

Reservations	Practice No: 3.0
Issued By: Event Services Staff	
Approved By: Exec. Dir., Dusty Kilgour	Date Effective: 1/1/2019

Purpose:

Event Services is charged with scheduling space in Baker University Center, Memorial Auditorium, Walter Hall Rotunda, Galbreath Chapel and outdoor venues on the Athens Campus. In order to be effective it is necessary that a clear reservation process is defined. The reservation process is determined by the type of user and venue requested as defined below.

Definitions:

Request – Entering your event information into Virtual EMS or with a professional staff member is a request.

Reservation – Any space that has been requested and confirmed for use by a requesting party (User).

Internal User – A registered student organization, university department, university committee, any official University senate, the Board of Trustees, the Ohio University Foundation, or the Ohio University Alumni Association that utilize university, student organization or foundation funds for payment of services.

External User – Any person or organization that utilizes non-university funds for payment of services.

Major Event Spaces – Major event spaces include: Grand Ballroom, Ballroom A/B, 240/242 Combo Room, Front Room, Theatre, Theatre Lounge, 1804 Lounge, Galbreath Chapel, Multicultural Center 219, Templeton-Blackburn Alumni Memorial Auditorium, and Walter Hall Rotunda

Outdoor Venues – Aquatic Picnic Grove, College Green, Emeriti Park, Howard Hall Site, Lindley Park, Morton Field (Front Four Lawn), Ridges Auditorium Lawn, Scripps Amphitheater (Wilhelm), South Green Basketball, South Green Volleyball, Stocker Picnic Grove, Tailgater Park, Walter Hall Lawn, West Portico and Wolfe Garden.

Outdoor Tabling Spaces – Alumni Gateway, Baker 4th Floor and Howard Hall.

General Reservation Procedures:

Internal Users:

Registered student organizations and university departments should place event requests online via Virtual EMS at the following link: http://eventmgt.ohio.edu/emswebapp_athens/ Requests for major event spaces must be made 21 days prior to the event date. The user should provide as many details as possible to ensure the success of their event. Information necessary at the time of the request includes the following:

- Name of department or organization
- Name, phone number and email address of the event planner
- A billing account number
- Event name, date, time and requested location(s) of the event
- A detailed description of the event
- Equipment and/or resources needed (i.e. chairs, tables, staging, microphones, a/v equipment, etc.)
- If any beverages and/or food is to be served or sold

External Users:

- External users should call the Reservations Office at 740-593-4021 to place their reservation requests.
- The user must provide the same details listed above, as well as a billing address for the final invoice.
- A *non-refundable* deposit of 50% of the room fee will be assessed at the time of the reservation for all major event spaces.

General Space Usage Guidelines:

- The requestor will receive a reservation confirmation once the request has been reviewed and approved. Until the user has received a confirmation, the request is still pending and the user should not proceed with finalizing event details until the venue has been secured.
- Events large in nature or those that contain a certain level of risk will need to be reviewed by the Major Events Committee, that meets monthly. Information can be obtained by calling the Executive Director for Event Services.
- All events are subject to Ohio University Police Department review and/or approval based on their capacity to provide security for a safe event.
- Nails, hooks or adhesive of any type that may cause damage is not permitted on any surface in any venue without prior authorization. The user is responsible for any and all cost incurred due to damage that may occur in the venue. Additional, all materials used inside or outside of the venue must be cleared by the user prior to leaving the venue. Items that are left after the conclusion of the reservation may be subject to cleaning and/or space restoration fees.
- All food and beverages served on the Ohio University campus or at university-sponsored events will be provided by Ohio University Catering Services, unless an exemption has been granted as described in OU Policy 47.015.
- All food use must comply with Environmental Health and Safety regulations and a temporary food permit must be submitted to and approved by Environmental Health and Safety before food can be served. Detailed information and a food permit can be found at the following link: <https://www.ohio.edu/riskandsafety/ehs/sanitation/policy.htm>
- Alcohol usage at an event requires an individual to complete an *Application to Sell or Use Alcoholic Beverages* form per Ohio University Policy 24.001. Alcohol applications are located in Baker University Center 419 or can be obtained on the Event Services website. Additional permits may be required depending on event specifics.
- A public screening of a film requires the user to purchase a copyright license. Films will not be shown without advanced proof of the license. For additional information regarding copyright licensing please reference Event Services policy 3.4.
- Ohio University Transportation & Parking Services offers a wide range of parking options for individuals hosting meetings or special events on campus to include permit issuance, lots/space reservations and meter reservations. These arrangements should be secured in advance and are subject to pre-approval by Transportation & Parking Services. Contact Transportation & Parking Services at 740-593-1917 for further information.

Location Specific Reservation

Major Event Spaces

Event requests in major event spaces will require approval before the reservation can be confirmed. A detailed description of the event along with any special requests needed for the event will ensure an accurate and timely reservation confirmation.

Templeton-Blackburn Alumni Memorial Auditorium has specific usage guidelines and priorities established. See University policy 24.020 Use of Templeton Blackburn Alumni Memorial Auditorium for more information.

Outdoor Space Reservation Process

- Registered student organizations and university departments can request outdoor space venues online via Virtual EMS at the following link: http://eventmgt.ohio.edu/emswebapp_athens/ External users should call the reservations office at 740-593-4021 to place their outdoor space reservation requests.
- Requests for tables, chairs, and staging require that a work order be placed with Ohio University Moving Services at 740-593-0463. Customers are permitted to bring their own setup equipment as long as it has been approved by Event Services as appropriate for the venue.
- Users are required to place work orders with Facilities Management for trash cans, recycling containers, electric and/or water access, or power drops at 740-593-2911.
- Audio visual or sound equipment requests should be placed through Event Services by emailing production@ohio.edu.
- All tent usage in outdoor venues must be in compliance with the regulations outlined on the following Risk Management & Safety website: <https://www.ohio.edu/riskandsafety/ehs/fire/tentpermits.htm> The user is also responsible for contacting Facilities Management for ground markings to avoid tent stakes damaging underground utility lines.

- Please make an alternate plan in case of inclement weather.

Outdoor Space Guidelines

- Outdoor spaces may be reserved by the same individual or group for up to three consecutive days.
- All spaces except tabling spaces, may have sound systems during the times listed below:
Monday –Thursday: 12-1pm and 5-7pm, Friday: 12-1pm and 5-11pm, Saturday: 12- 11pm, Sunday: 12- 7pm

Tabling Guidelines

- Tabling locations are located: First Floor of Baker Center, Outdoor Fourth Floor of Baker Center, Alumni Gateway and Howard Hall site.
- Table spaces may be reserved by the same individual or group for up to three consecutive days.
- Tabling customers are not allowed to solicit or approach people. They must stay seated behind their table.
- There should only be 2-3 people behind each table at one time.
- If the tabling event requires the selling or serving of food, they will need to fill out a food permit form.
- For table reservations at the Alumni Gateway, customers are responsible for picking up and dropping off their table and chairs to the Guest Services desk. They are welcome to bring their own tables and chairs.
- NO TENTS of any kind are permitted at the outdoor tabling locations.