Ohio Union. The Joe-Ann Schmahl Memorial Suite helps students to form a gateway connection with fellow students, friends, and alumni in lifelong support of Ohio State through Alumni Association membership, programs, and services.
   b) Location: Ohio Union, First Floor, Room 1044
   c) Hours: Monday-Friday 10:00am – 7:00pm
       Saturday & Sunday 12:00pm – 5:00pm
       Hours may vary by term or for special events
   d) Website: www.ohiostatealumni.org

D2. BuckID
   a) Purpose
   The BuckID Office issues BuckID cards to Ohio State students, faculty, and staff. BuckID is the official University ID card and is needed for students, faculty, and staff to access services on campus including: door access, meal plans, athletic tickets, COTA bus rides, Recreational Sports facilities, and much more. Visit their website to find additional details about obtaining a BuckID or to search for participating merchants.
   b) Location: Ohio Union, Third Floor, Room 3040
   c) Hours: Monday-Friday 8:00am – 5:00pm
   d) Website: www.buckid.osu.edu

D3. University Dining Services
   a) Purpose
   Campus Dining Services operates The Union Market, Espress-OH, Woody’s Tavern, and Sloopy’s Diner on the ground floor of the Ohio Union. Student meal plans, cash, and credit cards are accepted at all dining locations.
   b) Location: Ohio Union – First Floor
   c) Hours: For current menus and hours visit: http://diningservices.osu.edu/dining/
   d) Website: http://dining.osu.edu

D4. Multicultural Center
   a) Mission
   The Multicultural Center (MCC) provides services and programs to facilitate the inclusive shared learning experiences of students. The MCC strives to create an atmosphere where all can engage in dialogue, challenge barriers, and build collaborative relationships toward a vision of universal participation.
   b) Location: Ohio Union, First Floor, Room 1000
   c) Hours: Monday-Thursday 8:00am – 10:00pm
       Friday 8:00am - 5:00pm
       Some Friday evening and weekend hours as programs require
   d) Website: http://www.mcc.osu.edu

D5. Off-Campus and Commuter Student Services
   a) Mission
Off-Campus and Commuter Student Services provides programs and services to meet the needs of off-campus and commuter students. The staff strives to address the needs of persons wishing to live and engage in the University District and local community, by collaborating with landlords, community members, and city officials.

b) Location: Ohio Union, Third Floor, Room 3106

c) Hours: Monday-Friday 9:00am – 6:00pm

d) Website: http://offcampus.osu.edu/

D6. Office of the Senior Vice President for Student Life

a) Purpose

The Office of the Senior Vice President for Student Life supports students’ co-curricular experience at Ohio State by overseeing the programs, services, and operations of the 30 Student Life departments. The vision of the Office of Student Life is to create extraordinary Ohio State student experiences.

b) Location: Ohio Union, Third Floor, Room 3034

c) Hours: Monday-Friday 8:00am – 5:00pm

d) Website: http://studentlife.osu.edu/

D.7 The Ohio State University Bookstore at The Ohio Union

a) Purpose

The Ohio State University Bookstore at The Ohio Union, the Ohio Union’s retail store, offers products including unique apparel items, home décor, candy, game-day gear, and gifts. Trademarked Ohio State items and Ohio-made products are offered. The Ohio State University Bookstore strives to be a specialty collegiate store by also celebrating Ohio-based vendors through its product offerings. Through a partnership with UniPrint, bookstore customers also have access to self-serve copy machines, printing, binding, and UPS services.

b) Location

Ohio Union Ground Floor – On the northeast side of the building just inside the High Street Entrance

c) Website: http://ohiounion.osu.edu/dine_and_shop/barnes_noble_college

D.8 Undergraduate Admissions & First Year Experience Visits and Events Suite

a) Purpose

The Visits and Events Suite serves as a satellite office of the UAFYE. The suite provides additional programming space for UAFYE and most campus tours leave from this location.

b) Location: Ohio Union, Third Floor, Room 3002

c) Hours: The space is staffed only during scheduled campus visits.

d) Websites: www.osu.edu/futurestudents/ (UAFYE Homepage) https://campusvisit.osu.edu/Reservation/visitoptions.aspx (Daily Visit Site)

D.9 US Bank

a) Purpose

US Bank at the Ohio Union is open to the public provides banking services to Ohio State students, faculty, staff, and community members. There are also four US Bank ATM Machines throughout the building.

b) Location: Ohio Union, First Floor, Room 1183

c) Hours: Monday-Friday 9:00am – 6:00pm

Saturday 9:00am – 1:00pm

d) Website: http://www.usbank.com/

POLICY as of 10/19/2017
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

A.1 Building Hours: http://www.ohiounion.osu.edu/visit_the_union/hours_of_operation

A.2 Floor Plans: http://ohiounion.osu.edu/visit_the_union/building_map

A.3 LEED Information: http://ohiounion.osu.edu/about_the_union/green

The Ohio Union obtained LEED Silver 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/about_the_union/green/leed

A.4 Event Requests: http://ohiounion.osu.edu/plan_an_event/space_requests


A.7 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.
- Tobacco use, in any form. Smoking and the use of tobacco are prohibited in or on all university owned, operated, or leased property including vehicles, per Tobacco Free Ohio State Policy 7.20. http://hr.osu.edu/policy720.pdf
- Skateboarding, roller skating, rollerblading, or cycling, or the use of personal recreational vehicles.
- 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: https://studentlife.osu.edu/pdfs/osu-policy-on-alcohol.pdf

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.

Guests may not remove alcohol from the room where the event is taking place.

It must be verified that a clear majority of those attending will be of drinking age.

University 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.

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

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

University 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.

University Catering 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 service may be non-consecutive, but must not total more than four hours per event. Alcohol service must end one half hour before the end of the event.

**C.2 Alcohol Sales**

University Catering has the following Alcohol Permits:

- **D1** – Beer only for on-premises consumption
- **D2** – Wine and certain pre-packaged drinks for on-premises consumption
- **D3** – Spirituous liquor (on-premises consumption only) until 1:00 a.m.
- **D6** – Sale of intoxicating liquor on Sunday from 11:00 a.m. until 12:00 a.m.

Following the guidelines set forth by University Catering liquor licenses, hours for beer, wine, liquor sales are:

**Woody’s Tavern**

- Monday – Friday*: 11:30 a.m. – 12:30 a.m.
- Saturday: 12:00 p.m. (noon) – 12:30 a.m. (8:00 a.m. start for OSU home football games)
- Sunday: 1:00 p.m. – 10:00 p.m.

*Service Limitation

**Catering (Event driven, all sales/pouring end 30 minutes prior to agreed reservation end time.)**

- Monday – Friday: 11:30 a.m. – 12:30 a.m.
- Saturday: 12:00 p.m. (noon) – 12:30 a.m. (8:00 a.m. start for OSU home football games)
- Sunday: 1:00 a.m. – 12:00 a.m. (midnight)

**Ohio State University departments and sponsored events**

- Monday – Friday: 5:00 p.m. – 12:30 a.m.
- Saturday and Sunday, same as above, no limitation.

**C.3 Cash and Host Bar**

University Catering 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 client 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.

A client may choose to offer a combined cash and host bar. The client provides a designated number of drink tickets to guests. A record is kept by the bartender for the cost of the beverages ordered by the guests with drink tickets, and the client will be billed at the conclusion of the event. Once a guest’s drink tickets are used, the guest may purchase additional drinks from the cash bar. The client will be responsible for applicable fees and bar minimums.

*POLICY as of 10/19/2017*
D. Cancellations

The Ohio Union is committed to the success of a scheduled and confirmed event. In the event of a situation beyond human control, not induced by negligence, the Ohio Union will not be held responsible. Inclement weather is not a valid cause for cancellation of an event under contract. Please refer to Section K regarding deposits to clarify if/when a refunded deposit might be available.

D.1 Non University & University User Cancellation Policy

Should it be necessary for you to cancel your event the Ohio Union reserves the right to impose a cancellation fee based on the following scale. Written notice (email acceptable) to cancel a space or catering is required. In all cases, food will not be prepared or provided.

Greater than 90 days prior to the event:
No charge or penalty.

90 days to 61 days prior to your event:
An amount equal to 33% of the food, beverage, service charge, in house AV, and meeting room revenue based on the minimum estimate stated on the Confirmation Agreement.

60 days to 31 days prior to your event:
An amount equal to 50% of the food, beverage, service charge, in house AV, and meeting room revenue based on the minimum estimate stated on the Confirmation Agreement.

30 days or less prior to your event:
An amount equal to 100% of the food, beverage, service charge, in house AV, and meeting room revenue based on the minimum estimate stated on the Confirmation Agreement.

15 day or less prior to your event:
An amount equal to 100% of the food, beverage, service charge, and meeting room revenue, as well as equipment rental, and labor expenses based on the minimum estimate statement on the Confirmation Agreement.

D2. Registered Student Organization Cancellation Policy

Should it be necessary for you to cancel your event, the Ohio Union reserves the right to impose a cancellation fee based on the following timeline. Written notice (email acceptable) to cancel a space or catering is required. In all cases, food will not be prepared or provided.

Events in large event spaces Archie M. Griffin Ballroom, Performance Hall, US Bank Conference Theatre, Great Hall Meeting Room, Cartoon Room) will be assessed the following cancellation charges:

60 days to 16 days prior to your event:
An amount equal to 50% of the food, beverage, service charge, and meeting room revenue based on the minimum estimate stated on the Confirmation Agreement.

15 day or less prior to your event:
An amount equal to 100% of the food, beverage, service charge, and meeting room revenue, as well as equipment rental, and labor expenses based on the minimum estimate statement on the Confirmation Agreement.

Events in meeting spaces will be assessed the following cancellation charges:

5 business days prior to your event:
An amount equal to 50% of the food, beverage, service charge, and meeting room revenue based on the minimum estimate stated on the Confirmation Agreement.

3 business days prior to your event:
An amount equal to 100% of the food, beverage, service charge, and meeting room revenue, as well as equipment rental, and labor expenses based on the minimum estimate state on the Confirmation Agreement.

**D3. No-Show Policy**

University and or student organizations using rooms at a discounted rate 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. If the incident occurs in the last 1/3 of the term, privileges will be forfeited for the next term.
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.

E.3 Confirmation Type
CONDITIONAL - Student Life Departments are able to request Meeting Room* space Monday through Friday from 7am- 4pm in the RPAC and Ohio Union under CONDITIONAL status. Reservations under this status are free for the Student Life department. If a student organization or other paying client requests the same space more than 5 business days prior to the event, the Student Life department will have 1 business day to respond with intent to pay for the space at the university user rate, or release the room to the challenging client.

It will be up to the Student Life Department to find an alternate location. Student Life Departments can request conditional bookings one academic term in advance. Please note while this status allows for a free room charge, there may be other fees for catering, equipment or labor.

*Meeting Room = rooms that are not considered large event spaces or spaces for which student organizations must pay.

CONFIRMED –
TENTATIVE –
WAITLIST –
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 the Ohio Union, to ensure that all parties involved are aware of costs and agreements and to ensure that all events in the Ohio Union be successful.

F.2 Guidelines & Procedures
The Ohio Union will consider requests for co-sponsorship from any registered student organization or University entity. Events must meet the following guidelines and procedures to be considered for co-sponsorship:

- In the case of co-sponsorship resulting in discounted pricing, discount may include room rates, equipment rental, labor rates, and/or catering.
- In the case of student organization co-sponsorship, co-sponsorship is contingent on the organization retaining active status with Student Activities. Should the organization become inactive, pricing reverts to the applicable rate of the other co-sponsoring user.
- All details of the event must be approved by the Ohio Union and the co-sponsor(s).
- Final arrangements must be made two (2) weeks prior to the date an event is to occur or the event may be cancelled. This is done to ensure that available space and resources can be reallocated to other student organizations or University entities.
- Advertising should not include the Ohio Union, Student Life, or University logos without prior approval from the Ohio Union, specific department, or Trademark & Licensing.
- Accurate and current billing information should be received two (2) weeks before the event.
- All parties will agree to fill out an Ohio Union Event Evaluation form following the event.
- In order to serve alcohol at an event co-sponsored by a student organization, the student organization must obtain and submit an approved Ohio Union Alcohol Request Form three (3) weeks before the event. No tobacco, unapproved bar service, or illegal substances are 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, and may forfeit future co-sponsorship eligibility.
- Co-sponsors must complete and return the Co-Sponsorship form to the Ohio Union Event Services office. Request must be received no later than two (2) weeks prior to the event. This form must be approved by an Associate Director of the Ohio Union, or designee.
G. Credenzas and West Plaza Tabling

G.1 Purpose and Use
Credenza tabling space may be reserved by individuals, student organizations, university departments, or non-university organizations for promotional purposes. No more than one space may be reserved at a time.

G.2 Prohibited Uses
Credenza space may not be used in violation of any other building policies having external catering or selling or giving away items that violate affinity agreements with the university or Ohio Union tenants. Passing out of promotional material resources may not occur outside of the reserved space.

G.3 Payment
Payment for a credenza rental must be made in full at least three (3) business days before the date of the reservation, unless authorized by the Ohio Union Business Office and the Director of Ohio Union Events. If payment is not received on time, the reservation will be forfeited and open for booking by another group. If a reservation is requested within the three (3) day period, payment must be made upon reservation request.

G.4 Credenza Reservation Rescheduling Policy
Rescheduling a credenza reservation (in lieu of cancellation) will take precedence over cancellation and corresponding fees, pursuant to the Ohio Union’s ability to make such an accommodation. Rescheduling a credenza reservation must occur within 5 business days prior to the originally scheduled date, and can be rescheduled within the same fiscal year.

G.5 Non-University and University User Cancellation Policy
Should it be necessary to cancel a credenza reservation, the Ohio Union reserves the right to impose a cancellation fee (commensurate with section D above) on the following timeline:
*Written notice (email acceptable) to cancel a credenza reservation is required.

Greater than 30 days prior to the event:
No charge or penalty.

30 days or less prior to your event:
An amount equal to 50% of the food, beverage, service charge, and credenza space revenue based on the minimum estimate stated on the Confirmation Agreement.

15 day or less prior to your event:
An amount equal to 100% of the food, beverage, service charge, and credenza space revenue, based on the minimum estimate state on the Confirmation Agreement.

G.6 Registered Student Organization Cancellation Policy
Should it be necessary to cancel a credenza reservation, the Ohio Union reserves the right to impose a cancellation fee (commensurate with section D above) on the following timeline:
*Written notice (email acceptable) to cancel a credenza reservation is required.

Greater than 5 days prior to the event:
No charge or penalty.

5 days or less prior to your event:
An amount equal to 50% of the food, beverage, service charge, and credenza space revenue based on the minimum estimate stated on the Confirmation Agreement.

3 day or less prior to your event:
An amount equal to 100% of the food, beverage, service charge, and credenza space revenue, based on the minimum estimate state on the Confirmation Agreement.
H. Dances

H.1 Definition of a Dance
A “dance” will be defined as any event held in the Ohio Union with the following characteristics:
   a) A DJ/Live music is considered as the primary form of entertainment.
   b) The event space(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) There is no pre-defined list of invitees.

H.2 Security Assessment
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. Ohio State Campus Safety will determine the risk level in consultation with the Ohio Union Staff.

   a) **Maximum Risk**: 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 sponsored by a group that has a history of past problems; the function has a mix of University students and area high school students; etc).

   b) **Medium Risk**: 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**: An event at the Ohio Union in which there is a low probability of problems occurring at the event and the sponsoring group has no history of problems.

   d) **No Risk**: 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.

H.3 Prohibited Items
Smoking and the use of tobacco are prohibited in or on all university owned, operated, or leased property including vehicles, per Tobacco Free Ohio State Policy 7.20: [http://hr.osu.edu/policy720.pdf](http://hr.osu.edu/policy720.pdf)
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 dance security personnel and providers.
Such items will be confiscated upon entrance and will not be returned.

H.4 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.

**H.5 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 and have their photo taken 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.
I. Decoration Policy

Spaces at 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, fire extinguishers and other emergency or safety equipment 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. Clients using 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, glitter, rice, dance wax, powder or similar materials
e) Adhesive-backed (stick-on) decals or similar items
f) Any paint, chemicals or liquids that can damage the facility
g) Portable helium tanks. Students may request to use the helium tank in the Keith B. Key Center for Student Leadership and Service.

The Ohio Union asks that clients do not hang signs advertising an event throughout the Ohio Union. Rooms are equipped with digital display signs that contain event information. Easels are also available to rent with prior arrangement with Event Services so the client can display signage 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 Payments, and Refunds

K.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).

K.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 menus and services, and other support services/personnel. Special features of an event may involve additional fees and all fees are subject to change.

Events reserved within 12 months of the event date are guaranteed their original booking rate(s) with a signed Confirmation Agreement. Events booked more than 12 months from the event date may be charged the current room rate and catering menu prices and fees.

If the Ohio Union and University Catering 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.

K.3 Deposits
Events with estimated fees of $500 or less will require a 100% deposit to secure their reservation. The balance of any additional fees incurred will be the responsibility of the group or organization per the Confirmation Agreement.

University and/or student organizations with estimated fees totaling $10,000 or more with no previous record of events of this scale may be required to make a deposit to secure their reservation.

Student organizations are strongly encouraged to discuss their specific financial situation and required deposit with the Event Planner.

K.4 Minimum Charge Calculations
The minimum amount set for in the Confirmation Agreement is based on the estimated number of guests as well as the approximate cost per person of the arrangements that you have requested. This amount represents the minimum that will be spent by your group or organization in food, beverage, and room rental. This minimum does not include service charges, tax, audiovisual charges, or any other miscellaneous charges incurred.

Should your final attendee count drop below the approximate number of guests listed on the Confirmation Agreement by more than 10%, you will be charged the specific minimum fee, or the actual cost of your event, whichever is greater.

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 ninety (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.
K.6 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 current Franklin County tax rate for all food, beverages, and services (unless a tax-exempt number is provided).

K.7 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.

K.8 Refunds
Facilities will not be held without receipt of a deposit and a signed Confirmation. All deposits are subject to the Cancellation policies outlined in section D above. Refunds will be processed through Ohio State’s Accounts Payable check system.
L. Film Showing & Licensing

Events in the Ohio Union that include a movie screening must acquire a public performance license in order for a movie to be shown in the facility per the description of Federal Law below:

The Federal Copyright Act (Title 17 of the U.S. Code) governs how copyrighted materials, such as movies, may be used. Neither the rental nor the purchase of a copy of a copyrighted work carries with it the right to publicly exhibit the work. No additional license is required to privately view a movie or other copyrighted work with a few friends and family or in certain narrowly defined face-to-face teaching activities. However, bars, restaurants, private clubs, prisons, lodges, factories, summer camps, public libraries, daycare facilities, parks and recreation departments, churches and non-classroom use at schools and universities are all examples of situations where a public performance license must be obtained. This legal requirement applies regardless of whether an admission fee is charged, whether the institution or organization is commercial or non-profit, or whether a federal or state agency is involved.
**M. 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.
**N. Food-Related Policies**

**N.1 Menus and Guarantees**
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 three (3) 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 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:

<table>
<thead>
<tr>
<th>Day of Event</th>
<th>Deadline for Final Guarantee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday</td>
<td>Previous Wednesday by 12:00 noon</td>
</tr>
<tr>
<td>Monday</td>
<td>Previous Wednesday by 12:00 noon</td>
</tr>
<tr>
<td>Tuesday</td>
<td>Previous Thursday by 12:00 noon</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Previous Friday by 12:00 noon</td>
</tr>
<tr>
<td>Thursday</td>
<td>Previous Monday by 12:00 noon</td>
</tr>
<tr>
<td>Friday</td>
<td>Previous Tuesday by 12:00 noon</td>
</tr>
<tr>
<td>Saturday</td>
<td>Previous Wednesday by 12:00 noon</td>
</tr>
</tbody>
</table>

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.

**N.2 Service Charge**
A 20% service charge is applied to all Catering Event Orders for Non University and University users. For registered student organizations, the service charge is 15%. 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.

**N.3 Discounts for Registered Student Organizations**
Registered student organizations ordering from the University Catering menu, will receive a 30% discount on the food and non-alcoholic beverage portion of the Catering Event Order will be given.

**N.4 Alternative Caterers**
All food and beverage services in and around the Ohio Union are to be provided by University Catering. 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 or cooking equipment. Cooking in meeting and event spaces is not permitted. This includes use of equipment such as hot plates, coffee makers, and open flame burners. Chafing dishes are permitted to keep food at safe serving temperature.

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.

**N.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.

**N.6 Bake Sales**

Bake Sales are not permitted in the Ohio Union.
O. Games of Chance

Events in the Ohio Union that include a gambling or a game-of-chance component must follow the State of Ohio’s Revised Code Chapter 2915.

GAMES OF CHANCE BY STUDENT ORGANIZATIONS

According to the Ohio Attorney General’s Office, student organizations do not fall into a category of organizations that may legally conduct games of chance for profit. However, student organizations may host events involving casino games (i.e. poker or blackjack) as long as the following conditions are met:

• There is no entry fee to participate. If there is no entry fee, then the event is technically not a game of chance for profit and is therefore not gambling.
• No person receives compensation for assisting the operation of the game.

RAFFLES/DRAWINGS BY STUDENT ORGANIZATIONS

According to the Ohio Attorney General’s Office, raffles may not be conducted for profit, or by organizations that are not 501(c)3 (not-for-profit) organizations. Student organizations are not considered 501(c)3 organizations unless those individual organizations have completed the necessary application paperwork through the Internal Revenue Service. The Ohio Revised Code defines a pool as: a scheme in which a participant gives a valuable consideration for a chance to win a prize and the total amount of consideration wagered is distributed to a participant or participants.

Drawings, or Door Prizes, may be conducted by student organizations as long as the following conditions are met:

• There is no fee to participate. If there is no fee to acquire the drawing tickets, there is no item of value being given in exchange for participation, then the event is not considered a raffle.
• If there is a fee to participate, the possibility of winning the door prize cannot be the primary attraction or purpose of the event.
• Other conditions as set forth in the Ohio Revised Code, Chapter 2915, Gambling.

This information was gathered by Ohio Union staff directly from the Ohio Attorney General’s Office. The information provided here should be used as a guide, but not as an interpretation of the Ohio Revised Code on these topics. The Ohio Revised Code, Chapter 2915, Gambling can be accessed through the Office of the Attorney General of Ohio’s website at http://www.ag.state.oh.us/business/pubs/char/orc2915_HB95and325.pdf. Any organizations wishing to plan a game of chance or drawing are encouraged to consult the Office of the Attorney General of Ohio for further details about their specific event.
P. 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.
Q. 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).
R. 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 5:30pm or after 10pm; Friday before 5:30 or after midnight; Saturday before noon or after midnight, Sunday before noon or after 10pm, while classes are in session.
S. 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).
**T. 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) Keith B. Key Center for Student Leadership and Service (CSLS) and adjacent Green/Dressing Rooms on the 1st and 2nd floors. (Maximum Group Size: 12 Guests)

**T.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.

**T.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](http://studentlife.osu.edu/pdfs/csc_12-31-07.pdf)).
**U. Parking**

Campus Parc 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 is 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.

Single exit parking vouchers allowing event guests to use the garages may be purchased through an Ohio Union event coordinator. The vouchers are provided at the current CampusParc rate and no additional fees are charged by the Ohio Union. Clients will be charged for the cost of all vouchers distributed to them. Any unused vouchers must be returned to the Ohio Union within 48 hours of the event to be eligible for a refund. It is highly encouraged that vouchers be returned to the Ohio Union at the completion of the event to facilitate accurate return counts and timely invoicing.

Refunds can only be provided for unused, like new vouchers (Ohio Union is unable to re-distribute damaged vouchers).
V. Pets and Animals

Pets and animals are not permitted in the Ohio Union except:

- Service and Assistance Animals for persons with disabilities, or those animals being trained for such a purpose
- Police dogs on duty

Emotional Support Animals are not permitted in the Ohio Union.
Therapy Animals may be approved for specific events and programs through Ohio Union Events.
W. 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.

W.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 Ohio Union staff will hang the banner upon approval and it will remain hanging until the confirmed end date.

W.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.
X. 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.
Y. Rain Site Policy

In the case of inclement weather, event spaces at the Ohio Union may be reserved as rain site locations for outdoor events at the Ohio Union and other venues on campus. The following policies apply when reserving an Ohio Union event space as a rain site:

- Clients must provide proof of a primary outdoor reservation at the time of booking the rain site location in the Ohio Union.
- Clients will be charged at the normal usage rate when using an Ohio Union event space as a rain site.
- The client will not be charged for the space if the reservation is cancelled five (5) business days prior to the event for meeting rooms and thirty (30) days prior to the event for large event spaces (including the Grand Ballroom, Performance Hall, Great Hall, or Conference Theatre).

As a courtesy, if the Ohio Union Event Services Office is notified 48 hours prior to the event that the client does not intend to use the rain site, the client will only be charged 50% of the normal usage rate. This fee will cover costs associated with lost revenue, event staff, and event set-up.
Z. Room Reservations for Studying

In order to maximize the number of student organizations the Ohio Union can accommodate, individuals and groups can reserve study space for up to four hours each day.

- Reservations must be confirmed through the Ohio Union Event Services staff.
- Rooms are scheduled in 1 hour blocks up to 4 hours daily.
- Study rooms are only available during hours the building is open.
- Only one room reservation (per group or individual) is permitted per day.
- Unscheduled times are available for walk-in use. Please refer to the posted schedule before walking in, and be prepared to vacate for the next scheduled reservation.
- Although the group study room is a more private space, sound can leak through the walls. Please keep the noise down so as not to disturb others.
- All food and drink must be cleaned up before you leave so that the room is ready for the next occupant.
**AA. Sales and Solicitation**

No unauthorized petitioning or soliciting may be conducted in or around the Ohio Union. Any solicitations other than in accordance with the guidelines below are not permitted. The purpose of this policy is to prevent disturbance or disruption to Ohio Union visitors and allow them to conduct activities unhampered. If an event is occurring within the Ohio Union, an organization may work with the event coordinator to plan for directional or other publicity needs related to that event.

Solicitation includes distribution of flyers (whether political, religious, commercial, noncommercial, or charitable), conducting a poll, survey, petition drives, vocal appeals for donations, actively providing an item or service with no value in exchange for donations, and recruitment for blood drives or other charitable causes.

Individuals or groups wishing to sell products or items (“Vendors”) must have reserved space through the Ohio Union Event Services office. Vendors 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://www.tax.ohio.gov/sales_and_use/registration.aspx](http://www.tax.ohio.gov/sales_and_use/registration.aspx) for more information on vending permits.

To permit the free flow of pedestrian traffic and to promote the safe and orderly conduct of Ohio Union affairs, approved sales and solicitations are limited to specific areas adjacent to reserved space. Vendors may not circulate in pedestrian traffic areas or approach individuals. Vendors must identify themselves by names displayed in their designated area and must not use the Ohio Union in advertisements/publicity without prior written approval.

Outside vendors must not offer alcohol, credit cards, firearms, food, book buy-back or any other product or item which conflicts with University policies, procedures, guidelines, or any exclusive University contractual obligations. 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 products or items 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, procedure or guideline arise, the vendor will be asked to leave and may not be allowed to return.

Individuals or groups wishing to hand out printed information or materials to others within the Ohio Union (a practice commonly referred to as “handbilling”), or conduct petition drives, must utilize the East Vestibule area, designated as Room X1000L. To permit the free flow of pedestrian traffic and to promote the safe and orderly conduct of Ohio Union affairs, handbilling is limited to the southern portion of the East Vestibule and may not interfere with ingress or egress. The East Vestibule may be reserved on a first-come, first-served basis. Handbilling activity must be conducted in accordance with all applicable University policies, procedures and guidelines. The Ohio Union reserves the right to reject or remove any materials which advocate an illegal action, or which may reasonably be construed as defamatory, invasive of privacy, fraudulent, or obscene. For more information or to reserve the East Vestibule, please contact the Ohio Union Administration Office at 614-292-5200.
**BB. Security**

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

**BB.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.

**BB.2 Keys**

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

**BB.3 Staffing**

Security Staff will be required for events where the majority of attendees are under the age of 18. Exceptions will be made at the discretion of the Ohio Union Director of Events.
CC. Sustainability Initiatives

Clients hosting events at the Ohio Union have the option of hosting a “Zero Waste Event.” Zero Waste refers to avoiding and diverting at least 90 percent of all materials from a landfill that are generated from an activity or event. Waste from the event is divided into compost, recycle, or trash, with the goal to reduce the quantity of waste added to landfills.

The Ohio Union also has established Sustainable Meeting and Event Planning Guidelines. Clients wishing to host a green meeting or event can access the guidelines online at: http://ohiounion.osu.edu/plan_an_event/planning_tips and notify their Event Planning Coordinator of their intent.
DD. Table Fairs

Clients may use the Ohio Union event spaces to host table fair events (i.e., 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.
**EE. Tobacco**

**EE.1 General Policy**
The Ohio State University has adopted a tobacco-free policy that supports a healthy environment for all members of Buckeye Nation. The use of all types of tobacco products is prohibited in all university buildings and on all university-owned properties, including parking lots, garages, and all outside areas. The full policy can be found at [http://hr.osu.edu/policy720.pdf](http://hr.osu.edu/policy720.pdf)

**EE.2 Event Materials**
The Ohio Union encourages clients to share the tobacco-free policy with all program attendees through digital or printed materials as may be appropriate, in order to ensure all guest are aware of the University Tobacco Free Policy.

“No butts about it, Buckeyes are tobacco-free. The Ohio State University has adopted a tobacco-free policy that supports a healthy environment for all members of Buckeye Nation. The use of all types of tobacco products is prohibited in all university buildings and on all university-owned properties, including parking lots, garages, and all outside areas. Learn more at [www.tobaccofree.osu.edu](http://www.tobaccofree.osu.edu) #HealthyOSU"
**FF. Unmanned Aircraft Systems (UAS)**

The Ohio Union complies with The Ohio State University’s policy found at this site: www.go.osu.edu/uas-policy.

**FF.1 Operation of UAS**

Operation of any UAS on the property or inside the Ohio Union is prohibited unless first approved by the UAS Advisory Committee. Approvals can use the following site: www.go.osu.edu/uas-request.

**FF.2 Violation of Policy**

Any individual or organization found to be operating a UAS on the property or inside the Ohio Union may be directed to cease operation of the UAS immediately unless or until approval is obtained. Violations will be referred to the university disciplinary process and will be considered regarding future UAS requests.
GG. Weddings and Receptions

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/

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.

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 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.