

Ohio University Lancaster Campus Policies and Procedures for Using Space at Ohio University Lancaster Campus

Regular classrooms and facilities are available at Ohio University Lancaster Campus to organizations on a space-available basis.

Fees:

Regular Classroom:	\$15 per hour
Conference Room:	\$15 per hour
Wagner Theatre:	\$80 per hour
Gymnasium:	\$70 per hour, plus \$200 additional charge if floor covering is required
Business & Institution Computer Lab:	\$50 per hour
Pavilion & Covered Bridge	\$35 per hour, \$50 per hour if electric is needed
Additional Staffing Fees after hours:	\$40 per hour, additional fee may apply to large groups

Normal building hours are Monday through Friday, 7:30am-10pm; Saturday, 8am-3pm; closed on Sunday

Each room is equipped with an overhead projector, screen, blackboard or whiteboard, chalk or whiteboard markers, eraser, and a table top podium. There will be a \$20 charge per piece of equipment for any additional equipment that may be requested, such as video tape players, slide projectors, etc. Equipment must be requested at least 3 days prior to the scheduled event from the Community and Corporate Learning office. Custodial charges may be applied if the scheduled event requires unplanned custodial assistance. Campus reserves the right to require security.

The following rules apply to facilities use:

- If room needs to be arranged differently, please contact the Community and Corporate Learning office to make arrangements. Podiums in room cannot be moved.
- Please make sure all trash is placed in receptacles.
- Park all vehicles in designated lots only.
- Physical Plant Staff are not available for load in and load out
- Additional charges will apply if group occupies areas not originally reserved through the Community and Corporate Learning office.
- Event should be contained within the room reserved
- Alcohol is not permitted unless prior notice and approval is given from Campus Dean. The serving of alcohol must be within university guidelines.
- Campus reserves the right to cancel event due to weather cancellations and campus emergencies.

General Information:

- Restrooms and drinking fountains are located on the second and fourth levels of Brasee Hall and on the first and second levels of Herrold Hall.
- The receptionist in the front office is available for general information from 8am to 10pm, Monday through Thursday, 8am to 5pm on Friday, and 8am to 12noon Saturday (except holidays and specially arranged events).
- Both buildings are handicapped accessible. Restrooms on the second and fourth floor of Brasee Hall and second floor of Herrold Hall are also handicapped accessible.
- There are three elevators in Brasee Hall:
 - The **north elevator** accommodates levels one thru five on the north end of the building only.
 - The **south elevator** accommodates levels one thru five. To get from the north parking lot to the classroom area get on the elevator at the entry level (level two), take the elevator to level three, exit, go to the south elevator and take this elevator to levels two or four.
 - The **gym elevator** accommodates the gymnasium and the dance studio/weight room area.
- There is one elevator in Herrold Hall, located at the back of the building.

For information about space at Ohio University Lancaster Campus, contact the Community and Corporate Learning office at (740)654-6711, ext. 249.

Thank you.