

# UNIVERSITY HOUSING EVENT SPACES GUIDELINES

Thank you for choosing a University Housing space for your event. If you have any questions regarding your reservation, please contact the Office of Residence Life ([UniversityHousingSpaces@osu.edu](mailto:UniversityHousingSpaces@osu.edu), 614-292-3930). If you require any assistance during your event, please call 2-5700 (614-292-5700).

Please review the following information. Failure to follow guidelines may result in charges assessed to the requesting organization or in loss of privileges to use spaces.

## GUIDELINES FOR USE OF SPACE

University Housing spaces are shared spaces. Please follow all guidelines to ensure proper use of rooms and their readiness for the next event.

- Rooms are to be used for community building and for educational purposes.
- Events held by student organizations in University Housing spaces should be open to all students, not just members of the requesting student organization.
- There is no charge to use a University Housing space. Admission fees are strictly prohibited for all events. This includes events where the admission fee would go to charity.
- University Housing is not able to accommodate events where cash (such as a cash donation towards a charity) is collected at the door. In-kind donations, such as canned goods or clothing, are permissible and must be removed from the space at the end of the event.
- All policies of the Code of Student Conduct and Residential Living Handbook will be enforced (available here: <http://housing.osu.edu/living-on-campus/fees-contracts-policies/residential-living-handbook-code-student-conduct/>).
- Possession and consumption of alcohol is strictly prohibited.
- Any conduct that violates any university policy, regulation or guideline, or any federal, state or local law is prohibited.
- Any other conduct that tends to substantially and unreasonably interfere with the safe and orderly use, operation, or administration of the facilities is prohibited.
- University Housing is not able to accommodate events that would be classified as a dance under the Ohio Union Building Policies & Procedures (available here: [https://ohiounion.osu.edu/posts/documents/doc\\_1032016\\_83336552.pdf](https://ohiounion.osu.edu/posts/documents/doc_1032016_83336552.pdf)).
- When planning events, student organizations should review Student Activities resources (available here: [http://activities.osu.edu/involvement/student\\_organizations/resources/](http://activities.osu.edu/involvement/student_organizations/resources/)) for guidance.
- You may not obstruct any ingress/egress or access to fire exits, elevators, or other thoroughfares.
- Any paint, chemicals, or liquids that may damage the facility are prohibited. Paint is only permitted in the Houston Stripe Studio and the Busch Palette Room. Spray paint is not permitted in any University Housing space.
- Open flames are not permitted in any University Housing space.

## ACCESSING UNIVERSITY HOUSING SPACES

University Housing spaces, with the exception of Curl Market, are kept locked at all times. The main doors to Curl Market are unlocked during the building's dining hours. To ensure access to the space, the event organizer's name, dot number, and student/employee ID number should be provided in the space request form. That individual will be able to swipe into the building using their BuckID for the duration of their event.

DO NOT prop open any exterior doors. Propped doors will cause an alarm alerting the building's front desk. Please make sure the doors are closed following the end of your event.

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## AUDIO/VISUAL EQUIPMENT

Some University Housing spaces are equipped with AV equipment. Prior to submitting your request, please review the document 'University Housing Spaces' to familiarize yourself with a space's available AV. We are not able to provide additional AV equipment beyond what is available in the space.

Please be aware that we do not provide on-site AV support during events and that spaces are provided "as-is". If your event requires AV, we recommend requesting extra event time to familiarize yourself with the equipment. You should account for all extra event time, including time for set-up, AV troubleshooting, and time to clean the space in your initial reservation request.

If you have AV issues during your event, please call 614-292-5700 for troubleshooting.

## CANCELLATIONS

University Housing spaces are used to support meetings and events for University Housing, Learning Communities, and partnering organizations. First priority is given to those parties. If a University Housing staff member requests a room for an emergency meeting within 48 hours of the event date, the reserving party will be immediately notified and asked to find another location for their event. When possible, University Housing will try to provide alternative space.

If you cancel your event, please inform the Office of Residence Life ([UniversityHousingSpaces@osu.edu](mailto:UniversityHousingSpaces@osu.edu), 614-292-3930) at least 48 hours prior to the event.

Repeated cancellations with less than 48 hours' notice may result in loss of privileges to use University Housing Spaces.

## CATERING

There is no preferred caterer for University Housing spaces. However, University Catering does service most spaces. If you are interested in using University Catering for your event, please contact University Catering at (614) 688-3562 or via email ([catering@osu.edu](mailto:catering@osu.edu)) to make arrangements.

University Catering will provide a quote for requested menu items and services and will accept eRequest or direct invoice for their services. Please allow minimum 7 days for ordering catering services whenever possible.

## DECORATIONS

Decorations (including balloons, signs, banners, etc.) may only be taped to walls with painter's tape and must be completely removed following the end of the event. Decorations should not be taped to the ceiling, to windows, or to any surfaces other than walls. Decorations that may result in a need for extra clean-up, such as glitter, confetti, powder, or other materials are prohibited. The reserving organization is responsible for removing all decorations from the room.

If decorations result in any damages to the room or in the need for additional cleaning beyond the normal use of the space, charges may be assessed to the reserving organization.

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## HOUSEKEEPING

Following your event, please put all trash in the provided bins, and return all furniture to its original position.

Please report any necessary repairs and/or service requests immediately to 2-5700 (614-292-5700) and to the Office of University Housing. Damages to the room and/or equipment will result in an assessed charge to the reserving party and loss of room privileges.

## HOUSTON STAR STUDIO

The Houston Star Studio is available to residential students from the hours of 8am-10pm on a first-come, first-serve basis. Residential students can check out a key to the Star Studio from the Houston House front desk during those hours. The front desk will hold an ID while the key to the space is checked out. They are not able to hold BuckIDs.

Student organizations are able to submit reservation requests for the Houston Star Studio for the hours of 6-10pm. Access for reserving parties will be set via BuckID, and they should use the space's external entrance rather than checking out a key to the space from the Houston House front desk. Reservations for student organizations are limited to 120 minutes in duration and count towards a student organization's limit of three University Housing reservations per semester.

The use of duct tape, athletic tape, or any other tape to mark lines on the floor is prohibited. Street shoes and high heels should not be worn on the floor. If wearing rubber soled athletic shoes, do not use the same shoes that are worn outside. Use a clean or new pair.

## ROOM SET-UP

Prior to making your request, please review the document 'University Housing Spaces' to familiarize yourself with the requested space's room capacity and available set-ups. Please be sure to indicate your requested set-up and total anticipated event attendance when submitting your room request. If you would like to request a set-up that differs from provided set-ups, please provide that information. University Housing may not be able to accommodate all set-up requests.

Any changes to room set-up or event attendance should be submitted to the Office of Residence Life ([UniversityHousingSpaces@osu.edu](mailto:UniversityHousingSpaces@osu.edu), 614-292-3930) at least 2 business days prior to the event date. University Housing may not be able to accommodate changes to set-up or increased attendance or changes submitted with less than 2 business days' notice.