Event Services Policies

The policies are an extension of the Event Services confirmation for events and are designed to give clients a clear understanding of their responsibilities. Users/clients of Event Services spaces shall observe all applicable Event Services and Ohio University policies, as well as all local, state and federal laws, statues and ordinances. The client shall only have the use of Event Services spaces as defined in the event confirmation. All alterations to room set-ups or equipment are subject to approval from Event Services and are subject to additional fees. The client shall follow all reasonable directives from Event Services staff. At the conclusion of any event, the space should be left in a clean and safe condition.

Event Services reserves the right to alter and/or amend any policy at any time. The Event Services Executive Director or their designee shall determine any matters not expressly covered by the Policies.

Quick Links:

1. Fronted Events
2. Copyright Licensing
3. Banner Displays
4. Bulletin Boards
5. Digital Display Ads
6. Lost and Found
Purpose:
Event Services has the responsibility for managing many of the meeting and/or event venues on the Athens campus. Requests for the reservation of space fall into one of three categories that determine the rate structure and the priority of the request. The responsibility for providing accurate information rests with the requestor and the department/organization under which the requestor has acted.

An event that is booked under an internal department/organization name, but that is actually for an external company, group, or individual, is referred to as a “fronted event.” Fronted events provide an unfair advantage to an otherwise controlled process and creates an inability to manage the established method for space request prioritization and fee assessment. Fronted events can also circumvent the University’s policies regarding external advertising or promotion.

Procedure:
Ohio University Event Services will consider any internal reservation requests (including table reservations) as being “fronted” for an external source if;

- The space is being requested, or has been confirmed, for an internal user but the payment is submitted or received from an external source. This includes local businesses, national branch of the requesting campus organization, any corporation, private individual, etc.
- The internal request is placed solely for an external user to gain internal rates.
- The event does not reflect the mission, service, or programmatic goal of the requesting organization/department.
- Event Services staff will randomly inspect materials and programs to ensure compliance. This will include monitoring table displays and signage.
  - Building Managers will visit all events and table displays and use their best judgment as to whether or not an event is being fronted. Samples of materials and/or photographs should be obtained (programs, flyers, photo of table display, etc.)
  - A call or an email will be sent to the reservations office if an event is suspect and an administrative staff member will follow up with the party who reserved the space.

Penalties
Events that are determined to be “fronted” will follow the protocol below:

- An administrative staff member will visit the event/table to make a positive determination of whether or not the event is being fronted.
- The administrative staff member will provide the group a choice of whether to be charged the external group rate or immediately close down/leave if the event is deemed to be fronted.
- A letter of warning will be emailed to the person who made the reservation (see attached). This letter will clarify the fronting policy, and issue a notice to the recipient that any further infraction will result in loss of reservation privileges for both the individual and the organization/department for the remainder of the academic year. The advising organization/department head will be copied.
- A copy of this letter will be saved in the reservation system for future reference.
- External rates will be assessed to the account number provided on the reservation request.
Appeal Process:
Users have an option to send a written appeal within five days of the date that the official communication is sent. The appeal will be reviewed by the Executive Director. There may be times when the Baker University Center Advisory Board which is comprised of current Ohio University students is consulted before a final decision is made by the Executive Director. A decision regarding the appeal will be communicated to the User within 30 business days.
Purpose:
The Federal Copyright Act (Title 17, United States code, Public Law 94-553, 90 Stat. 2541) governs how copyrighted materials, such as movies, may be utilized publicly. This practice documents the process and regulations surrounding the public showing of movies within any Event Services managed venues.

Neither the rental nor the purchase or lending of a videocassette or DVD carries with it the right to exhibit such a movie publicly outside the home, unless the site where the video is used is properly licensed for copyright compliant exhibition. This legal copyright compliance requirement applies to colleges and universities. The movie studios who own copyrights, and their agents, are the only parties who are authorized to license public viewings. No other group or person has the right to exhibit or license exhibitions of copyrighted movies.

Procedure:
Reservations made for the purpose of showing a movie in any venue managed by Event Services, require that proof that licensing fees have been paid. Proof licensure must be provided within five (5) business days of the reservation. The reservation will not be moved to a “confirmed” status, nor will the event take place unless the appropriate documentation is provided.

The proof of licensure will be scanned and stored with the reservation in the Event Management System (EMS). The original document must be on display within the venue where the moving is being shown and must be viewed in full by the technical staff prior to the showing.

Failure to follow the above procedure will result in loss of reservation privileges for the group and/or person for one year; a judicial referral for “failure to comply” (student) or a referral to legal services for employees.

More information related to copyright purchases may be found at the following web site.
Practices and Procedures

Banner Display Guidelines

Practice No: 4.1

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Purpose:
Ohio University Event Services is the initial contact location for reserving banner space inside and outside of Baker University Center. Banner displays will be reviewed and approved by Event Services and must comply with the purposes and objectives that will contribute to the best interest of Ohio University by representing large events and programs. Banner applicants will be approved on a “first come, first serve” basis.

Procedure:

Reservation Request:
- Banners require that a reservation be made at least 14 days in advance of the desired display date and with a specific paper application.
- Applications must state the name of the department and contact person, desired placement location(s) of banner(s), date of installation and removal (normally a 3-5 day limit), the work order number (if applicable – see below) and a detailed design showing the banner layout and desired colors.
- NOTE: Banners that are for external display requires the design approval of Facilities Planning and Space Management (see external banner requests below).
- Ohio University Event Services in conjunction with Facilities Planning and Space Management will review banner applications for content, size, professionalism, and quality before confirming the reservation.

Internal banner requests:
- Banners placed in Baker Center are for Ohio University sponsored events only.
- Banners must include a reference to the sponsoring department or organization (web site, phone number, email address)
- Locations where internal banners may be hung include:
  - 2nd floor Theatre lounge
  - 3rd floor atrium
  - 4th floor atrium
  - 5th floor atrium
    - Maximum size = 3’-7” high by 10’-0”, 15’-0” or 20’-0”
- Internal banners must be associated with an event scheduled with in Baker University Center and only for the duration of the event or a maximum period of three (3) days.
- No paper banners are permitted due to fire safety regulations.
- Installation and removal of all indoor banners will be done by Ohio University Event Services staff. The cost will be $15.00 and covers the banner material and student labor cost.
- All banners must be centered and secured to the railings with plastic zip ties and fabricated with grommets for the zip ties, one at each corner, and at a maximum of 4’ to 5’ along the length, both top and bottom.
- Banner information must be “content appropriate” for a general audience in a public area.
- The approved banner must be submitted for installation to the 4th floor Guest Services desk during regular business hours (Monday-Friday 1 am – 5 pm) no later than one week prior to the installation date.
- Banners must be picked up from this same location no later than a one week after the removal date or they will be sent to campus recycling.
Exterior banner requests:

- Banners may be placed on the first or fourth floor entrances.
- Exterior banners will only be hung for Ohio University Department’s sponsoring or coordinating the following special weekends/events: Bobcat Student Orientation, Opening Weekend, Family Weekends, Homecoming, Founder’s Day, and Commencement.
- Ohio University Printing and Graphic Services should be consulted for appropriate banner construction and design assistance at (740) 593-1930.
- Banner lengths are as follows:
  - 1st Floor Outdoor Railing – 1’-6” high by 8’-0” or 12’-0” long
  - 4th Floor Outdoor Railing – 2’-6” high by 10’-0”, 15’-0”, or 20’-0” long
    - These lengths allow secure attachment at the posts of those railings as well as the top and bottom rails.
- Installation and removal of all outdoor banners must be completed by Facilities Management staff via the established work-order system. Installation fees will apply.
- The approved banner should be delivered no later than one week prior to the installation date to the 4th floor Guest Services desk from Monday-Friday 8am-5pm. Banners must be picked up from this same location no later than one week after the removal date or they will be sent to campus recycling.

College Gate banner requests:

- Please reference the Ohio University Outdoor Space Policy 24.016
Practice and Procedures

<table>
<thead>
<tr>
<th>Bulletin Boards</th>
<th>Practice No: 4.2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issued By: Beverley Wyatt</td>
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<tr>
<td>Approved By:</td>
<td>Date Effective:</td>
</tr>
</tbody>
</table>

Purpose:
To document the practice and procedure for posting informational materials on bulletin boards within Baker University Center.

Procedure:
Baker University Center has two bulletin boards that are managed by the Event Services staff in the following locations:
- 1st floor within the lower level lounge.
- 4th floor next to the entrance of the Front Room.

Posting Guidelines
- Materials must support the goals and mission of Ohio University.
- Materials must have a posting date and a sponsor name and contact information.
- Posters and signs must be no larger than 11” x 17” in size.
- Materials will be removed as soon as the event or activity date is past.

Community Board
Baker University Center also has one community bulletin board that is not managed, but is monitored by the Event Services staff. The board is located on the 1st floor under the escalators and over the newspaper stand.

*Event Services reserves the right to remove any poster material that is inappropriate, outdated or excessively repetitive on any bulletin board within the facility.
Purpose:
The purpose of this document is to clearly articulate and communicate the practice and procedure for reserving and submitting a digital display ad within Baker University Center.

Procedure:

Reservation
Requests for digital display advertising are made through the Event Services Reservations Office. There are fees associated with digital display advertising. Availability will depend on existing requests and placement is first-come, first-serve.

Digital display ads must be sponsored by a University department or student organization and support the goals and mission of Ohio University.

Each individual slide is limited to a 7-day concurrent run and is part of a continuous slide rotation.

Slides will be shown on 42” and 50” digital displays located in three locations within Baker University Center:

- Above the 1st floor entrance to the Atrium/West 82 food court
- Above the second floor escalator
- Above the third floor escalator

Submission:
Baker University Center does not provide graphic design services for digital display ads. All display ads should be emailed following the directions on the confirmation and in a jpeg format. Emails must include the reservation number and the requested run date(s). The guidelines for the production of slides for online submission are available below:

- 1068 pixels wide x 600 pixels high
- 72 dpi JPEG format (no optimization/compression necessary)
- Include in email the reservation number and requested run dates

The content on digital display slides within Baker University Center is subject to approval by the Executive Director of Ohio University Event Services.

Cost:
The cost for a single ad is a flat rate, based on affiliation, to display the ad for up to seven days:

- University Departments: $20 per 7-day (or less) run
- Registered Student Organizations: $20 per 7-day (or less) run
- Culinary Services will be provided 3 ads per week at no cost as part of their annual financial payment to Event Services
Practices and Procedures

<table>
<thead>
<tr>
<th>Lost and Found</th>
<th>Practice No: 6.0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issued By:</td>
<td>Beverley Wyatt</td>
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<tr>
<td>Approved By:</td>
<td>Date Effective:</td>
</tr>
</tbody>
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**Purpose:**
The Ohio University Event Services Lost and Found practice is designed to provide a step by step process for handling items that are lost or found within Baker University Center. The practice aims to improve the likelihood of lost items being recovered by their owner(s).

**Procedure:**
The University recognizes that the circumstances under which an item is lost or found determines the course of action that should be followed. Such circumstances include but are not limited to location, health and safety concerns, availability of information about the items owner, and ability to respond to the lost or found item. Because pedestrians (e.g., an individual visitor, student, staff, or faculty member) can differ from trained employees with regard to methods of responding to lost and found items, this policy aims to connect lost and found items to trained employees within Baker University Center who will execute procedures presented within this policy.

The lost and found center for Baker University Center is housed in the fourth floor Guest Services desk, where any found item may be turned in as long as it does not present a health or safety concern.

**Found items that should be reported to the Ohio University Police Department**
The following items may present health or safety concerns that necessitate an immediate telephone call to the Ohio University Police Department whenever they are turned in or found unattended.

- Weapons
- Biological hazards
- Drugs and drug paraphernalia (prescription or non-prescription).
- Written threats to any person or property.

The fourth floor Guest Services desk will store items that do not present health and safety concerns (hereinafter “standard items”). The Guest Services staff will log and keep items for three months after the closing of the last academic term at which point unclaimed items will be transferred to Ohio University’s surplus auction.

**Protocol for logging found items:**
- Click “Add an Item” on the “Guest Services To-Do List” under “Lost & Found”
- When logging item, be sure to write the date (year-month-day) followed by a detailed description of the item, where the item was found (if applicable), where it will be stored (bin or safe), and if you notified the person their item was found. Also, make sure that you are putting the time that it was added to the Lost and Found followed by your name.
- Put the item either in the safe or bin.

**Protocol for returning found items:**
The guest should first be asked to describe the lost item. If the item is correctly identified (in detail) the following should occur.

- The guest should provide a photo identification to the Guest Services staff member
- A “Lost and Found” sheet should be removed from the Guest Services Representatives Manual and the top portion of the sheet completed by the guest.
- Guest Services staff should complete the remainder of the sheet.
• The date and time that the item was retrieved along with the signature of the staff member who conducted the transaction must be added.
• Click on the “To-Do List” which will automatically show “Lost & Found”. Swipe the ID card provided. Enter date, time, and Guest Services staff that completed the transaction.
• When finished with the editing process, click “save” and “X” the box which is next to the item listed. This will show that the item was picked up.
• Place the completed lost and found sheet in the “Lost and Found Folder” located on the Administrative Assistant’s desk.

Exceptions:
Due to confidentiality and safety concerns of the following items, Event Services Guest Services desk will hold these particular items for a two week period. At the end of the two week period, the item will be logged out and delivered to the office identified below:
• Driver’s license and credit cards are taken to the Ohio University Police Department
• Any and all keys (room keys, car keys, etc.) are taken to the Ohio University Police Department
• Ohio University ID’s are taken to the Tech Depot in Baker University Center

Other Lost and Found Collection Sites
In response to the great frequency of items lost and/or submitted to high-traffic campus locations such as, the Alden Library, Ping Center, and the Residence Halls, those locations will operate their own collection sites. Customers may be referred to any of the following locations in an effort to find lost items:
1. Alden Library—fourth floor’s Circulation Desk.
2. Ping Center—Ping Center equipment desk
3. Residence Halls—Refer to the staff office of the building/complex. Found items will be held for approximately two weeks before sending the item to the green office.
4. Summer/Conference Services—Standard items recovered from a space overseen by Event Services related to summer or academic year conferences are stored in Baker Center room 350 in a secure location as they attempt to identify the owner for a period of time not to exceed 30 days. Standard items that are unclaimed within 30 days will be sent directly to Ohio University’s surplus auction rather than to the Baker Center Guest Services Lost and Found.