

Use of Facilities Policy Manual

University of Cincinnati
August 2014-2015

USE OF FACILITIES POLICY MANUAL

UNIVERSITY OF CINCINNATI REFERENCED POLICIES

The policies referred to in the Use of Facilities Policies Manual were adopted by the University of Cincinnati Board of Trustees and are not limited to:

3361:10-17-01

Conduct and ethics: statement on political policy.

3361:10-17-07

Conduct and ethics: university alcohol policy.

3361:10-51-01

Sales and solicitation: policy and procedure.

3361:40-05-01

Conduct, rights and responsibilities: charter of student rights and responsibilities.

3361:50-7-01

Academic freedom: board of trustees policy statement.

3361:60-5-01

Management control: responsibility for property of the university.

3361:60-13-01

Scheduling: use of university facilities.

3361:60-13-11

Scheduling: complimentary admission to university events.

All university policies are found in full, on the following web page:

www.uc.edu/trustees/rules.html

University Policies will be interpreted and applied in adherence with all applicable law.

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POLICY MANUAL INFORMATION



The information, policies and guidelines herein were developed as a joint initiative by the Use of Facilities Policy Committee comprised of the following university departments:

Division of Administration and Finance

Campus Services

- Parking Facilities

Facilities Maintenance

Office of General Council

Planning+Design+Construction

Public Safety

Division of Athletics

Division of the Provost

Enrollment Management

- University Registrar

Division of Student Affairs

Additionally the City of Cincinnati, Corryville Fire Chief was consulted in determining the correct occupancy number suggested for the Outdoor Venues listed in the Attachments.

This *Use of Facilities Policy Manual* is pending approval by the president of the University of Cincinnati and Executive Council. The policies are administered and interpreted by the appropriate university office. These policies are not applicable to the Office of Housing & Food Services or UC Health administered hospital patient care areas, which have their own separate policies.

UNIVERSITY BUILDINGS

ACCESS TO UNIVERSITY BUILDINGS

Although the University of Cincinnati is a public institution, its primary purpose is to provide an environment for education and scholarship. As with all state, federal and local entities, “public” does not mean that all areas are open to the general public. There are some areas, such as sports and performing arts venues, shops and restaurants, where access by the general public is permitted and in many cases, encouraged. On the other hand, classrooms, laboratories, academic offices, student lounges and other educational and research venues are not open to the general public but are for the most part limited to the use of faculty, students, staff and invited guests who have business related to the mission of the university (the “university community”).

When a building contains areas that are designated as open to the general public, access is limited to those areas and only during specified hours. Unless otherwise posted, most public access areas are accessible by the general public during normal business hours (Monday through Friday from 8 a.m. to 5 p.m.). During other days and/or hours, all areas in the building are restricted to the university community.

As noted above, there are some exceptions to this restriction, such as when a public event is being held in a university building (e.g., UC College-Conservatory of Music [CCM] performances, athletic events, meetings open to the public, etc.) or when a building contains areas intended for public/guest/alumni use (e.g., bookstores, libraries, restaurants, recreation areas, and so forth).

Some facilities are restricted, even during normal business hours, and not all areas of the university are open to all members of the university community. These areas are posted and/or locked. Access to residence halls is restricted at all hours to residents, registered guests, and authorized staff.

When using university property for activities outside of academic purposes, consider the impact of access during the times needed. Contact Public Safety to inquire about access to exterior building access and interior spaces at least 72 hours before the need. Contact Conference & Event Services (CES) for access to Tangeman University Center (TUC) outside of normal building hours at least two weeks before need. TUC and classroom spaces require a 25Live confirmed reservation to receive access to space.

USE OF STORAGE FACILITIES ON CAMPUS

The University of Cincinnati does not permit use of any storage areas or facilities (such as lockers or cabinets) by anyone without express permission. Items found stored in violation of this section of the Use of Facilities Policy Manual will be removed and disposed of in accordance with the law concerning found property and/or contraband, as indicated by the type of property.

This document addresses the use and the scheduling of University Buildings and Facilities by faculty, staff, students and visitors.

SCHEDULING PRIORITIES

University facilities are the property of the state of Ohio, and are subject to all applicable state laws, rules and regulations.

Non-university individuals or groups can schedule use of university facilities within certain limitations.

The following priority system is used for scheduling facilities:

- 1. Academic classes**
- 2. Academic-related activities**
- 3. Activities sponsored or co-sponsored by the university or a university group**
- 4. Activities sponsored by a non-university group**

A non-university group may reserve facilities by contacting the appropriate scheduling office. Requests by non-university groups to use university facilities for activities which are in competition with the university's educational or cultural offerings (classes, seminars, and so forth), are not approved. Determination as to whether competition exists is made by the appropriate scheduling office.

The University of Cincinnati reserves the right to change facility assignments or to cancel any previously scheduled facility if such change or cancellation is made to meet university needs. The university is not responsible for any costs or damages suffered by a sponsoring group as a result of such change or cancellation.



GENERAL INFORMATION



Responsibilities of all Groups/Individuals and/or Sponsors using University of Cincinnati Buildings, Facilities or Grounds

Groups, individuals and sponsors using university facilities must conduct its event in a manner that complies with all policies stated within the *Use of University Facilities Policies Manual*. The sponsor assumes total responsibility including, but not limited to, financial and legal obligations for an event using university facilities. Groups and individuals who sponsor an event are responsible for any loss or damage incurred by the university resulting from their occupancy of university facilities.

Rental Charges and Expenses

A standard rental charge is made for the use of university facilities by a non-university group and is determined by those responsible for the specific facility used. For events held or sponsored by a university department or student organization, a rental fee may be charged at the discretion of the specific facility. Events in Tangeman University Center (TUC) and approved outdoor spaces do not have a fee associated with reservation of space for university departments or registered student organizations unless the event charges admission, has conference/class fees, exhibit fees, or any other exchange of funds. Registered student organizations may be exempted from this charge by notifying CES via email that admission is being charged for philanthropic or organization fundraising purposes. This exemption does not apply to vendor sales or other external/third-party involvement with registered student organization events.

GENERAL INFORMATION (CONT.)

No rental charge is made for the use of facilities for events if the university is compensated through other direct methods (i.e., tuition, fees and/or grants). Rental charges may be obtained from the appropriate scheduling office. Charges are assessed to all groups for direct expenses incurred as a result of occupancy beyond regular hours, special equipment, setups, services, and personnel required to service an event. All charges are on file in the appropriate scheduling offices. Requests for exceptions to established charges or advance payment are referred to the appropriate scheduling office.

Payment of all charges for the use of university facilities and services is the responsibility of the group and/or the agent representing the group. If the group does not meet its financial obligations to the university, the individual who requested use of facility is responsible for the payment. University groups which co-sponsor an event with a non-university group or organization are responsible for any financial and legal obligations incurred if not settled by the non-university group. Non-university groups must pay all outstanding charges within thirty (30) days of receipt of invoice following issuance by the appropriate agreement.

Safety and Security

Because of fire safety and building code regulations, stairways and corridors within buildings may not be used as gathering places or for holding events. Security requirements for all events using university facilities are determined by the university's Department of Public Safety. Compliance with all safety and security laws is the responsibility of the sponsoring group or individual, but the University Police have the ultimate authority to ensure compliance with all rules, regulations and laws. Persons present on university property are subject to the authority of the University Police.

The authority to determine the number of police/security personnel assigned to an event, their post/area of assignment, and their duties rests with the Department of Public Safety.

The University Police Officer or Security Officer assigned to an event shall ensure compliance with safety rules, regulations and law. The use of firearms (including blanks), explosives and/or pyrotechnics is prohibited without the express written permission of the Department of Public Safety.

Political Programs and Activities

University groups may sponsor a political candidate for speaking engagements only. University facilities may not be used for political fundraising activities where solicitations of funds, donations or similar activities take place. No solicitation of funds may take place for the benefit of the sponsoring political organization and/or the political candidate. University facilities are not available to non-university groups for political fundraisers or similar activities.

The University of Cincinnati does not support or oppose any political candidates or causes. When sponsoring a political candidate for a speaking engagement, a disclaimer should be used, such as the following: "The University of Cincinnati does not support or oppose any political candidates. The views expressed are those of the speaker only. The [UC-related group] is sponsoring this event."

GENERAL INFORMATION (CONT.)**Speaking Activities in Outdoor Spaces**

The University of Cincinnati has an established policy for outdoor speaking engagements and exercising free-speech, please refer to Exhibit 1 of this document.

Fundraising

Services of facilities are not available for fundraising purposes if the funds are designed solely to enrich an individual or commercial sponsor. This does not preclude fundraising activities in support of university groups, organizations, or their designated philanthropic initiatives. Bake sales conducted by registered student organizations in compliance with the sales and solicitation policy are exempt and will not be charged fees.

**Distribution of Printed Materials, Publicity, Promotional Methods, Posted Materials**

Advertising and promotional literature of events sponsored or co-sponsored by a university group must identify the specific university department or organization. All such material must be approved by the sponsor or co-sponsor before publication. Non-university groups may not use the university name, seal, logo, or other university identification in any advertising or promotional literature. For more information visit www.uc.edu/licensing/licensing_information.html

GENERAL INFORMATION (CONT.)

Any publicity within campus buildings must be registered by the appropriate office and/or person responsible for each bulletin board in the building. Posting is permitted on specified bulletin boards ONLY, not on walls or glass. Posters/fliers must be in reference to a university event or activity and must clearly state the name of the sponsoring group or organization. Posters/fliers must be removed one day after the event.

Bulletin Boards

Interior bulletin boards are located in buildings across the Uptown Campus. The policy and locations for posting materials in interior bulletin boards is listed in Appendix A, under Posting Policy.

**Banners**

The university has pre-determined locations on specific college buildings for Welcome Weekend and Commencement. Facility Management & Planning + Design + Construction jointly assist in the fabrication and installation of these university event banners. Locations of the banners is listed in the appendix.

Tangeman University Center portico banners are scheduled for events affecting the entire university community. Please see Appendix A Banner Policy for more information.

GENERAL INFORMATION (CONT.)**Recruiting and Information Tables**

Recruiting activities are scheduled through CES for activities within CES-controlled spaces. When scheduling the event in individual colleges or facilities, the sponsoring organization is referred to the appropriate facility office to obtain approval. If the facility office personnel determines the dissemination of information at the point desired interferes with traffic or internally planned programs, they may refuse the request or suggest a different location. Groups scheduling recruiting activities in buildings other than TUC may need to furnish their own tables and chairs. Inquire with the facility's office personnel. Fees may apply.

Sales and Solicitation of Funds

Refer to university policy 3361:10-51-01 in the appendices.

Gambling

Except as provided in this policy, gambling is prohibited on or within university buildings and grounds. Raffles are considered a form of gambling. Under the Ohio Revised Code, raffles may be allowed if they are conducted by organizations having the 501 (c) (3) exemption from the IRS (UC does not have this exemption). To conduct a raffle on campus, the group or organization must meet all applicable state and federal requirements and must have the event reserved through CES. Skill-based "carnival games" are permitted as long as the prizes awarded do not include cash or cash equivalents such as gift cards.

Individuals may form betting pools for sporting events (e.g., basketball tournaments), provided that the organizer of the pool does not collect any fee other than his or her own winnings.

Food Service

Food service requests should be arranged through the appropriate office that oversees each facility. For regulations governing the purchase and consumption of alcoholic beverages, see university policy 3361:10-17-07 in the appendices.

Storage

The university does not provide equipment storage for individuals or groups scheduling activities or events in university facilities. Equipment storage is the responsibility of the individuals or groups.



FACILITY TYPES & SCHEDULING INFORMATION

Academic Buildings



Each UC academic facility may be used only for those activities that are consistent with that facility's basic design and purpose. If a request is made for space and/or room reservations within each facility during days and times when a facility is not scheduled for university classes or university-sponsored events, this request is scheduled on a first-come-first-served basis.

Uptown Campus West

The office of the University Registrar has oversight and responsibility for the per-term scheduling of university academic classes and non-academic class events in the Uptown Campus West cross-colleges inventory of centrally scheduled classrooms and large auditoriums. The office of the University Registrar has the authority to alter centrally scheduled classroom allocations and per-term classroom assignments as required.

The College-Conservatory of Music; the College of Design, Architecture, Art and Planning; the College of Law; and the Lindner College of Business facilities each contain classrooms for which scheduling authority and responsibility is held by the appropriate college.

Each Uptown Campus West college has oversight and responsibility for the scheduling of laboratories and special purpose rooms housed within its facility.

CES has oversight and responsibility for scheduling meetings, conferences, and student group events in the Uptown Campus West cross-colleges inventory of centrally scheduled classrooms during those day and times when spaces are not in use for university classes or academic events.

FACILITY TYPES & SCHEDULING INFORMATION (CONT.)**Academic Buildings (continued)***Uptown Medical Campus*

The College of Allied Health Sciences, The James L. Winkle College of Pharmacy, The College of Medicine, and The College of Nursing have specific and separate oversight responsibilities for the per-term scheduling of the buildings and facilities comprising the Uptown Medical Campus, which includes classrooms, laboratories, auditoriums and special purpose rooms for university academic classes and non-academic class events; and for meetings, conferences and student group events during days and times when rooms are not in use for university classes or academic events.

*Regional Campuses*

Each regional campus has oversight and responsibility for the per-term scheduling of its campus facilities for university academic classes, non-academic class events, and for meetings, conferences and student group events during days and times when rooms are not in use for university classes or academic events.



FACILITY TYPES & SCHEDULING INFORMATION (CONT.)

Non-Academic Facilities

Conference & Event Services, 265 Tangeman University Center (558-1810) is responsible for scheduling TUC spaces, non-athletic outdoor spaces, and classroom spaces when they are not in use for academic purposes. The communication of university policies is also the responsibility of CES. Individuals wanting to schedule meetings, conferences, workshops, institutes and other events requiring university facilities, housing, food services, parking and so forth can submit the initial request through CES.

University facilities may be used only when scheduled and confirmed before the date requested for use. A facility is not officially reserved until the requestor receives written confirmation from the appropriate scheduling office.

For other [spaces](#) on all campuses, refer to: <http://www.uc.edu/eventservices/events/Venues/other.html> for current contact information.



Reservation and Confirmation Procedures for Space Controlled by CES

25Live is the campus reservation system for events, spaces and calendar-only items. Anyone affiliated with the university can access the system via their central login account. All required fields must be completed and the reservation request must be submitted to successfully enter the system. The person making the reservation in 25Live, known as the requestor, receives an automatic email when the reservation has been delivered. The reservation status is TENTATIVE and ready for review.

Reservations arrive in the 25Live system with a time stamp. Conference & Event Services processes the incoming reservations according to the time stamp. When there are competing requests, the reservation with the earliest time stamp will receive preference.

Conference & Event Services staff reviews each reservation in 25Live and determines whether all basic information necessary about the event has been supplied. If it has, the requestor will receive an email with confirmation information and notification that the status of the reservation has been changed from TENTATIVE to CONFIRMED. Once the reservation is confirmed, the event can be advertised.

FACILITY TYPES & SCHEDULING INFORMATION (CONT.)

Further communication continues between CES and the requestor to finalize details pertinent to the event, including meetings with service personnel, space diagrams, catering needs, delivery schedules, program schedule, extra support services and so forth.

Cancellation Procedures for Spaces Controlled by CES

If use of a reserved facility is to be cancelled, the organizer or sponsor is responsible for notifying the appropriate scheduling office in a timely manner by email. He or she should also cancel arrangements for equipment, personnel, and services made in connection with the event. The organizer, sponsor or co-sponsor is responsible for all costs the university has incurred for events that are reserved but subsequently cancelled. Cancellation fees apply, as stated in the Event Guide, when a cancellation occurs close to the event date. It is the responsibility of each operation responsible for use of their facilities to maintain and publish cancellation fees and policies. Each requestor is responsible for understanding the cancellation fees and policies as described by each operation for their use of facilities.

Please refer to the *Event Guide*, published by CES, for current cancellation terms and fees in TUC and space managed by CES.

For outdoor events, planning for threat of inclement weather is recommended, including establishing a rain location or determining if the event should be cancelled. Planning will reduce the effect of costs associated with late cancellations.

1. **Food Service:** If food service is desired in TUC, the sponsoring department must order food, beverage and linens through catering services (556-3135). Requests for exceptions should be submitted 15 business days before the program. Requestors should use the Food Waiver Request Form, provided upon request through CES, for this purpose. If a catering waiver is approved, additional fees may apply. If food and beverages are brought into TUC from any outside source, room rental will be assessed and charged to the sponsoring organization. **Food and drink are not permitted in labs and classrooms.**
2. **Facility Logistics/Audiovisual Equipment:** A sponsoring department must provide program service arrangements no later than 15 business days before the start date, including but not limited to room setup, audiovisual equipment, catering, parking, rec center passes, campus debit card, meal plans, and housing. Any changes requested or failure to supply required program service arrangements may result in additional fees (see *Event Guide*). Audiovisual equipment available in classrooms can be reviewed at <https://webapps.uc.edu/UCit/eclassroom/eclista.asp>.
3. **Room Use:** A sponsoring department or student organization can have access to reserved space 30 minutes before and after program start and end time, unless otherwise arranged with CES, which reserves the right to modify room assignments as necessary and will inform the applicant in a timely manner of any room modifications.
4. **Charges:** Information concerning charges governing the use of university facilities is available in the *Event Guide*. Use of facilities will not be permitted until all outstanding financial obligations have been met. Payment of all bills will be the responsibility of the sponsor if the individuals or groups in charge of the event do not meet financial obligations incurred.

5. **Responsibilities of Group Using University Facilities:** Groups will be held responsible for any loss or damage incurred while the facilities are reserved in their name. Assessments will be made accordingly.
6. **Sponsor Responsibility:** Sponsor is defined as the individuals, department or organization within the university, which assumes total responsibility including, but not limited to, any financial and legal obligations for a project or activity using university facilities.
7. **Policies Regarding Use of University Facilities:** Policies and procedures are covered in the CES Event Guide and are administered and interpreted by CES. Questions regarding interpretation may be referred to the office of General Counsel for consideration.

8. Student Organizations

- **Meetings or Events:** In order for meetings or events to appear on the university calendar, they must be scheduled in 25Live. Selected events may require approval from the Student Activities & Leadership Development Office or Public Safety before confirmation by the appropriate scheduling office.
- **Residence Hall Facilities:** Residence hall event spaces are scheduled through the central office of Resident Education and Development (RED). Spaces are typically not available to non-residence hall groups during the academic year. Inquire with the RED office for assistance.
- **Outdoor Spaces:** While non-athletic spaces do not require reservations through 25Live, it is strongly recommended that groups do reserve space so that the event can be added to the university calendar and to formally secure the space. Many spaces are designed to have multiple activities at one time. However, when there is a conflict of use, the requestor with a reservation confirmation receives priority use of the space.

9. Departments

- **Meetings or Events:** In order for meetings or events to appear on the university calendar, they must be scheduled in 25Live. Events on the premises of the university outside the university's alcohol permit require an F-2 Permit from the State of Ohio Department of Commerce's Division of Liquor Control. Events off the premises of the university and serving alcohol must be covered by an F-2 Permit or the hosted venue. Event organizers may hire University Dining Services for hosted (no exchange of money) alcohol-serving events anywhere on campus without an additional liquor permit.
- **Residence Hall Facilities:** Overnight residential space can be reserved for university program attendees and sponsored scholars during the summer term by making arrangements through the CES office.
- **Outdoor Spaces:** While non-athletic spaces do not require reservations through 25Live, it is strongly recommended that groups do reserve space so that the event can be added to the university calendar and to formally secure the space. Many spaces are designed to have multiple activities at one time. However, when there is a conflict of use, the requestor with a reservation confirmation receives priority use of the space.

FACILITY TYPES & SCHEDULING INFORMATION (CONT.)**Athletic Facilities**

1. Nippert Stadium and Press Box (Fall 2015)
2. Shoemaker Center (Fifth Third Arena)
Fifth- and sixth-floor restaurant and lounge spaces are booked through CES and events managed by Athletics
3. Gettler Stadium
4. Marge Schott Baseball Stadium
5. Sheakley Athletic Center
6. Trabert–Talbert Tennis Center
7. Armory Fieldhouse
8. Sheakley Lawn
9. Lindner Athletic Center (Athletic portions only)

Use of the Department of Athletics facilities will be considered on the following priority basis:

1. Department of Athletics events, contests and team practices
2. The University of Cincinnati departments and organizations:
 - Academic classes
 - Band
 - Intramurals
 - Club sports
 - Other student organizations or UC departments
3. Facility rentals

Variations to any of these policies, procedures or guidelines must have the approval of the Director of Athletics or designee. For more information on athletic facilities and to see the rate sheet, please visit <http://www.gobearcats.com/facilities/cinn-facilities.html>.

Event Guidelines

1. All events must meet guidelines established by the National Collegiate Athletic Association (NCAA) and the American Athletic Conference or Big East Conference.
2. Any event considered to be potentially harmful to the public image of the University of Cincinnati will be rejected.
3. Any event considered to be potentially harmful to the facility will be rejected.
4. The Department of Athletics, in conjunction with other University of Cincinnati departments (when necessary), will determine the extent of the personnel required for the safeguard of the university's interest. University of Cincinnati personnel can include, but are not limited to, facility operations staff, video board staff, ushers, police and medics. The number of personnel assigned to an event will be determined based on the size and nature of the event.
5. The Department of Athletics must have a signed contract for each event.
6. If applicable, a deposit, W-9 form, and insurance form are required to officially confirm a reservation for an Athletics-controlled facility.



Facility Rental Request Procedure

1. Anyone requesting to use a Department of Athletics facility should contact the Associate Athletic Director for Facilities & Operations by written request via email at ath-ops@uc.edu, or by phone at 513-556-2170. At least a 30-day notice of an event is requested. When contacting the office, please provide the following information:
 - Name of sponsoring agency
 - Nature of event
 - Date(s) requesting
 - Time of event
 - Event details (such as set-up and equipment needs)
 - Expected attendance
 - Key contact person

2. The event will not be fully confirmed until the university receives a deposit, if applicable. If the client cancels the event or use of the facility after the confirmation, the client or organization will be charged any event operation expense that may have been incurred.
3. After confirmation has been made and a deposit, signed contract and all other specified documents have been received, the client and an Event Management staff representative shall meet in person to determine the details of the event (i.e., setup, equipment needs, staff needs and teardown).
4. After all details for the event have been confirmed, an Athletic Facility Rental Agreement shall be sent to the [client](#).
 - The Athletic Facility Rental Agreement should be returned to the [Event Management office](#) along with the certificate of insurance, no less than two weeks before the event.
 - The facility rental and event operations costs reflected on the Athletic Facility Rental Agreement and Event Confirmation Sheet are estimated costs.
 - The facility rental fees are based on the number of hours actually used in the facility.
5. After the event, the client shall be invoiced with all final charges. *Note: University organizations may provide a university account number to which all facility rental and event operation costs may be charged after the event.*

Event Operation Expenses

For those facilities where expenses are added to the rental price, the lessee shall be charged the facility rental fee and event operation expenses. Event operation expenses may include, but are not limited to setup; teardown; security; ushers; ticket takers; emergency medical services (EMS); traffic and parking; janitorial services; electronic services; electrical services; heating, ventilation and air conditioning (HVAC) services; video board and scoreboard services; physical plant services; sports information services; ticket office services; equipment rental and administration fees. Event operation expenses will not be reduced or waived.



Insurance

The lessee must have a policy or policies of general liability insurance (please see www.campusconnexions.com) in the state of Ohio providing coverage for personal injury and property damage. This coverage shall be in the amount of not less than \$2,000,000 for each person or occurrence and \$1,000,000 in aggregate for personal injuries or death or property damage suffered by any person or persons arising out of the use of the facility or the services provided with its use. The lessee shall name the University of Cincinnati and its Board of Trustees as named insured. As a state entity, the University of Cincinnati cannot list the lessee as additional insured. The lessee shall also provide notice to the lessor of proof of insurance coverage, in the form of a certificate of insurance, not less than 14 days before the start of the lease term. Failure to obtain a certificate of insurance does not constitute a waiver of such insurance by the lessor.

Video Board/Scoreboard Use

1. Use of the video boards, ribbon boards, and scoreboards are based on staff and equipment availability.
2. University of Cincinnati Athletics reserves the right to cancel the usage of the video board/scoreboard without notice. Client will not be charged if cancelled by the Athletic Department.
3. Once the event has started, if the boards are on, the full fee will be charged.
4. Content must be created by the client. Video board/ribbon board specs will be provided to the client.
5. All images/videos must be sent to the Athletic Department at least two weeks before the event.

Compliance Guidelines

Please be advised that the Compliance Office will need to be contacted should the event:

1. Involve prospect-aged individuals (i.e., participants)
2. Involve University of Cincinnati coaches or staff

Food Service

University Food Services provides all food, beverage, and linen service within athletic facilities. Aramark offers a wide range of menus, as well as both cash and open/hosted bars. For information, contact the catering services office at 513-556-3135.

FACILITY TYPES & SCHEDULING INFORMATION (CONT.)**Area-Specific Facilities**

College Name	Contact Name	Phone Number	Office & Mail Location	URL
CAHS	Dean's Office	558-7495	Room 315, ML0394	cahs.uc.edu
CCM, Emery Hall, Corbett Auditorium, Patricia Corbett Theater, Werner Hall	Ray Dobson, Sr. Director Performance and Operations	556-9460	3820 Corbett Center, ML 0003	
CEAS – Victory Parkway Campus	Classroom Scheduling	556-6500	University Pavilion 530, ML 0150	
College of DAAP	Associate Dean for Technology and Facilities	556-4933	5470 Aronoff, ML 0016	https://www.daap.space.daap.uc.edu/facilities
College of Law	Program Coordinator	556-0117	Room 400, College of Law, ML 0040	
College of Medicine – Kresge Auditorium	Linda Pettyjohn/ Erin Groeting	558-7391	Suite E-870, CARE/ Crawley Bldg., ML 0555	
College of Nursing	Becky Bogart	558-5311	Room 411, Procter Hall, ML0038	
College of Pharmacy	Receptionist	558-3784	136 Health Professions Bldg., ML 0004	
Faculty Club Conference Center – East Campus	David Robinson, Executive Chef/GM	558-8609	MSB 101, ML 0716	manager@facclub.org
Lindner College of Business	Building Manager	556-7003	Lindner College of Business, ML 0020	
Medical Sciences Building (MSB)	Linda Pettyjohn/ Erin Groeting	558-4391	Suite E-870, CARE/ Crawley, Bldg., ML 0555	
The Cincinnati Faculty Club	David Robinson, Executive Chef/GM	556-4154	Richard Lindner Center, ML 0106	manager@facclub.org

FACILITY TYPES & SCHEDULING INFORMATION (CONT.)**African-American Cultural and Resource Center**

The African-American Cultural and Resource Center (AACRC) is established as a community center of the university to serve the faculty staff and alumni, as well as the community at large.

Specific Policies Applying to This Facility

Reservations must be made 30 days in advance in accordance with the African-American Cultural and Resource Center reservation procedures. A response will be received within five business days to confirm reservation. An event is not approved until the requestor receives an email confirmation.

Rules for this facility:

- Users cannot bring in personal food or beverages.
- All food events and vendors must be approved before the event.
- Non-University of Cincinnati groups may reserve the center upon availability and must pay a \$500 reservation fee.
- No admissions or sales are allowed on site.
- Users should cancel (in writing) at least five days in advance.
- Serving of alcoholic beverages is not permitted unless it is approved by the Director and an alcohol permit has been obtained from the state of Ohio.
- Events may be scheduled Monday through Friday, 8 a.m. through 5 p.m. Weekend scheduling is available only for special circumstances.

Priority of Usage

Priority is in the order of receipt of formal request for use.

How to schedule:

Contact	Administrative Coordinator
Phone Number	556-1177
Office and Mail Location	60 W. Charlton, M.L. 0386
Online at	http://www.uc.edu/aacrc/reserve.html

FACILITY TYPES & SCHEDULING INFORMATION (CONT.)**Russell C. Myers Alumni Center**

The Russell C. Myers Alumni Center is available for rent from the University of Cincinnati Alumni Association. The facility offers a variety of spaces for various potential uses — meetings, workshops, retreats, parties, wedding receptions and more — and features a host of amenities.

Specific Policies Applying to This Facility

The facility can be reserved by university groups, student organizations, UC alumni, and members of the community. Rental rates vary according to weekday and time of day. Special rates apply for those belonging to the UC Alumni Association's Loyal Bearcat and William Howard Taft giving societies, as well as UC faculty and staff groups.

Priority of Usage

The Russell C. Myers Alumni Center is available for use by constituent alumni groups and alumni organizations, university departments and the general public.

*How to schedule*

Contact	www.uc.edu/alumni/about/myers_alumni_center
Phone Number	556-4344
Office and Mail Location	Myers Alumni Center, M.L. 0024

FACILITY TYPES & SCHEDULING INFORMATION (CONT.)**Walter E. Langsam Library**

The mission of the UC libraries is to support the instructional and research needs of the students, faculty and staff of the University of Cincinnati. Facilities, collections, and services are also available, on an as-needed basis, to alumni, visiting scholars, and community users whose research requires access to a research library.

The Walter E. Langsam Library serves as the main library of the University of Cincinnati Libraries and provides the information resources and services needed for research and instruction, primarily in the areas of the humanities, social sciences and business. In addition, the library provides a variety of study spaces primarily for students; these include both individual and group study spaces. The library also provides some faculty study rooms.

The UCit@Langsam 24/7 computer lab and study space is on the 500 level of Langsam Library. UCit@Langsam is a collaboration supported by the University of Cincinnati Libraries and the University of Cincinnati Information Technologies (UCit) that combines the expertise and experience of both staffs to coordinate and increase access to information and technology 24/7 for UC students, faculty and staff.

The Adaptive Technologies space (Langsam 408 next to the Student Technologies Resource Center editing suites) ensures all patrons have full and equal access to all library resources. UC Libraries offers a wide array of enhanced services for patrons with disabilities, such as adaptive equipment and book retrieval. University students, faculty, staff, and non-UC users are eligible to use the services and facilities offered by UC Libraries Adaptive Technologies. The Adaptive Technologies space and equipment are available at any time Langsam Library is open. The equipment available in the room includes:

- JAWS screen reading software
- Dragon NaturalSpeaking dictation software
- Text enlarging software
- Large-screen monitors



FACILITY TYPES & SCHEDULING INFORMATION (CONT.)



Also located within Langsam Library, and a partner in many library collaborations, is The Center for the Enhancement of Teaching & Learning (CET&L). The mission of CET&L is *to provide support for excellent teaching and learning, assessment, and career development for faculty and university initiatives that result in more effective teaching and research, stronger student learning, and higher satisfaction among all faculty.*

Specific Policies Applying to This Facility

All rooms within Langsam Library are scheduled by the library; there are no centrally scheduled rooms.

Group study rooms (502–505, 510–521, 559, 603–607, 621 and 659) are available on a first-come, first-served basis to students and staff. These rooms can accommodate between two and 12 people. Rooms 502–505 are equipped with 60-inch wireless LED monitors that can be used with personal laptops.

Reservable group study rooms (541–544) are also available in the UCit@Langsam 24/7 computer lab and study space. Group study rooms within the 24/7 space are Smart Board-equipped and may be reserved for two or more UC students for a maximum of three hours. Group study rooms within the 24/7 space can be reserved online at <http://labs.uc.edu/groupStudyRooms.php>.

Conference rooms 671 (accommodates 35) and 571 (accommodates 17) are primarily for the use of UC Libraries (UCL) faculty and staff. Other academic departments may inquire about using the room for one-time meetings by contacting the office of the Dean and University Librarian at 513-556-1515.

Instruction room 480C is intended for use by UCL and CET&L. The room is primarily to be used for instruction, but may also be used for other activities sponsored by UCL or CET&L. To inquire about room use, call CET&L at 513-556-3053.

Priority of Usage

All rooms within Langsam Library are scheduled by the library, or by its partners University of Cincinnati Information Technology (UCit) and CET&L (see info above); there are no centrally scheduled rooms.

Only currently registered students, faculty and staff may access the UCit@Langsam Computer Lab after hours. To enter the 24/7 space after hours, students, faculty and staff must use the fifth-floor UCit@Langsam card-swipe entrance (a valid UC ID is required).

Smoking is not permitted. Food and beverages in covered containers (i.e., bottled water, travel mugs, sodas, coffee cups with lids, thermoses, etc.) are permitted in Langsam Library (no hot food, please). Those who consume food and beverages in the libraries are asked to contact the person at the nearest service desk for assistance if they accidentally spill a beverage.

Exceptions:

- Food is not permitted in the library classrooms, the Student Technology Resources Center (STRC), and UCit@Langsam Library.
- The University of Cincinnati Libraries also provides space on the outside patio (Langsam) and in the fifth-floor lobby (Langsam) for patrons to consume food. Those not complying with these policies will be asked to dispose of their food and/or beverage or leave the building.

Tables/Displays

UC student groups, colleges and departments may set up a table in Langsam Library or on the fourth- and fifth-floor lobbies upon approval by the Director of Library Communications and the Associate Dean of Library Services. For more information, call 513-556-1515.

Flyers and Posters

Flyers and posters created by UC groups may be posted in Langsam Library on designated boards only. These boards are located in the outer fourth-floor lobby, on the fifth floor outside of UCit@Langsam, and on the fourth-floor hallway. All other bulletin boards are for library use only. Non-UC groups may post materials on the outer fourth-floor lobby only.

Table Tents

The posting of table tents throughout Langsam Library is allowed on a limited basis and must be approved by the Director of Library Communications. Call 513-556-1558 for more information.

How to Schedule

Group Study rooms 502–505, 510–521, 559, 603–607, 621 and 659 are available on a first-come, first-served basis. Reserve group study rooms 541–544 online at UCit@Langsam: <http://labs.uc.edu/groupStudyRooms.php>.

Conference rooms 671 and 571 have limited availability. For information, call the Office of the Dean and University Librarian, 513-556-1515.

Instruction room 480C has limited availability for instructional purposes only. One-time classes are considered. Call CET&L at 513-556-3053 to inquire.

To schedule assistance in the Adaptive Technologies space, contact the Info Commons desk at 513-556-1867 in Langsam Library or the UC Libraries Adaptive Technologies Coordinator at 513-556-1888.

FACILITY TYPES & SCHEDULING INFORMATION (CONT.)**Henry R. Winkler Center for the History of the Health Professions**

The Henry R. Winkler Center for the History of the Health Professions is a medical archive, library and exhibit facility that encourages visitors and researchers to explore the Cincinnati area's rich medical and health history and discover the people who have contributed to important advances in medicine, nursing and pharmaceutical sciences.

Specific Policies Applying to this Facility

The Stanley J. Lucas Board Room is available Monday through Friday, 8 a.m. to 5 p.m. (holidays excluded). The room can accommodate up to 48 using the board table and additional chairs. Eighteen people can be accommodated around the board table. It is located on the E level (E005HA) of the Medical Services Building (MSB).

*Priority of Usage*

The Stanley J. Lucas Board Room can be used by UC faculty, staff and students.

How to Schedule

Schedule the Board Room by calling the Winkler Center at 513-558-5120.

APPENDIX A

ALCOHOL POLICY

Introduction

The University of Cincinnati's goal is to maintain an on-campus environment that shall be conducive to the intellectual, emotional and social growth of all members of its community. The university has established the following policy governing the possession, sale and consumption of alcohol on its campuses. It is the university's intention through these policies to be clear about university consequences attributed to irresponsible or illegal usage of alcohol on campus.

Policy

The university shall implement and enforce the laws of the state of Ohio as stated in the Ohio Revised Code. It is the responsibility of each student, staff and faculty member to be familiar with the requirements of the Ohio Revised Code and the provisions of this policy and to conduct themselves accordingly.

Laws pertaining to alcohol use are contained in Chapter 4301 of the Ohio Revised Code. The complete text of the state liquor laws and administrative regulations may be obtained from the Department of Public Safety, Campus Library or the Ohio Department of Liquor Control.

As permitted by law, individual students, faculty and staff may purchase, possess and/or consume beer or intoxicating liquor on campus at certain campus events, in designated campus facilities and in campus facilities having permits issued by the Ohio Department of Liquor Control.

Restrictions in the Ohio Revised Code:

It is unlawful for a person under 21 years of age to purchase, consume, possess or transport any beer or intoxicating liquor.

1. It is unlawful to knowingly and falsely misrepresent one's age to obtain alcoholic beverages and/or to misrepresent that another is of legal age for such purpose.
2. It is unlawful to have in one's possession an open container of beer or intoxicating liquor in a public place without a permit.
3. It is unlawful to possess and/or consume an open container of any beer or intoxicating liquor in a motor vehicle.
4. It is unlawful to serve or distribute beer and/or intoxicating liquor to a minor.

Student organizations wishing to schedule and/or sponsor on-campus events where alcohol would be available only will be able to do so only at those locations having permits issued by the Ohio Department of Liquor Control.

Student Organizations that sponsor off-campus events are expected to adhere to state law. Organizations found to have violated state law may be subjected to the loss of registered status.

Administrative and academic units (colleges, departments) are permitted to schedule and/or sponsor events at which beer or intoxicating liquor would be available only in designated areas within those units and only with the approval of the unit head. These events may not be all-campus events and must adhere to regulations established for on-campus events.

ALCOHOL POLICY (CONT.)

Campus Events

The following regulations must be followed at on-campus events at which beer or intoxicating liquor are served and/or sold:

1. The events must be properly authorized by the administrative unit responsible for the facility(s) to be used.
2. Consumption and/or sales shall be permitted only within the approved area for the event. These areas must physically segregate the event from public access.
3. Non-alcoholic beverages shall be available at the same place as alcoholic beverages and featured as prominently as the alcoholic beverages.
4. The sponsors of the event shall implement precautionary measures to ensure that alcoholic beverages are not accessible or served to persons under the legal drinking age or to persons who are intoxicated.
5. The sponsors of the event must require proof of legal age for those individuals in question as to legal age.
6. Marketing, advertising and promotion of events with alcoholic beverages being served should not emphasize the serving of alcohol and/or have any drinking games associated with the event.
7. Management of licensed facilities on campus reserves the right to limit consumption and/or sales at events in designated facilities.
8. Outdoor locations which may be considered are Blegen Lawn, CCM Plaza, Lindner Plaza, and University Commons–Kingsgate, Campus Green and Sigma Sigma Commons.
9. Organizations must acquire an F-2 permit to sell alcoholic beverages. The application must be signed by the Director of Public Safety and the Office of General Counsel.

Violations and Sanctions

Individuals and organizations found in violation of university regulations will be subject to disciplinary action and may be subject to action outlined in the Ohio Revised Code.

BANNER POLICY

Introduction

This banner policy is set forth as a means to add ambience to campus festivities and announce special events of the University of Cincinnati. The Division of Facilities Management and Planning + Design + Construction has designated locations on campus buildings for the display of these banners for special events. The “all” university events are listed below and do not promote one specific college or department over another. Banners shall not be displayed with content which competes between university entities or student organizations.

Policy

Only University Departments and officially registered University Organizations are allowed to hang banners on campus and only for the events listed below. The banners should be used for short-term events, be installed two weeks before the event and hang for no more than a week after the conclusion of the event. The locations are listed within the attached matrix. The scheduling of banners for the following events are done through Conference and Event Services. The installation of banners are scheduled through the Carpentry Shop.

- Student Orientation
- Student Welcome Week
- Homecoming
- World Fest
- Commencement
- Dedications (sponsored by the university community)
- Major University Celebrations

Banners may not display advertising logos or commercial sponsorship, or off-campus vendors and in no way create conflict with agreements in place with current university sponsors. For questions regarding approval of a banners design and/or content contact Planning + Design + Construction at 556-1933.

Banner Specifications

All newly designed banners must be approved by Planning + Design + Construction. They should be professionally designed within the UC brand, and include the name and date of the event. They should be made from heavy cloth or vinyl properly sewn and vented. Banners must be a size of 46” high x 176” wide and include grommets to attach the banner to the building fasteners.

Costs

The cost of the design, fabrication, installation and removal is the sole responsibility of the requesting entity.

BANNER POLICY (CONT.)

Approved Banner Locations

CAMPUS	APPROVED BUILDING	PROCEDURES	DESCRIPTION OF BANNER LOCATIONS
West	Alumni Center, Russel Myers	1) CES 2) Carpentry Shop with Foundation	Hung on exterior brick behind wheelchair ramp.
West	Baldwin Hall	1) Campus Scheduling 2) Carpentry Shop	Hung on West face, 6th level, facing Quad Vertical Display ONLY (4' wide x 20' long)
West	Bridge Woodside Garage to Campus Green Garage (Langsam/Lindner)	1) Campus Scheduling 2) Carpentry Shop	Hung from North face of Crossover Bridge , between Campus Green Garage and Woodside Garage, from existing cables
West	CCM	1) Campus Scheduling 2) Carpentry Shop with CCM Operations	Hung on North Face, CCM Plaza, above 3rd Level Breezeway Entrance.
West	College of Law	1) Campus Scheduling 2) Carpentry Shop with College of Law	Hung above the East face, 1st level Entrance
West	College of Law	1) Campus Scheduling 2) Carpentry Shop with College of Law	Hung on the brick exterior, South large face, Calhoun side of the building
West	DAAP	1) Campus Scheduling 2) Carpentry Shop & DAAP	NOT AVAILABLE DUE - ACTIVE CONSTRUCTION Hung on South face, 5th level
West	Edwards 3	1) Campus Scheduling 2) Carpentry Shop with Public Safety	Hung above North face entrance, over the entrance to Public Safety Office
West	ERC	1) Campus Scheduling 2) Carpentry Shop with Engineering	Hung from the railing above the East face entrance, 3rd level
West	French West	1) Campus Scheduling 2) Carpentry Shop	Hung next to the 2nd level building entrance , West face
West	Lindner Hall	1) Campus Scheduling 2) Carpentry Shop	Hung above the South face building entrance , on the 1st level
West	McMicken Hall	1) Campus Scheduling 2) Carpentry Shop with A&S	Hung from the railing above the East face of the Breezeway
East	Eden Garage/MSB	1) Campus Scheduling 2) Carpentry Shop	2 Hung on the South face of Crossover Bridge , from existing cables
East	HPB	1) Campus Scheduling 2) Carpentry Shop with College of Pharmacy	Hung above Main Entrance, East face, ground level
East	MSB	1) Campus Scheduling 2) Carpentry Shop with College of Medicine	Hung above Main Entrance, North face, ground level
East	Procter	1) Campus Scheduling 2) Carpentry Shop with College of Nursing	Hung at ground level, North face, from the balcony bulkhead

BICYCLE– SKATEBOARD– AND OTHER SIMILAR DEVICE POLICY

Introduction

The University of Cincinnati is a pedestrian campus acclaimed for its landscape, hardscape and open areas. The university's sustainability initiatives are supportive of students navigating the campus by means of bicycles, skateboards, in-line skates,

Policy

University campuses are primarily pedestrian environments, and pedestrians have the right of way. Bicycles, skateboards and in-line skates are permitted only as a means of transportation on UC campuses. No "trick riding" is permitted. The use of such devices in areas other than roadways and sidewalks, including inside buildings, is strictly prohibited.

All regulations and laws applicable to the use of such devices on city streets and state highways also apply on all campuses.

Violators will be cited to municipal court for traffic violations, referred to the University Judicial Officer for violation of the Student Code of Conduct, and/or asked to leave university property. Continued activities prohibited by this policy may result in a charge of criminal trespassing.

CHALKING POLICY

Policy

- Chalking on campus is limited to student organizations recognized by the Office of Student Activities and Leadership Development (SALD), university groups or registered students.
- Chalking is permitted only on horizontal surfaces in open areas directly washed by rain. Therefore, chalking must be on a horizontal surface not covered by a roof or overhang.
- Chalking must bear the name of or be signed by the name of the sponsoring organization.
- Messaging must be for a campus-wide event, including any event open to all students.
- Chalk material must be water soluble.
- Chalking is prohibited on all vertical surfaces and on signs, light poles, buildings, walls, benches, tables, newsstands, columns, railings, sculpture or art, bus stops, trees or vegetation.
- Chalking offensive content is prohibited.

COOKING —TAILGATING OUTDOOR POLICY

Policy

Please visit www.uc.edu/publicsafety for rules.

Requirements for Outdoor Cooking Operation

The following are the minimum requirements for outdoor cooking operations.

All participants must recognize the urgent need to practice fire prevention and life safety at its highest level. Therefore, all participants shall be in complete compliance with all requirements, regulations, codes and life safety practices. Failure to comply may result in the suspension of the operation in question.

Minimum Requirements for Outdoor Cooking

- All outdoor cooking operations must be approved by the Fire Prevention Unit before the lighting and/or igniting of any cooking device. A valid cooking permit must be issued for each cooking operation.
- The **minimum** size for all booths used for cooking operations is 10 feet by 20 feet. Some cooking operations may require additional space to operate safely and effectively.
- Booths used for cooking shall be constructed in such a manner as to allow adequate room for all the equipment, appliances, apparatus, supplies and other materials used in conjunction with the cooking operation to be contained within the booth.
- All cooking booths shall be constructed in such a manner as to allow for an **unobstructed means of egress** of not less than **36 inches**.
- All cooking booths are required to have a minimum of **six-foot aisle** on each side with a **three-foot aisle** in the rear.
- A fully charged and operable fire extinguisher is required for each cooking booth.
- Adequate illumination shall be provided for all cooking booths operating after dusk.
- The **vendor and/or operator** shall be responsible for the safety of all persons in or occupying such cooking booths with respect to the operation of the booth and to the adequacy of a means of egress.
- **All** liquefied petroleum gas installations shall meet all requirements of Chapter 36 (Liquefied Petroleum Gases) of the Ohio State Fire Code and Standard 58 (Liquid Petroleum Gas Code) of the National Fire Protection Association.
- All cooking equipment shall be extinguished at the end of the event each day.
- All extinguished ashes and coals shall be placed in an approved metal container with a tight-fitting lid.

COOKING —TAILGATING OUTDOOR POLICY (CONT.)

Fire Extinguishers

- Extinguishers shall be maintained in a fully charged and operable condition at each cooking operation site.
- Extinguishers shall be conspicuously located and readily accessible for immediate use.
- Extinguishers must have a durable tag securely attached showing the maintenance or re-charge date.

Liquefied Petroleum Gas (LPG) Cooking Appliances and Grills

- **All** persons working within a booth using LPG as a fuel, must be familiar with the proper use of the equipment. Additionally, those persons shall know the location of the fire extinguisher and its proper use.
- **All** LPG tanks, hoses and fittings shall be **UL** approved. Damaged and/or worn hoses, couplings and fittings will **not** be permitted for use.
- **All** LPG tanks shall be secured, and tanks that are not securely mounted on another piece of equipment shall be equipped with a valve guard collar.

Electric

- Electrical receptacles shall be in a weatherproof enclosure, the integrity of which is not affected when the electrical receptacle is in use.
- Underwriters Laboratories (UL)-approved extension cords of the appropriate type used in an approved manner will be permitted for temporary use only. Extension cords shall not be subject to environmental danger or physical impact.
- Hazardous electrical wiring and equipment are prohibited.

Hazards Defined

For the purpose of the event, safety hazards shall include, but not be limited to, defective or broken fixtures, switches, fixture cords, sockets, service entrance cables, unapproved splices, and/or apparatuses and equipment.

Charcoal Grills

- All charcoal grills are to be equipped with a noncombustible ash collector underneath the fire pit. Ashes are not allowed to fall onto the ground.
- A five-gallon bucket of water is required to be placed with 10 feet of each charcoal grill operation.
- All extinguished ashes and coals shall be placed in an approved metal container with a tight-fitting lid. The container must be adequate to extinguish the number of coals being used to support the cooking operation.
- All ashes are to be placed into a metal container with a tight-fitting lid. This container may be filled with water and used to submerge hot coals when the cooking operation has stopped. The five-gallon bucket of water referenced below will not be required in this case.

COOKING —TAILGATING OUTDOOR POLICY (CONT.)

Charcoal Grills (cont.)

- Charcoal shall not be stored under charcoal grills.
- A five-gallon metal bucket of water shall be conspicuously located within 10 feet of the grill operation and accessible for emergency use. The fire extinguisher requirement may be waived at the discretion of the Fire Inspector when a bucket of water is provided as required above.

General Requirements

- Three business days' advance notice is required for permits to be issued for any outdoor cooking activity. Permits will not be issued without written authorization from CES (where applicable) authorizing the use of university property for the cooking operation.
- Whether using owned or rented equipment, users must be sure it is in good mechanical and working order and that all fittings are either UL approved or approved by a nationally recognized testing laboratory.
- No trash or other combustible waste materials, which create or tend to create a fire hazard, shall be permitted to accumulate in or around the cooking operation.
- No parking will be permitted within any fire lane around the perimeter of the event area. The blocking of fire hydrants is strictly prohibited.
- For events where booths are set in the street at the curb lane, the sidewalk to the rear of these booths must be kept free of storage and equipment.
- The location of any operating grill is to be a minimum of 15 feet from any building or structure and may not block, reduce or obstruct any exit or egress path of travel from the building or structure. In addition, a minimum of 25 feet is to be maintained from all tent structures.
- The location of any operating grill shall not be near any fresh air inlets for any building, nor shall the smoke and/or fumes from a grill operation be allowed to re-enter into a building by any other means.
- A fire watch shall be established and maintained for not less than one hour after a cooking operation is stopped, to ensure no small fires start as a result of the cooking operation.
- Fire watches are required only for cooking operations using charcoal or wood as fuel.
- Incidental storage of LPG compressed gas must comply with the requirements of Standard 58, Chapter 5 of the National Fire Protection Association (NFPA). Storage of any flammable or combustible liquids, such as charcoal starter fluid, must comply with the requirements of NFPA Standard 30, Chapter 4. For specific information, contact the Fire Prevention Unit at 513-556-4992.
- Upon finding any violations of these requirements that constitute a hazard to life and safety, the Fire Inspector shall cause the cooking operation to be stopped.

COOKING —TAILGATING OUTDOOR POLICY (CONT.)

Rules for Preventing Accidental Fires Due to Cooking Operations at Tailgating Parties

- 1 Grill operations are not permitted within five feet of any motor vehicle except when permitted by the fire code official or University Public Safety representative.
- 2 A minimum of four covered, metal-10 gallon cans must be at the site for disposal of hot coals. The cans must be placed in conspicuous locations and remotely located from each other.
- 3 A minimum of four 10-pound ABC fire extinguishers are required to be placed in conspicuous locations on the field and remotely located from each other.
- 4 Any person(s) operating a grill must cease the operation and ensure that coals are properly disposed of before leaving the field for any reason.
- 5 Person(s) cooking may not at any time leave food on the grill unattended.
- 6 All grills and cooking equipment must be in good repair to perform cooking.
- 7 All grill operations are required to cease at the end of the third quarter of any game.
Exception: When special authorization is permitted by the University Fire Prevention Unit. All exceptions will be noted in writing on the grill permit.
- 8 An outdoor cooking permit must be acquired from the University Fire Prevention Unit authorizing any grill operation on university property. Permits shall be requested three business days before the event by contacting the Fire Prevention Unit at 513-556-4992.

***Note:** The University Fire Inspector will make spot inspections of grill operations before and during the game. Any person not complying with these rules will not be permitted to operate a grill on university property. If the required safety equipment (Items 2 and 3) are not provided, the persons involved will not be permitted to operate grills.*
- 9 All grill operators must be made aware of the rules listed above regarding cooking operations at tailgating parties. This permit must be posted on site and is valid only during football games specified on the permit.
- 10 Organizations may not cook or sell food items before first obtaining a permit from the City of Cincinnati Health Department, 3845 William P. Dooley Bypass, Cincinnati, Ohio 45223; phone (513) 564-1755. The cost of the permit is \$138.
- 11 Failure to comply shall constitute a misdemeanor punishable as provided for in the *State of Ohio Fire Code*.

Questions should be directed to the Fire Prevention Unit at 513-556-4992.

COOKING —TAILGATING OUTDOOR POLICY (CONT.)

Requirement for Outdoor Deep-Fryer Operations

The following are the minimum requirements for outdoor deep-fryer operations on university property.

All participants must recognize the urgent need to practice fire prevention and life safety at its highest level. Therefore, all participants shall be in complete compliance with all requirements, regulations, codes and life safety practices. Failure to comply may result in the suspension of the operation in question.

Minimum Requirements for Outdoor Deep-Fryer Operations

- All outdoor deep-fryer operations must be approved by Fire Prevention before the use of any deep-fryer device. A valid permit must be issued for each deep-fryer operation.
- Three working days' notice is required for the permits that must be issued for any outdoor deep-fryer activity.
- The minimum size for all booths used for deep-fryer operations is 10 feet by 20 feet. Some deep-fryer operations may require additional space to operate safely and effectively.
- Booths used for deep frying shall be constructed in such a manner as to allow adequate room for all the equipment, appliances, apparatuses, supplies and other materials used in conjunction with the deep-fryer operation.
- All deep-fryer booths shall be constructed in such a manner as to allow for an unobstructed means of egress of not less than 36 inches.
- All deep-fryer booths are required to have a minimum four-foot aisle on each side with a two-foot aisle in the rear.
- Deep-fryer operations may not take place under canopies, tents or overhangs.
- No deep-fryer operations with LPG gas will be permitted on balconies or landings.
- A fully charged and operable (minimum 10-lb) "K"-rated fire extinguisher is required for all deep-fryer operation. (Do not extinguish cooking oil fires with water.) Multiple K-rated fire extinguishers will be required for more than two cooking units. No more than 24 gallons of cooking oil shall be used in cooking operations at one time. Adequate illumination shall be provided for all deep fryers operating after dusk. The vendor and/or operator shall be responsible for the safety of all persons in or occupying such deep-fryer booths with respect to the operation of the booth and to the adequacy of a means of egress.

Fire Extinguishers

- K-rated extinguishers shall be maintained in a fully charged and operable condition at each deep-fryer operation site.
- Extinguishers shall be conspicuously located and readily accessible for immediate use.
- Extinguishers must have a durable tag securely attached, showing the maintenance or re-charge date.

COOKING —TAILGATING OUTDOOR POLICY (CONT.)

Deep-Fryer Appliances

- All persons using deep fryers must be familiar with the proper use of the equipment. Additionally, those persons shall know the location of the K-rated fire extinguisher and its proper use.
- All LPG-deep fryer tanks used to fuel deep fryers shall have UL-listed hoses and fittings. Damaged and/or worn hoses, couplings and fittings will not be permitted for use.
- All LPG tanks shall be secured, and tanks not securely mounted on another piece of equipment shall be equipped with a valve guard collar.

Electric

- Outdoor electrical receptacles shall be in a weatherproof enclosure, the integrity of which is not affected when the electrical receptacle is in use.
- UL-approved extension cords of the appropriate type used in an approved manner will be permitted for temporary use only. Extension cords shall not be subject to environmental danger or physical impact.
- Hazardous electrical wiring and equipment are prohibited.
- Hazards defined: For the purpose of the event, safety hazards shall include but not be limited to defective or broken fixtures, switches, fixture cords, sockets, service entrance cables, unapproved splices and/or apparatuses and equipment.

Deep-Fryer Cooking Operations

- All deep-fryer equipment shall be cleaned up at the end of cooking operations.
- All discarded oil shall be placed in an approved metal container with a tight-fitting lid.
- Whether equipment used is owned or rented, it must be in good mechanical and working order. All fittings must be UL approved, or approved by some nationally recognized testing laboratory.
- A minimum 10-lb K-rated fire extinguisher is required for all deep-fryer operations. (Do not attempt to extinguish cooking oil fires with water).
- No more than 24 gallons of cooking oil may be used at one time.
- Additional cooking oil must be kept three feet from all cooking operations.
- All cooking units must be used with the guidelines of the manufacturer's label. Overfilling of deep-frying units is not permitted.
- Operators of cooking units must stay with deep fryers at all times while cooking oil is in use or above 100 degrees F.
- Fryers must be placed in a manner that will prevent them from tipping over.
- Deep fryers will not be permitted to sit on elevated platforms.
- Operators must secure all loose clothing before operating deep fryers.

COOKING —TAILGATING OUTDOOR POLICY (CONT.)

Deep-Fryer Cooking Operations (cont.)

- No trash or other combustible waste materials, which create or tend to create a fire hazard, shall be permitted to accumulate in or around the deep-fryer operation.
- No parking or cooking operations will be permitted within any fire lane around the perimeter of the event area. The blocking of fire hydrants is strictly prohibited.
- For events where booths are set in the street at the curb lane, the sidewalk to the rear of the booth must be kept free of storage and equipment.
- The location of any operating deep fryer is to be a minimum of 10 feet from any building or structure and may not block, reduce or obstruct any exit or egress path of travel from the building or structure. In addition, a minimum of 10 feet is to be maintained from all motor vehicles.
- The location of any operating deep fryer shall not be near any fresh-air inlets for any building, nor shall the smoke/fumes from a deep-fryer operation be allowed to enter into a building by any other means.
- A fire watch shall be established and maintained for not less than 20 minutes after a deep-fryer operation is stopped, to ensure no small fires start as a result of the deep fryer operation.
- Incidental storage of LPG compressed gas must comply with the requirements of Standard 58, Chapter 5 of NFPA. For specific information, contact the Fire Prevention Unit at 513-556-4992.

COOKING —TAILGATING OUTDOOR POLICY (CONT.)

Failure to comply

Upon finding any violations of these requirements, which constitute a hazard to life and safety, the Fire Inspector shall cause the deep fryer operation to be stopped.

Failure to comply shall constitute a misdemeanor punishable as provided for in the Ohio State Fire Code.

Food items may not be cooked and sold until the operator or organization obtains a permit from:

**City of Cincinnati Health Department
3845 William P. Dooley Bypass
Cincinnati, Ohio 45223
Telephone 513-654-1766**

The cost of the permit is \$138.

Important Information Regarding Charcoal Grills

- Purchase the proper starter fluid and store the can out of the reach of children and away from heat sources.
- Never add charcoal starter fluid when coals or kindling have already been ignited, and never use any flammable or combustible liquid other than charcoal starter fluid to get the fire going.

Important Information Regarding Propane Grills

- Check the gas cylinder hose for leaks before using it for the first time each year. A light soap and water solution applied to the hose will quickly reveal escaping propane by releasing bubbles. If a gas odor or the soap bubble test cause the operator to suspect a gas leak, and there is no flame:
 - Turn off the gas tank and grill.
 - If the leak stops, get the grill serviced by a professional before using it again.
 - If the leak does not stop, call the fire department.
- Operators who smell gas while cooking must immediately move away from the grill and call the fire department. Do not attempt to move the grill.
- Use only equipment with the label of a recognized testing laboratory, such as Underwriters Laboratories. Follow the manufacturer's instructions on how to set up the grill and maintain it.
- Never store propane gas cylinders in buildings or garages. If storing a gas grill inside during the winter, disconnect the cylinder and leave it outside.

DANCE POLICY

All student organizations registered with SALD are eligible to use approved university facilities for scheduled dances.

A dance is defined as a social gathering (mixer, ball) where the primary activity of the event is to move freely to amplified music in an approved space or facility on campus. A dance does not include indoor/outdoor concerts, university tailgates, or festivals.

All dances in university facilities shall be conducted using the following rules. Each student organization must adhere to them to ensure continued use of these facilities:

- Tangeman University Center Great Hall
- Fifth Third Arena
- Sigma Sigma Commons/Campus Green
- McMicken Commons
- African-American Cultural & Resource Center
- Sheakley Lawn
- Russell C. Myers Alumni Center.

The Student Code of Conduct and all state and federal laws apply to this policy.

Scheduling Requirements

- 1 Each registered student organization must submit a request to schedule space through the 25Live scheduling system or the designated facility scheduling department. All dances must be scheduled 10 working days before the event. Space should be scheduled as far in advance as possible, as it tends to become reserved quickly.
- 2 Officer(s) of the student organization sponsoring the dance must meet with CES or designated facility staff at least five working days before the dance to review policies and procedures. This meeting must take place during university business hours between 8 a.m. and 5 p.m., Monday through Friday. The following individuals must be present at the meeting:
 - CES or designated facility scheduling department
 - Facility operations team
 - Student organization primary contact
 - Student organization advisor
 - Public safety representative
 - SALD representative
- 3 Failure to meet this requirement will result in cancellation of the event.
- 4 Dances in approved university facilities, sponsored by student organizations must have an approved beginning and end time.
- 5 If admission is charged, the admission cost must remain the same for the entire event.

DANCE POLICY (CONT.)

Contact Person

- 1 The student organization sponsoring the dance must designate a primary contact person from its organization. The primary contact must be an enrolled student that will be present at the event; they are responsible for the organization adhering to this policy. In addition, the primary contact person is responsible for overseeing the operation of the student organization's dance, from the pre-dance meeting until the conclusion of the debriefing at the end of it.
- 2 The student organization sponsoring the dance is responsible for selecting student ambassadors. Ambassadors have the important responsibility for helping to monitor and regulate chapter social events in order to maintain a safe social environment. A member who agrees to serve in the role of ambassador must commit to be present during the entire event and to remain completely sober prior to and at the event. They must make sure the event is in compliance with all university and organizational policies, and will immediately report any observations of disorderly or suspicious conduct to the advisor and/or Public Safety officers in attendance. Student ambassadors and advisors are not intended to replace or act in the capacity of Public Safety officers. At least one ambassador must be present at the entrance to the dance at all times and at least one should be walking around the event. Ambassadors must be identifiable in some manner (name tag, t-shirt, hat, armband, or other identifier). At the conclusion of the event, student ambassadors must assist Public Safety officers, faculty/staff advisors and/or the university management representatives in ensuring the smooth exit of all patrons from the facility.
- 3 There should be at least five students from the student organization serving as a student ambassador (currently enrolled students).
- 4 Each student organization is responsible for any damage to the facility occurring during its scheduled time and will be billed accordingly.
- 5 An advisor who is a full-time faculty or staff member of the sponsoring organization must be present for the entire event.

Cancellations

- 1 Cancellations must be made via email to CES. Dances scheduled on Friday evenings must be cancelled by noon on the preceding Wednesday, and Saturday evening dances must be cancelled by noon on the preceding Thursday. If the student organization fails to notify CES of a dance cancellation in writing, the student organization will lose its privilege for holding dances for the remainder of the semester. Additionally, the organization will be assessed the cost of two hours of security fees, \$100 for failure to cancel through CES, and other associated costs. Charges will be placed on the organization's account, which may result in organizational officers being held accountable for the delinquent charges associated with the dance.
- 2 If the University of Cincinnati is closed due to inclement weather or for other reasons, the event will be cancelled and the student organization will not be charged any fees.

DANCE POLICY (CONT.)

Security

- 1 Any activity that can be interpreted as a dance will require Public Safety officers to be in attendance. It is the responsibility of CES to assist with the coordination of security with the student organization.
- 2 Public Safety officers are present for security purposes only.
- 3 Metal detectors will be used for all level 3 and level 4 dances (please reference Approved Dance Locations for additional information).
- 4 The student organization will be responsible for checking IDs, and Public Safety officers will be responsible for operating metal detectors and video cameras at all student dances.
- 5 Members of the student organization are expected to assist in crowd management throughout the event.
- 6 Public Safety officers may refuse admission to, or dismiss from an event, anyone who is disruptive, intoxicated or disorderly, or who jeopardizes public safety. Signs (signage is the responsibility of the sponsoring student organization) created by the sponsoring organization will be posted at the dance entrance stating this policy.
- 7 Public Safety officers will determine whether an event should be terminated for cause. It will be the responsibility of the student ambassadors, attending advisor, or student organization leadership to announce the decision.
- 8 The student ambassadors, faculty/staff advisor, and university management representative are required to meet with Public Safety officers one hour before the start of the dance to review safety and security procedures. They will also meet at the conclusion of the dance to debrief and to determine if any damage occurred during the event.
- 9 Articles that may cause injury are prohibited at a dance (including, but not limited to, guns, knives, canes, etc.).
- 10 In all facilities, the maximum posted capacity for the type of event will be strictly enforced. Members of the sponsoring student organization, D.J. and/or band members are included in this number. The Public Safety officers are responsible for ensuring that the maximum capacity is not violated. *Please note: The capacity in which the organization registers with CES is the capacity Public Safety will use for the event.*
- 11 The lighting level in the facilities is pre-determined and lights are to remain on at all times.
- 12 There must be a designated entrance and exit location. Outdoor dance locations must be clearly marked and identifiable.
- 13 Outdoor dance locations must have bathroom facilities, either in the building or portable toilet facilities for Category 3 and 4 dances.
- 14 The student organization must make arrangements regarding use of trash cans, clean-up and any electricity requirements.

DANCE POLICY (CONT.)

Individual Responsibility

- 1 All individuals (UC students and guests) who attend the dance must show a valid picture college ID at the door. Any individuals without proper identification (photo college ID) will not be permitted to enter the dance. Listed below are the requirements for admission to the dance:
 - UC students must present a valid UC student photo ID.
 - Guests must be accompanied by a UC student. Guests must present a photo college ID. Guests must be signed in by a UC student. The UC student will be held responsible for the behavior of their guests and will be held accountable for any violations by their guests listed under the UC Student Code of Conduct.
 - A UC student may bring up to two guests. The guest list should be completed no less than 48 hours before the event and submitted to SALD and Public Safety.
 - A hard copy of the guest list should remain at the entrance at all times. Ambassadors will sign attendees in and out of the event.
- 2 A guest sign-in roster must be kept and retained for review by the student organization and Public Safety at the conclusion of the dance.
- 3 **Alcoholic beverages are prohibited.** Please note that the Student Code of Conduct applies to both students and student organizations.
- 4 Any behaviors that may escalate to violence or may cause injury are prohibited. These include, but are not limited to, pushing, shoving or fighting.

Liability

The student organization agrees to reimburse UC for all damages to facilities and/or equipment and to indemnify and hold harmless UC, its officers, agents and employees against all claims of loss, injury or damage to persons or property arising out of the student organization event or the preparation for the same. UC shall not be liable for the loss of or damage to any property of the student organization and participants or attendees of the student organization event or activity which has been held on the UC premises.

Failure to Follow Established Policies and Procedures

Student groups and organizations may be accountable to both civil authorities and to the university for infractions of these policies and procedures. Officers and members of the student organization and other students accused of not following established policies and procedures are subject to the university's disciplinary process regardless of the status of any criminal or civil proceedings, or of any other university proceeding, regarding the same conduct. In addition, failure to comply with these dance policies can result in the sponsoring student organization losing its privilege to use university facilities for further group-related events and/or loss of recognition as an approved student organization.

This document supersedes any previous dance policy.

NOTE: *The Dance Policy Committee reserves the right to alter this policy or any portion of this policy as necessary, on a case-by-case basis.*

DANCE POLICY (CONT.)

Approved Dance Locations

Approval for dance space must be obtained by the appropriate scheduling department or office.

Interior Spaces

- Great Hall (Tangeman University Center)
- 400 ABC (Tangeman University Center)
- African-American Cultural and Resource Center (AACRC)
- UC Alumni Center
- Fifth Third Arena
- Campus Recreation Center

Outside Spaces

- McMicken Commons
- Sheakley Lawn
- Campus Green/Sigma Sigma Commons
- Schneider Quadrangle

Dance Level Categories 1–4 (Each category has a designated fee and number of security officers)

CATEGORY 1

Open to registered and recognized UC student organizations and their members only. Student organization members must present valid UC student photo ID (1–150 attendees).

Fee: \$35.00 per hour

Public Safety: One officer

CATEGORY 2

Open to all UC students with valid UC student photo ID (75–200 attendees).

Fee: \$35.00 per hour + an event manager fee of \$17.50

Public Safety: Two officers

CATEGORY 3

Open to UC students with valid UC student photo ID and no more than two guests per UC student with college photo ID (100–300 attendees).

Fee: \$35 per hour plus event manager fee of \$17.50

Public Safety: Two officers

CATEGORY 4

Open to UC students with valid UC student photo ID, bringing no more than one guest per UC student with college ID. College students also are welcome with valid, college photo ID. Non-UC college students are not permitted to bring guests (200–800 attendees).

Fee: \$35 per hour plus event manager fee of \$17.50

Public Safety: Four officers

DIG POLICY

Definition

Any source, any size that penetrates the ground is defined as digging. In order to dig on campus property, appropriate staff must assess the location or area of the grounds to ensure that underground live utilities (gas, oil, electric, steam, phone, fiber optic, cables) and water (pipes, sewer lines, and irrigation systems) are not present. University city, state, and utility personnel all are notified about digging locations and come to inspect the location. Therefore, any yard signs, tents or poles that are placed in the ground are prohibited on campus property without a dig permit.

Process and Responsibilities

A sponsoring organization that is planning to put signs or poles in the ground is required to make all contacts and secure a permit at least 48 hours but not more than 10 working days before the event date. The sponsoring organization notifies CES about their plans and CES assists with the permit process for internal sponsoring organizations. External sponsoring organizations are responsible for the process.

The sponsoring organization responsible for digging notifies Ohio Utilities Protection Services at 800-362-2764 to obtain a confirmation number.

The sponsoring organization is responsible for ensuring the proper utility markings have been made. Contact Facilities Management for assistance.

After areas are marked and a confirmation number obtained, the various utilities representatives will receive notification from the state about the dig permit request and will inspect the sites and identify/declare any areas that are prohibited. Thereafter, the sponsoring organization can proceed with areas approved for digging.

Recommendation

Sponsoring organizations should avoid placing items into the ground. Sponsoring organizations should use water barrels or concrete blocks to secure tents or canopies.

GRAFFITI POLICY

Individuals and groups using the university's facilities must respect and use the property in the manner in which it is intended. It is against university policy to deface, by either permanent or temporary methods of marking, any property owned by the University.

Marking or tagging is prohibited on all vertical surfaces, signs, light poles, buildings, walls, benches, tables, newsstands, columns, railings, sculpture or art, bus stops, trees or vegetation.

POSTING POLICY

Posting on campus is limited to recognized student organizations, university groups or registered students.

Outside Campus Buildings

1. The posting of handbills/flyers is limited to the following areas.
 - The six triangular posting pylons positioned on MainStreet.
 - The 12 panels of the “Preview Pavilion” outside McMicken Hall.
 - The stairwell leading from the southeast corner of Zimmer Roof Garden.
 - The stairwell and courtyard behind Siddall Residence Hall.
 - The safety wall on the east end of Rhodes Hall; posting permitted only on surface facing toward the building.
 - The nine support columns under Dabney Residence Hall.
 - Bulletin Boards within campus buildings see following page.
2. There may be no more than five 5 posters, handbills or flyers displayed by any one student group or student in the areas designated above.
3. All material posted must be removed one day after the event.
4. All previous rules and policies concerning the adhesion of material to concrete and brick surfaces must be respected.
5. The maximum size for materials to be posted is 11”x17”.
6. All posting must take place within the posting designation signs in each posting area.
7. All material posted not meeting standards will be removed. If necessary, charges will be levied for removal costs.
8. Do not use Duct tape, packing tape, gummed labels, stickers or any other pastes or glues to post on any surface.

Postings are prohibited on:

- Glass surfaces
- Painted surfaces
- Utility poles
- All university buildings, walls, construction walls and materials
- Signage
- Trees
- Open space, paved surfaces or earth surfaces

Failure to comply with this policy will result in suspension of funding and/or suspension of privileges or registration, payment of costs incurred in removing said communication materials, or punitive fines.

NOTE: All groups are responsible for removing all materials one day after said event is over.

POSTING POLICY (CONT.)

Posting on campus is limited to recognized student organizations, university groups or registered students.

Bulletin Boards Inside Campus Buildings

Uptown West Campus interior bulletin boards are located in buildings across the Uptown Campus (exact locations will be inserted). The policy for posting materials in interior bulletin boards is the same as listed for Outside Campus Buildings on page 41. Medical Campus locations can be obtained from the appropriate dean's or departmental office. Priority is assigned in the following order:

1. Official all-university events or activities.
2. Events or activities sponsored by a recognized university unit or student group.
3. Events or activities co-sponsored by a recognized university unit or student group.
4. Events or activities sponsored by a non-university group, which may be of benefit or interest to the campus community. Materials in this category are considered only if they do not conflict with university events and if space is available. These must be approved by the building occupants' managing department or dean.

Fine Schedule

The following is the most current fine policy. It can be changed at any regular meeting of Student Activities Board (SAB), pending approval of Senate.

Questions related to the fine schedule may be brought to SAB, P.O. Box 210136, North Pavilion, Cincinnati, OH 45221-0136.

- **FIRST OFFENSE:** A fine of \$0 to \$15 (or 0% to 20% of group's budget if funded by UFB) per violation.
- **SECOND OFFENSE:** A fine of \$15 to \$30 (or 0% to 20% of group's funds if funded by UFB) per violation.

After a total of three offenses, the group will be automatically suspended.

A hearing will be scheduled if a posting violation occurs. At this time the group will be given the opportunity to present its case.

PUBLICATIONS POLICY

Effective September 2002, all newspapers, magazines and other publications to be placed in University of Cincinnati facilities must be relevant to the university, the curriculum or the quality of life of students, staff and faculty.

Newspaper box locations are listed below. In many cases Bulletin Boards are located in the same locations. (two or three cubes at each location unless otherwise stated)

University Pavilion Administration at Main entrance

Alumni Center East entrance

Blegen Library Main entrance near CCM

Carl H. Lindner Hall/Lindner College of Business–Southwest entrance

College of Law Building/ Southeast entrance–3

French Hall at East entrance

French Hall at Main entrance

French East Building/College of Applied Health Science

Edwards 1 Lobby

Edwards 2 Lobby

Edwards 3 Safety Lobby

Engineering Research Center

Health Science Library (inside only) no location in CARE

Kresge Auditorium/MSB

Langsam Library 14–7

McMicken Lobby outside Advising Center 102–7

Procter Hall North entrance

Old Chemistry –6

Wherry Hall Pharmacy Main entrance

Geology/Physics Main entrance –3

Tangeman University Center

Teachers College North entrance –6

Steger Student Life Center

University Hall Front Door

University Hall outside snack bar

Zimmer entrance from Library Square –6

TEMPORARY OUTDOOR SIGN POLICY

All temporary outdoor signs shall comply with the following guidelines and the university's Signage Policy and Standard [need the corresponding policy number]

Definition

A temporary outdoor sign is any sign not permanently affixed to a permanent column, permanent pole or any other permanent structural element unless that structure was erected by the university for the purpose of posting temporary signage. Vertical kiosks have been supplied for this purpose. No signage shall be fixed to an exterior building. Temporary outdoor signs are posted for the purpose of notifying the campus community of a future, one-time event or program or to aid in directing visitors to campus to the on-campus location of any one-time event or program. Examples include: sandwich boards, yard signs, zip tied signs, or removable decals.

Messages

Temporary outdoor signs may be posted for the following purposes.

- Candidate signs for student government elections
- Notification of authorized student activities and programs
- Notification of special events or programs sponsored by university colleges or departments
- Signs intended to give directions to campus visitors to special on-campus events or activities

Locations

With the exception of temporary directional signs, all temporary signs shall be posted on the vertical kiosks. These kiosks are located on MainStreet in high traffic areas for high visibility. Please see map for possible locations requiring approval from the P+D+C office.

Sizes

Temporary signs for posting on approved signboards and kiosks shall be a maximum size of 17" x 22". Temporary directional signs shall be a maximum size of 20" x 30".

Materials

Temporary signs shall be constructed of weather-resistant material. Waterproof paints or inks must be used in permitted locations. Allowable quantities will not exceed 1 per 30 square foot area.

Posting Time

Temporary signs located on kiosks and within approved locations may be posted one week before the event or program advertised in the sign and must be removed within two days after the event or program. The sponsoring organization is responsible for putting up and taking down the temporary outdoor signs.

Temporary directional signs shall be put in place the first day of the relative event or program and removed no later than the day after the event or program.

TEMPORARY OUTDOOR SIGN POLICY (CONT.)

Signage in the Ground

Temporary signs may not penetrate the soil without the user first obtaining a dig permit from the Ohio Utilities Protection Services (OUPS). CES can provide application guidance. Facilities Management can provide property-marking guidance .

Procedure for Temporary Signage Location Approval

No prior approval for freestanding or kiosk signage complying with the guidelines noted above will be required. Temporary directional signs using mobile boards or portable day-event boards must be requested at least two weeks in advance of the specific event along with a site location plan for the requested signs. Requests should be submitted to the university's P+D+C office.

If a sponsoring organization is requesting additional locations not identified above, a request must be prepared and submitted by sponsoring college, department or university organization to the university's P+D+C office, which approves the plan. To begin this process, please allow at least three weeks in advance of the event date. The P+D+C office can be reached at 513-556-1933.

TENT AND CANOPY USE ON CAMPUS

General Information

Groups desiring to erect a tent or canopy on campus for an event need to be aware that various fire and building code requirements apply to these structures which are regulated by the state of Ohio. In general, permits from the state are not required for tents which are 200 square feet (10' x 20') or smaller. A **tent** is a fabric structure with more than two side walls.

State permits are not required for canopies which are 400 square feet (20' x 20'). A **canopy** is a fabric structure with up to two sides. A canopy with no side walls may have a maximum size of 700 square feet (20' x 35') without requiring a permit. If multiple canopies are used, they must be at least 12 feet apart to avoid being classified as a larger unit, which requires a permit.

In all cases, a clearance of at least 12 feet must be maintained from buildings. Also, groups should keep in mind that many grass areas on campus have buried live utilities and sprinkler lines. Placement of poles or stakes into the ground requires a dig permit, per Ohio law.

While the university will endeavor to obtain the necessary permits, it is the ultimate responsibility of the event organizer or sponsor to have the permits before the day of the event. Should the permits not be obtained, the event may not occur.

Additionally, any damage or injury occurring as the result of the erection, installation, or use of a tent or canopy shall be the sole responsibility of the supplier/installer vendor or agent. The University of Cincinnati shall not be held liable for any damage or injury occurring as the result of the erection, installation, or use of a tent or canopy.

Process

Whenever tents and canopies are going to be erected, notice must be given to Public Safety at least 10 business days in advance. The Fire Prevention Unit will review the plan and assist the event organizer or sponsor with processing any required state permits. The cost is the responsibility of the organizer or sponsor. Whenever possible we will assist the event staff in designing the event to avoid or minimize the required state permits and costs. Permits must go through Public Safety; therefore, tent vendors are not permitted to process the tent permit for on-campus locations. When a permit is secured, a state of Ohio fire official will come to the tent location to inspect within 48 hours of the event. To request a tent permit, please call 513-556-4992. Regarding State of Ohio Tent Permit Policies please call the Division of Industrial Compliance at 1-800-523-3581 or visit http://com.ohio.gov/documents/bdcc_TentPermitPolicy.pdf

Required Signage and Safety Equipment

Each tent or canopy erected must have a fire extinguisher mounted in a visible location. The extinguisher must be a 5- or 10-pound dry chemical, type ABC. The company renting the tent should be able to provide this extinguisher and a stand to mount it on.

Each tent or canopy erected must have one or more no-smoking signs posted so that they are visible throughout the structure. The no-smoking signs must be at least 8" x 10" in size, with at least two-inch lettering.

TENT AND CANOPY USE ON CAMPUS (CONT.)

Cooking Equipment and Open Flame

The use of cooking equipment, grills, and any open flame is not permitted inside a tent or canopy. Please be aware that if you are planning on using this type of equipment outside the tent or canopy, a separate permit and inspection process is involved, and this is also coordinated through the Fire Prevention unit. This permit must be ordered before of the event and be present on location.

Sound and Lighting Equipment

The use of public address systems inside a tent or canopy is permitted as long as the electrical supply is protected by a Ground Fault Interrupter. The use of any lighting equipment requires a permit and inspection from the state Industrial Compliance office (see permit fees below). Electrical service must be requested from Facilities Management by requesting a Work Order at 513-558-2500.

Permit Fees:

When the use of tents or canopies requires state permits, the State Fire Marshal and the State Industrial Compliance office both charge user fees. The university is not exempt from these fees, and the group sponsoring the event must pay the fees. The Fire Marshal's office charges a fee per event for inspecting tents, regardless of the number involved. Refer to Public Safety for current rates.

The Industrial Compliance fee schedule is considerably more complicated. There is a base fee for **each** tent or canopy. If the tent/canopy is wired for electricity there is an additional fee, and if the tent/canopy has a mechanical system to provide ventilation (fans/heat/air conditioning), there is another fee.

Inspections

In all cases where a tent or canopy is being used on campus, an inspection is required. Where a permit is required from the state Fire Marshal or from Industrial Compliance, those offices will inspect the installation. Where no state permit is required, the University's Fire Prevention unit will inspect the installation. If this inspection can be completed during normal business hours, there is no charge. If it must be done after hours, then the sponsoring organization must pay the overtime costs involved in the inspection. The inspection occurs after the tent or canopy has been installed, typically 24 to 48 hours prior to the event.

EXHIBIT 1

**DESIGNATED UNIVERSITY OF CINCINNATI SPACES FOR OUTDOOR
SPEAKING ACTIVITIES POLICY**

General Statement

The University of Cincinnati embraces the rights of expression, affiliation and peaceful assembly. University students may express their views by demonstrating peacefully for ideas they wish to make known, and the university will respect these rights. In order to regulate the use of the facility's grounds, buildings, equipment and facilities such that that law and order are maintained and the university may pursue its educational objectives and programs in an efficient manner, the board of trustees has authorized the president to make this policy governing the use of certain outdoor university facilities for speaking purposes. This policy does not regulate point of view.

As used in this policy, "speaking purposes" and "speaking activities" refers to "speech" in the constitutional sense. That is, this policy protects and regulates the use of designated outdoor university facilities for all forms of free expression including political speech, commercial speech, demonstrations, marches, rallies, gathering signatures on petitions, protests, events, concerts, promotional events, and market outreach.

This policy acknowledges broad rights for the university's students speaking on campus. Non-students do not share in these broad rights, but can be invited as guest speakers by registered student organizations, or assemble on designated public sidewalks on the campus perimeter. More on non-students is provided on page 60.

The following spaces are designated spaces for the students of the university to engage in speaking activities:

1. Bearcat Pavilion
2. Bearcat Plaza
3. Campus Green
4. CRC East
5. CRC West
6. McMicken Commons
7. Sigma Sigma Commons
8. TUC Plaza
9. Campus Sidewalks

Registration and Scheduling

Students need not pre-register or schedule their speaking activities except as explicitly required by this policy. Nonetheless, advance scheduling is encouraged because students may spontaneously use designated areas for speaking activities at any time that the spaces are unoccupied, but will be asked to move along to make way for scheduled activities. Scheduling a speech activity also places it on the university calendar. Students who believe that a proliferation of scheduled activities is limiting opportunity for spontaneous activities in any particular spaces should raise this concern via Appeals, described on page 59.

DESIGNATED UNIVERSITY OF CINCINNATI SPACES FOR OUTDOOR SPEAKING ACTIVITIES POLICY (CONT.)

How to Schedule Space in Advance

The designated areas are scheduled by CES. Students can schedule these spaces by visiting CES on the university website, by calling 513-558-1810, or by emailing event.services@uc.edu. See the Event Guide, linked below, for more information, including maps .

As an informational matter, scheduling for other spaces on the campus of the university might be controlled by, for example, the University Registrar, a dean, Campus Recreation, the Department of Athletics, or Conference & Event Services. Students who encounter difficulty scheduling space can seek help from Conference & Event Services or the Vice President for Student Affairs and Services.

When Advance Scheduling Is Required

Crowd Safety Considerations

Students must register at least 72 hours in advance with the university, through CES, any speaking activity with anticipated attendance of 5,000 people, and any speaking activity as to which the following capacity limits will be approached for the designated areas:

1. Bearcat Pavilion (1,000)
2. Bearcat Plaza (2,000)
3. Campus Green (capacity is 20,000; registration required for 5,000)
4. CRC East (1,000)
5. CRC West (500)
6. McMicken Commons (capacity is 10,000; registration required for 5,000)
7. Sigma Sigma Commons (5,000)
8. TUC Plaza (2,000)

University of Cincinnati Police Officers or Security Officers are authorized to order dispersal of any speaking activity in the event of an emergency situation in which, in the judgment of the Police Officer or Security Officer, riot or harm to persons or property is imminent.

Other Safety Considerations

Students must register, through CES, any of the following speaking activities:

1. Any outdoor grilling or fire pits. Grilling without a permit can be cause for citation, in addition to the consequences described below in Section V. Contact Conference & Event Services to register the activity. Conference & Event Services will also assist with grill permitting procedures.
2. Any digging, or any other penetration of the grounds, including tent stakes. Contact Conference & Event Services to register the activity. Conference & Event Services will also assist with tent and dig permitting procedures.

DESIGNATED UNIVERSITY OF CINCINNATI SPACES FOR OUTDOOR SPEAKING ACTIVITIES POLICY (CONT.)

Other Safety Considerations (Cont.)

3. Any installations or structures that require special handling in order to transport, erect, or secure in place. Contact Facilities Management or Conference & Event Services for assistance and to register the activity. Prior submission of plans for a safety and logistical review will be required.
4. Any outdoor event where alcohol is offered. Contact Conference & Event Services to register the event and for information about obtaining a permit from Ohio Liquor Control. Students should budget significant lead time for third-party permits and reviews for all of the above types of activities.

Costs

The university can charge reasonable costs relating to services that are provided by the university for speaking activities, which costs must be paid by the student or registered student organization organizing the event. The university does not impose costs on student speech to quell or chill speech. The content of speech or the viewpoint of any speaker can have no bearing on the way that costs are calculated.

Security Costs

Events with alcohol will be charged for security costs relating to the event. Events with a cover charge or any other exchange of cash, may also be charged for security costs.

Other Costs

As noted in the Section VIII regarding non-students, the university does charge reasonable access fees to non-students. Even if invited as a guest speaker by a registered student organization, any speaker engaging in marketing for a business or other concern can be charged reasonable access fees.

For speaking activities that require electrical service from the university, contact CES for help. Students will be directed to fill out a work order. Electrical service costs and any other work orders must be paid by the student or student organization requesting the same in relation to their speaking activity.

Additional Precautions and Restrictions

Precaution Related to Minors on Campus

The university invites minors to take part in any number of activities and programs occurring on campus daily. The university has an interest in protecting minors from materials that may be harmful to them. As such, students are encouraged to engage in conversation with the Vice President for Student Affairs and Services prior to undertaking speaking activities that involve the presentation of material that, while not obscene, could be harmful to children, so that the university and the students can coordinate in advance the least restrictive available measures for achieving the university's interest in protecting minors.

DESIGNATED UNIVERSITY OF CINCINNATI SPACES FOR OUTDOOR SPEAKING ACTIVITIES POLICY (CONT.)

Other Restrictions

1. On any university-owned or -controlled property, sleeping outdoors between 11 p.m. and 8 a.m. is prohibited. Recreational camping outdoors at any time is prohibited. Camping as a speaking activity is limited to two consecutive nights.
2. Parking lots and garages are not designated or suitable for speaking activities. In particular, windshield flyers are not permitted.
3. Speaking activities must not obstruct or disrupt university teaching, research, or administration of university business.
4. Speaking activities must not impede ingress or egress to the university, any university property, parking lot, building, facility, or event.
5. The university's campus is dense with buildings. Office space, libraries, classrooms, laboratories, and living quarters are all contained within the campus. To minimize loud conduct that disrupts working, studying, and sleeping, the university prohibits the use of amplification equipment except for usage that is no louder than 90 decibels measured at 45 feet and that is:
 - If on McMicken Commons, then only on Tuesdays and Thursdays, from 12:30 p.m. to 2 p.m., during fall and spring semester, but not during exam weeks, between breaks, or during the summer semester; or,
 - If on Sigma Sigma Commons or Campus Green, then only on Mondays and Tuesdays from 11 a.m. to 4 p.m., or Fridays and Saturdays from 11 a.m. to 4 p.m., or Sundays from noon to 6 p.m.
6. Speaking activities that involve food sales or giveaways must be conducted in compliance with City of Cincinnati sanitary requirements and pursuant to a Cincinnati Health Board permit, if required.
7. Commercial speaking activities will be prohibited if such activities are inconsistent with any exclusive commercial rights that the university may have granted or licensed to a commercial entity. No sales may be conducted without a vendor's license from the applicable state or county licensing authority.

Consequences

Persons who violate any provision of this policy, if students, shall be referred to the Student Code of Conduct administrator and, if non-students, can be subjected to a campus ban under applicable policies or to arrest.

Appeal

Any individual or group convinced that arbitrary, unlawful, or unreasonable limitations have been imposed upon any speaking activity under the provision of this policy may appeal those limitations to the vice president for Student Affairs and Services. The decision of the vice president shall be final. This avenue of appeal is not available for appeals of Student Code of Conduct decisions, which have their own avenue of appeal.

DESIGNATED UNIVERSITY OF CINCINNATI SPACES FOR OUTDOOR SPEAKING ACTIVITIES POLICY (CONT.)

Steering Committee on Campus Disruption

A steering committee, chaired by the vice president for Student Affairs and Services, shall manage any periods of prolonged student disruption on campus. In addition to the vice president for Student Affairs and Services, the committee will include the Chief of Police, Director of Communications, and a representative from Campus Services. The committee will meet as often as deemed necessary by the vice president for Student Affairs and Services and shall determine appropriate action based on the input of all representatives.

During periods of prolonged student disruption on campus, the vice president for Student Affairs and Services will facilitate communication with activist leaders, serve as spokesperson for the university, and keep the president of the university fully apprised of the situation.

Non-Students

Visitors are free to traverse the university campuses; however, authorization is required from the university to make speeches or presentations, to erect displays, to engage in leafletting, to collect petition signatures, to engage in any commercial activity, or to conduct similar activities on university owned or controlled property.

To seek authorization from the university, make a request of the university unit in charge of scheduling the particular space of interest. If any difficulty scheduling space is encountered, seek help from Conference & Event Services or the Vice President for Student Affairs and Services. The university reserves the rights, in its sole discretion: (a) to deny such requests, (b) to charge reasonable access fees, and (c) to otherwise require contractual promises on behalf of the outside speaker regarding safety, insurance, and terms the university deems reasonable. In exercising these three reserved rights, the university shall not discriminate against outside speakers on the basis of viewpoint or content. The university may hold certain spaces as not designated for use by outsiders.

Registered student organizations may also invite guest speakers and presenters who, while accompanied by the duly appointed officers of such registered student organizations, may exercise speaking rights to the same extent as students.

Without university authorization or registered student organization invitation, persons not enrolled as students who wish to demonstrate or to distribute materials on university property may do so only on the perimeter sidewalks surrounding the campus, that is, the sidewalks of Clifton Avenue, Martin Luther King Drive, Jefferson Avenue, Calhoun Street, Eden Avenue, Goodman Drive, and Albert Sabin Way. Persons engaging in such activities shall ensure that the activities do not pose a safety hazard and do not interfere with the normal use of the sidewalks by others.

**DESIGNATED UNIVERSITY OF CINCINNATI SPACES FOR OUTDOOR
SPEAKING ACTIVITIES POLICY (CONT.)**

Related Policies

University Rule 3361:10-51-01 entitled “Sales and Solicitation Policy” requires consultation with Purchasing to conduct certain commercial activities on campus.

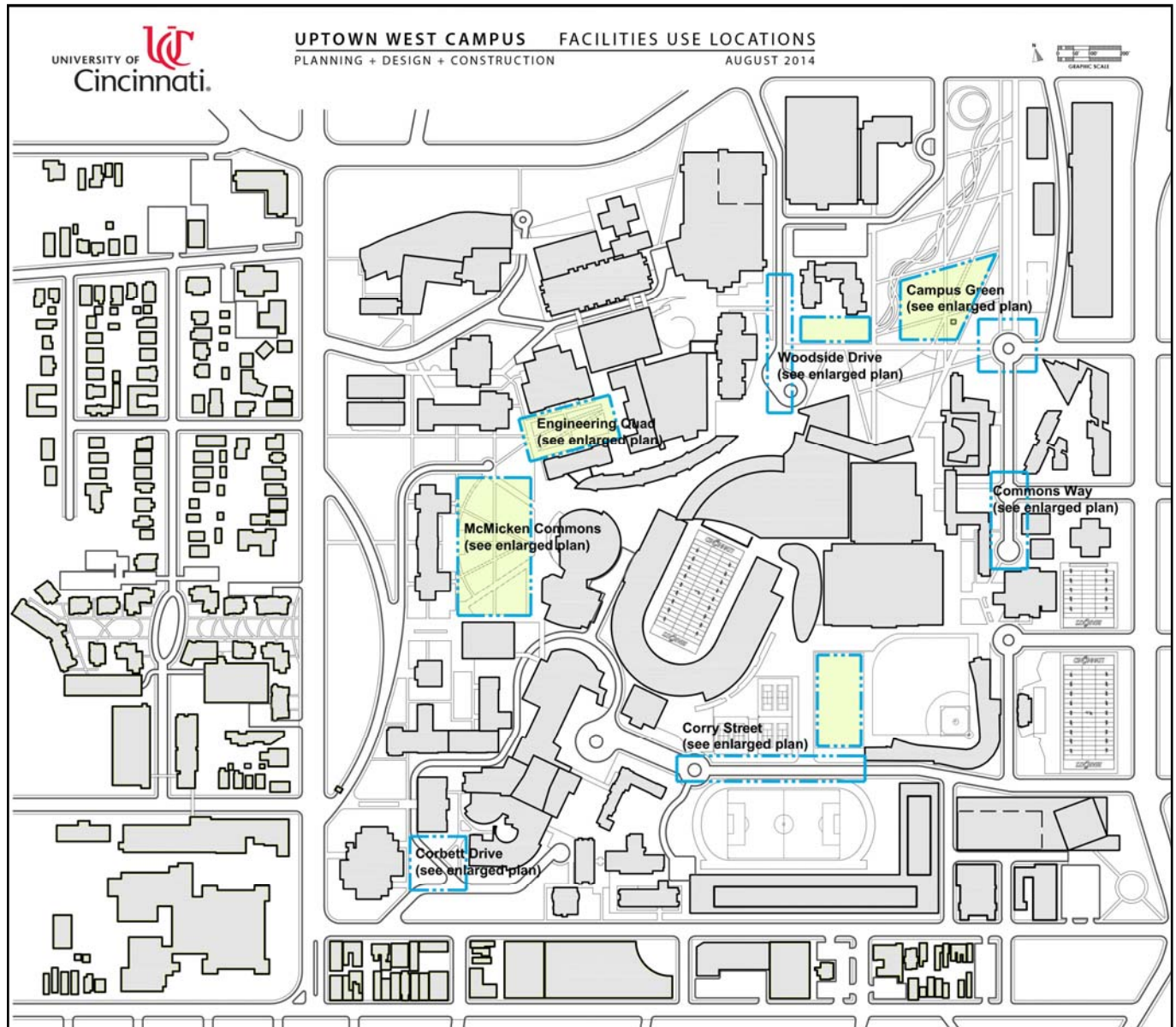
Event Guide, provides maps and instructions information about the spaces that are scheduled through Conference & Event Services.

Events with alcohol must comply with both the Alcohol Purchases Policy and University Rule 3361:10-17-07 entitled “University Alcohol Policy.”

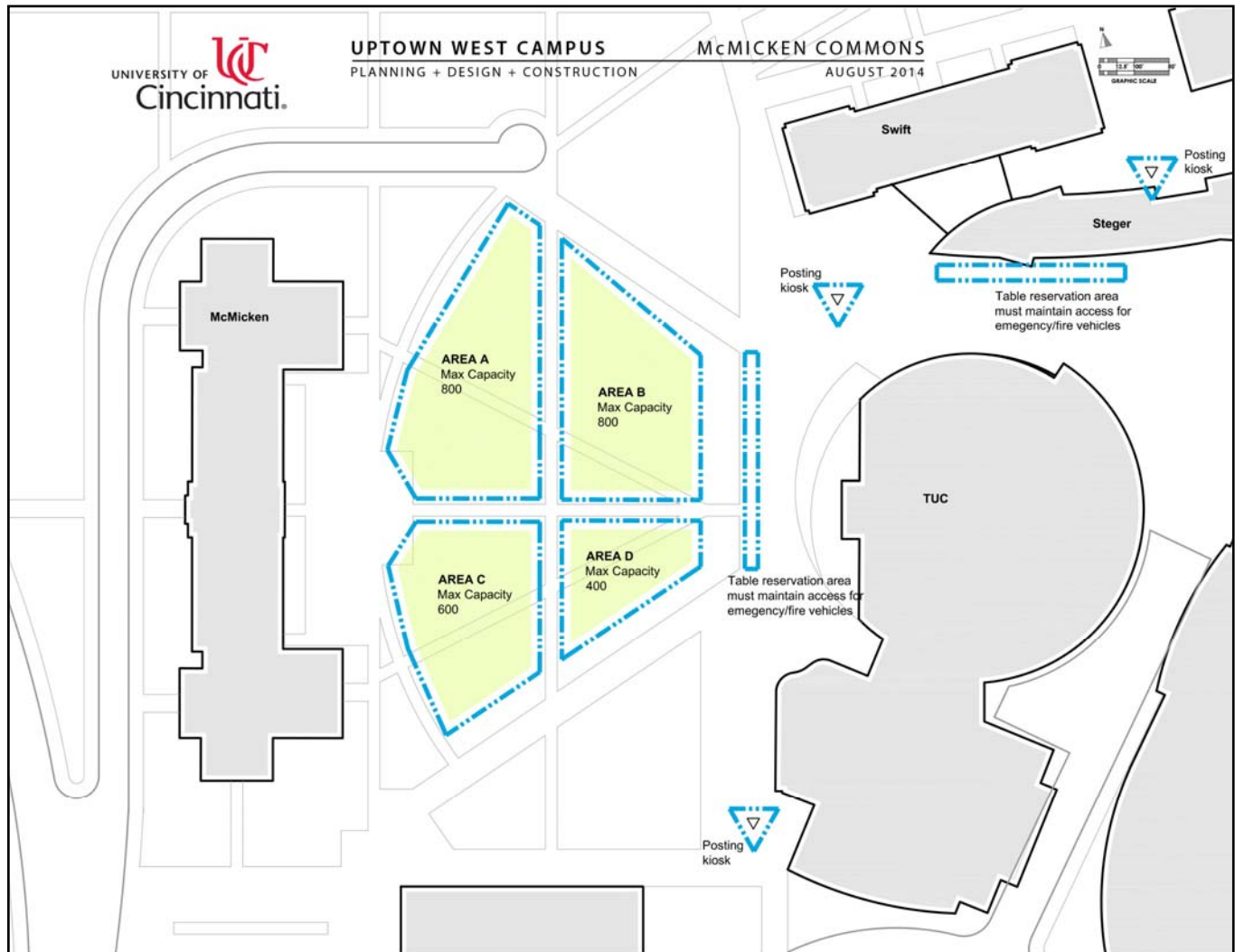
Students are cautioned that many organizations may have an interest in affiliating their brands with the university’s name or logos and that these organizations may be willing to offer funding, supplies, apparel, entertainment, or food to students or student organizations. While registered student organizations do have limited access to the university name and, in some contexts, certain university logos, no students are authorized to grant such rights to outside persons or organizations. For more information, contact the Trademark Licensing office.

MAPS INDICATING OUTDOOR SPACES

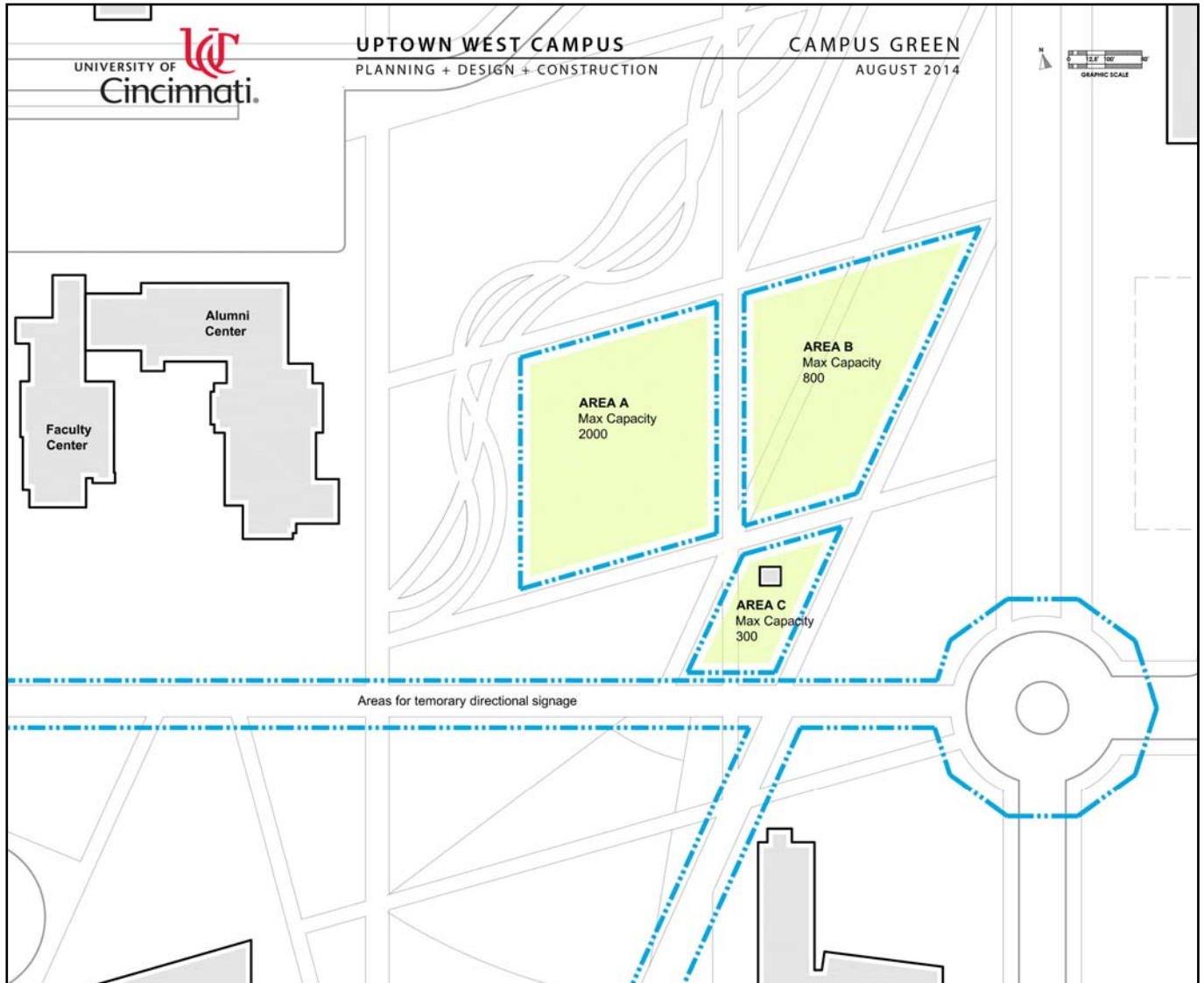
UPTOWN WEST CAMPUS



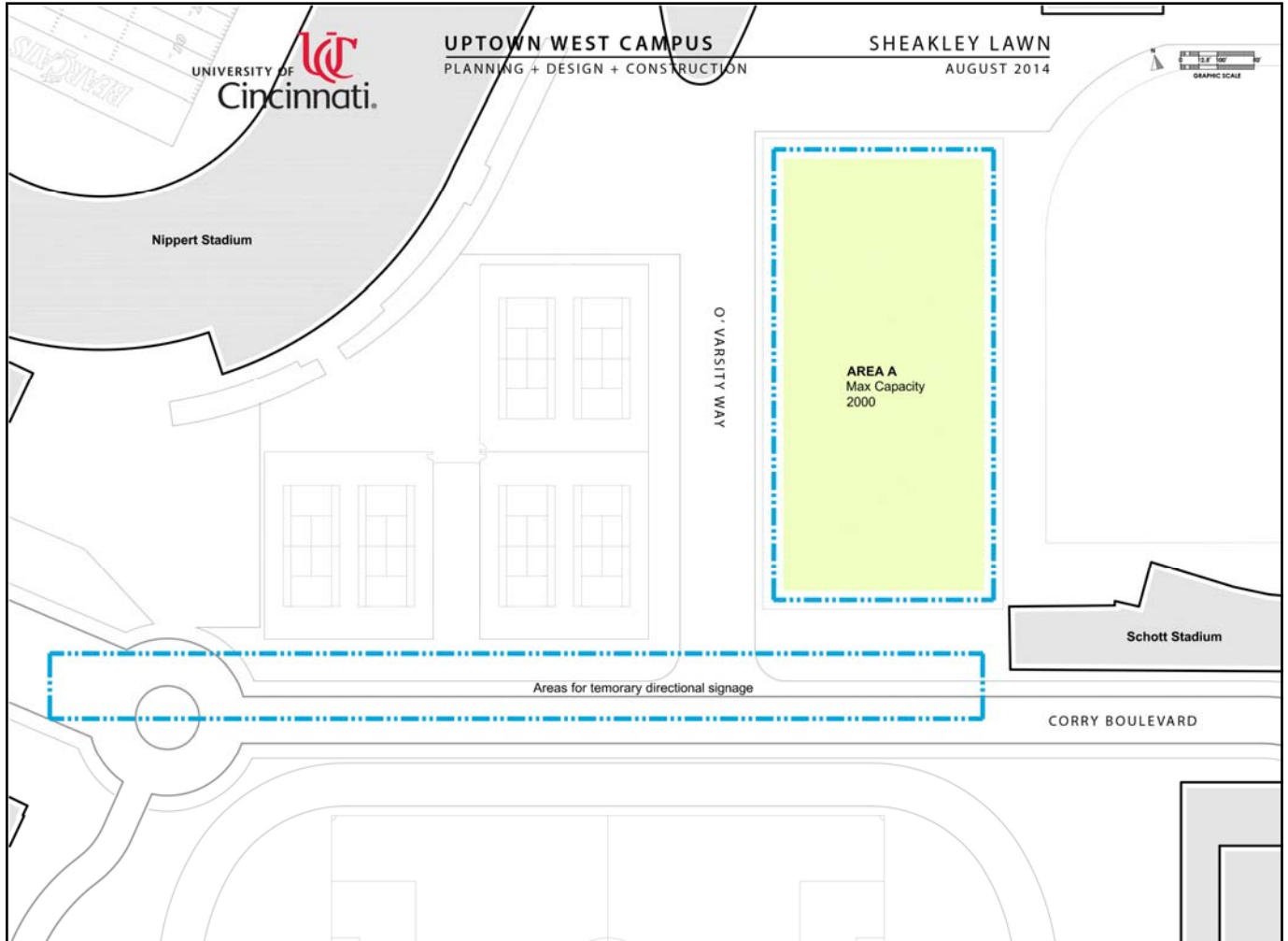
McMICKEN COMMONS



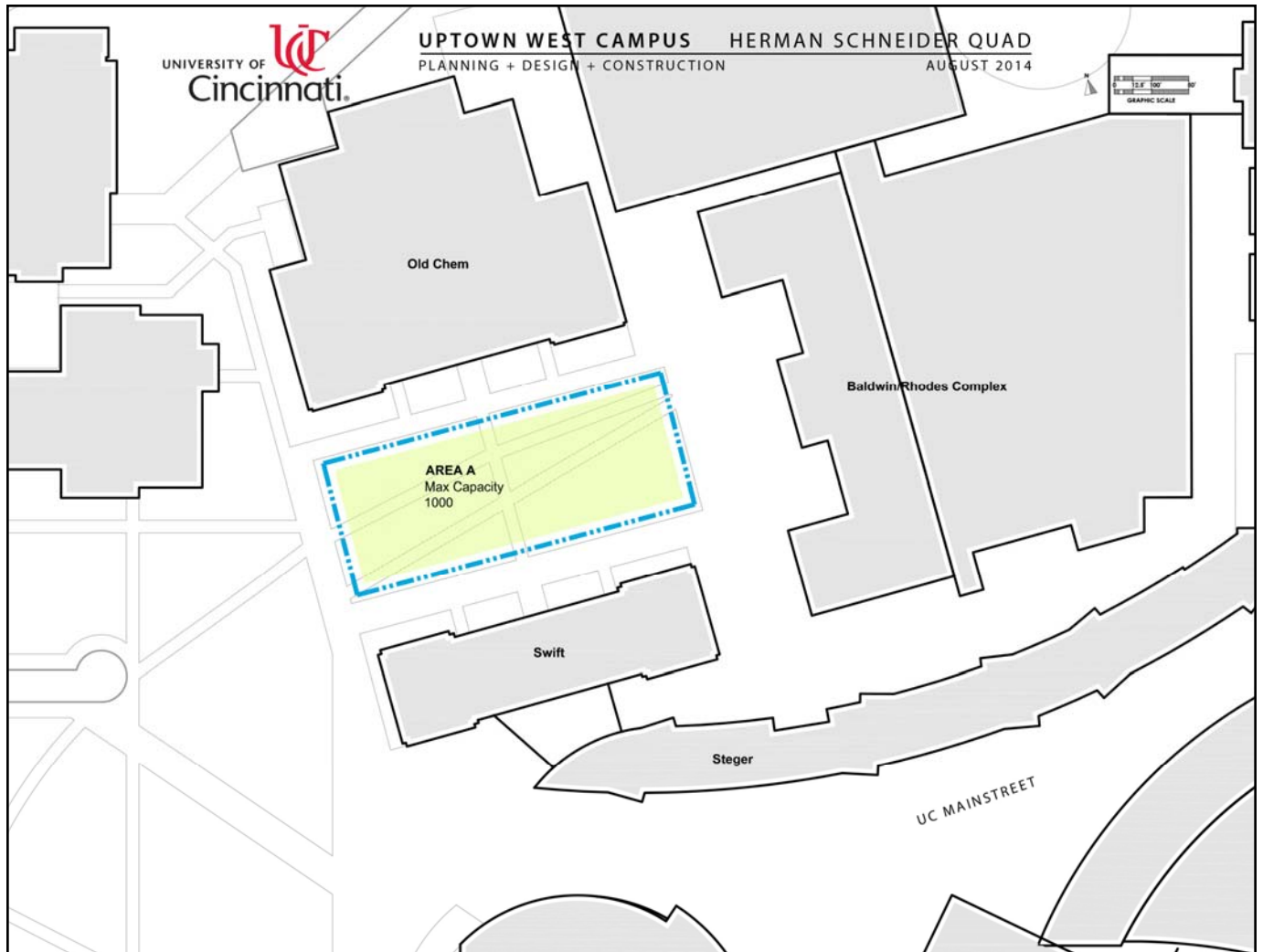
CAMPUS GREEN



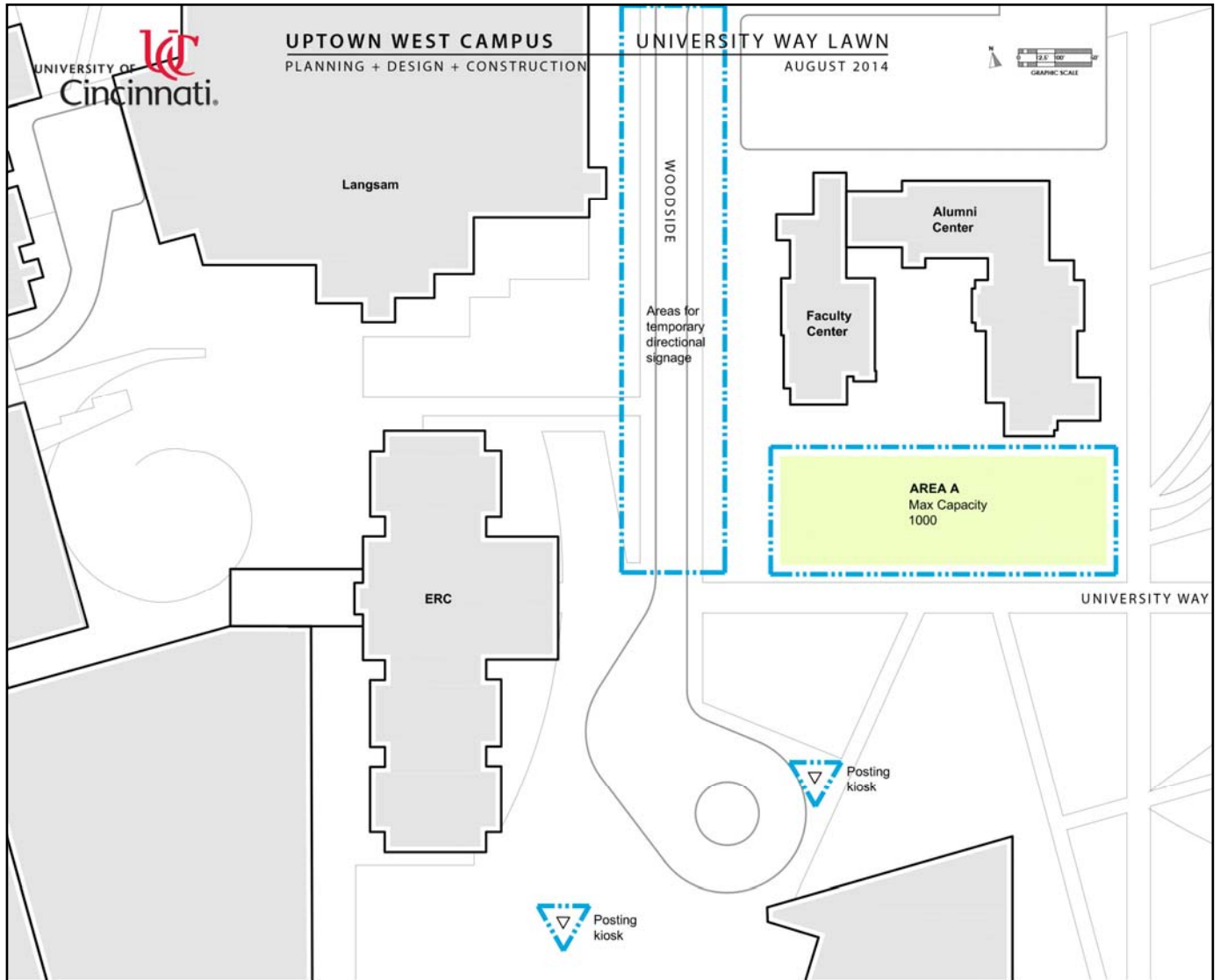
SHEAKLEY LAWN



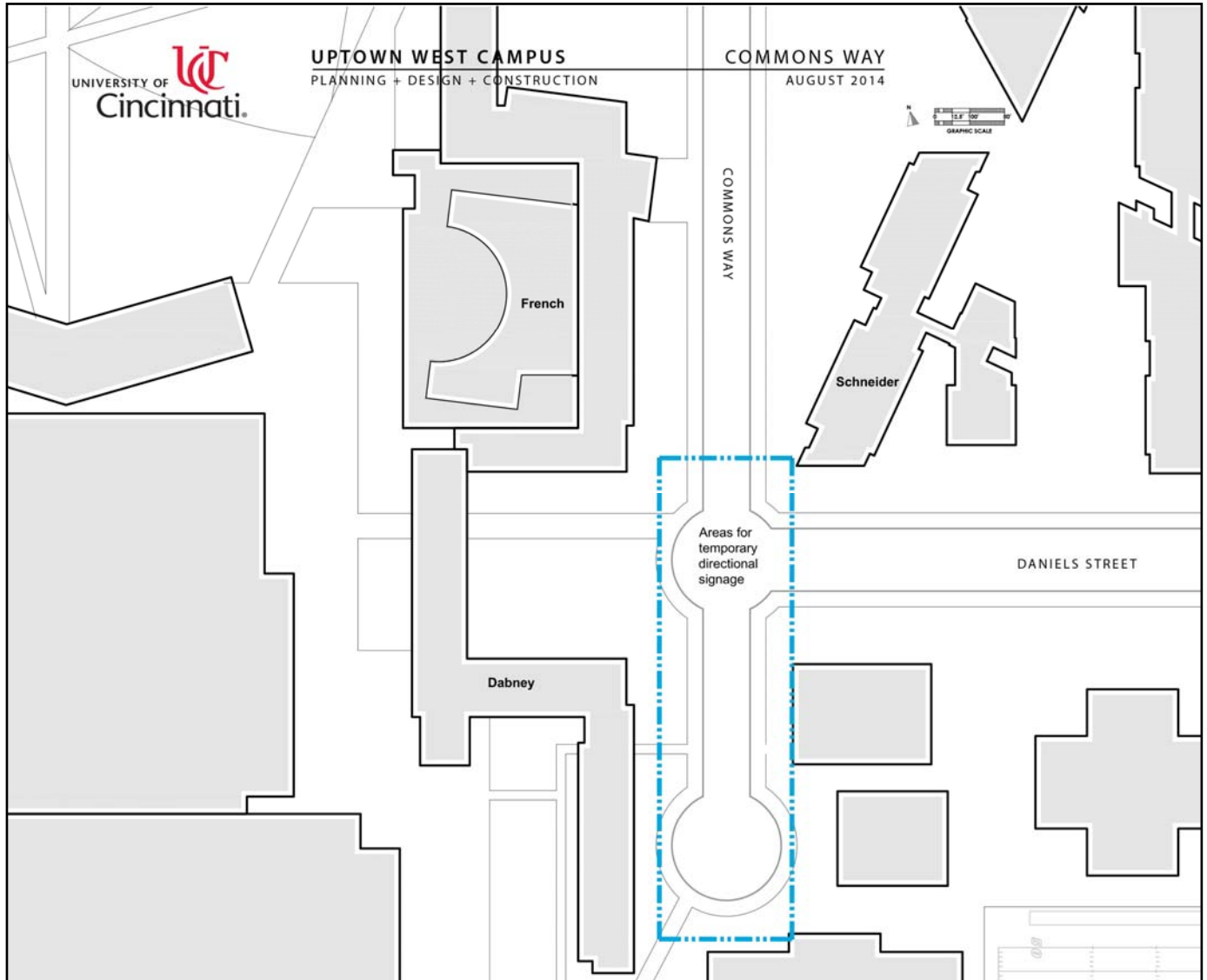
HERMAN SCHNEIDER QUAD



UNIVERSITY WAY LAWN ON WOODSIDE



COMMONS WAY—AREA FOR TEMPORARY DIRECTIONAL SIGNAGE



LAWN — AREA FOR TEMPORARY DIRECTIONAL SIGNAGE

