

## **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](http://www.ohiounion.osu.edu/visit_the_union/hours_of_operation)

**A.2** Floor Plans: [http://ohiounion.osu.edu/visit\\_the\\_union/building\\_map](http://ohiounion.osu.edu/visit_the_union/building_map)

**A.3** LEED Information: [http://ohiounion.osu.edu/about\\_the\\_union/green](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](http://ohiounion.osu.edu/about_the_union/green/leed)

**A.4** Event Requests: [http://ohiounion.osu.edu/plan\\_an\\_event/space\\_requests](http://ohiounion.osu.edu/plan_an_event/space_requests)

**A.5** Rental Rates: [http://ohiounion.osu.edu/posts/documents/doc\\_11102015\\_102325242.pdf](http://ohiounion.osu.edu/posts/documents/doc_11102015_102325242.pdf)

**A.6** Room Capacities:  
[http://ohiounion.osu.edu/posts/documents/doc\\_11102015\\_10232762.pdf](http://ohiounion.osu.edu/posts/documents/doc_11102015_10232762.pdf)

**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 types of Alcohol Permits:

D1 – Beer only for on-premises consumption.

D2 – Wine and certain pre-packaged drinks for on-premises consumption.

D3 – Spirituous liquor for on-premises consumption only until 1:00 a.m.

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

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. on OSU home football games)

Sunday – 1:00 p.m. – 12:00 a.m. (midnight) \*Only beer will be served.

Catering

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

### **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.

## **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, in house AV, and meeting room revenue, as well as equipment rental, and labor expenses based on the minimum estimate state 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 state 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. Credenizas 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>

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:

<u>Day of Event</u>	<u>Deadline for Final Guarantee</u>
Sunday	Previous Wednesday by 12:00 noon
Monday	Previous Wednesday by 12:00 noon
Tuesday	Previous Thursday by 12:00 noon
Wednesday	Previous Friday by 12:00 noon
Thursday	Previous Monday by 12:00 noon
Friday	Previous Tuesday by 12:00 noon
Saturday	Previous Wednesday by 12:00 noon

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

### **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](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 1<sup>st</sup> and 2<sup>nd</sup> 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](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 (ie, career fairs, housing fairs, student involvement fairs, etc.). If the table fair will include displays or vendors from a bank or other financial institution, the following guidelines apply because of the Ohio Union's agreement with US Bank;

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

## ***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>

### **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](http://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](http://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.