

UNIVERSITY SPACE RULES

A. Purpose and Principles of Usage

The Ohio State University is dedicated to promoting the free exchange of ideas on its campus and ensuring the continued safe and effective operation of the University. Because of this, the University's buildings, grounds, facilities, and other property (for the purpose of these rules, "space") are dedicated to the fulfillment of land grant educational mission. Use of University space is reserved for the direct and indirect support of the University's teaching, research, and service missions, the University's administrative functions, and students' campus-life activities. The University may limit access to or use of its space as may be necessary to provide for the orderly conduct of the University's teaching, research, and service missions, the University's administrative functions, and students' campus-life activities.

Accordingly, the University has designated its classrooms, laboratories, athletics, administration, office, patient care, research, farm and facilities buildings as closed for public use, unless otherwise specified. Select buildings have spaces, including but not limited to conference rooms and classrooms, that may be reserved for activities or events that support the University's teaching, research, and service missions, the University's administrative functions, or students' campus-life activities consistent with these rules.

Visitors are free to walk through our campuses; however, non-affiliates require authorization under these rules to make speeches or presentations, to erect displays, to engage in any commercial activity, or to conduct similar activities on University-owned or University-controlled property.

B. Designation of Space for Reservation

The University is comprised of spaces that may be reserved for holding events (defined as activities where the user expects sole usage of the space or likely to be a gathering more than 100 people or activities that require physical set-up of equipment, signs, or other structures) by registered student organizations, students, faculty, staff, and non-affiliates (defined as any person who is not any of the following: a student, officer, employee, Trustee, or emeritus of the University) for the support of the University's mission, administrative functions, or campus activities. In these spaces, the University may require reasonable time, place and manner limitations be placed on usage to ensure that the usage does not disrupt the University's mission, administrative functions, or other campus activities.

Similarly, the University has designated spaces that are not available for reservation by registered student organizations, students, faculty, staff, and non-affiliates. These spaces are assigned for specific University administrative functions, teaching, learning, or research and cannot be reserved by the Office of Student Life or University Registrar.

Use of space for purposes other than those for which they have been designated will not be permitted.

C. Reserving Space for Events

The University allows designated outdoor and indoor space to be reserved for events consistent with the University's teaching, research, and service missions, administrative functions, and students' campus-life activities. Reservations for these spaces are processed on first-come, first-served basis with priority given to University departments, registered student organizations, and other official University functions. Reservations are non-transferable and the University reserves the right to reschedule events consistent with these rules.

Reserving space for events occurring in or on University space should proceed as follows:

1. **Registered Student Organizations** – Registered student organizations must submit requests through the Office of Student Life Buckeye Event Network. Registered Student Organizations sponsoring visits from political candidates or surrogates must also comply with the Protocol for Visits by Political Candidates or Surrogates Sponsored by Registered Student Organizations.
2. **Students, University Departments, Faculty, Staff and Non-Affiliates** – Students, University departments, faculty, staff and non-affiliates must submit requests through the University Registrar Scheduling Office.

D. Rules Governing Usage of Space

1. Facility Hours and Usage

Absent written permission from the building coordinator, usage of University space is limited to the designated hours of operations for the space, and other property. Usage shall not disrupt the University's administrative functions or other campus activities and may not impede ingress or egress to the University, any University property, parking lot, building, facility, or event.

2. The Main Oval

The Main Oval is considered the University's "front lawn" and is maintained for the enjoyment of the students, faculty and staff. To ensure accessibility for students, faculty, and staff, any event approved for the Main Oval must maintain ingress and egress; two means of egress or the minimum number required as emergency egress by public safety officials, whichever is larger, must be accessible. Within the University's discretion, events may be relocated to the South Oval to preserve the quality of the Main Oval for continued usage of the Main Oval by students, faculty and staff.

3. Use of Sound

Due to the proximity of offices, residence halls, and classrooms, amplified sound is restricted when academic terms are in session to Monday through Thursday before 5:30pm or after 10pm; Friday before 5:30pm or after midnight; Saturday before noon or after midnight; and, Sunday before noon or after 10:00pm.

4. Equipment, Signs and Structures

No bills, signs, or banners may be attached or affixed to University furniture, trees, or light poles pursuant to the University Posting Standards. Signs, a-frames, banners and

other forms of advertising may only be posted adjacent to the approved event and are not to be raised in other areas of campus.

Freestanding signs must be secure and safe. No signs causing ground penetration are permitted without prior approval from Facilities Operations and Development.

5. Tents

No tents requiring staking may be set up without prior approval from Facilities Operations and Development. Tents may not cover grass for more than 24 hours after the conclusion of the event.

Tents or air supported temporary membrane structures (inflatables) in excess of 200 square feet or canopies in excess of 400 square feet must have a permit provided by the Ohio Department of Commerce. OSU Emergency Management & Fire Prevention can be contacted for additional information.

6. Food

No foodstuffs shall be sold except by University food services or vendors having contracts with the University and authorization to serve a particular area. No liquid beverages competing with Coca-Cola products are permitted to be distributed on campus. Food and beverages may be distributed free of charge in the approved area. All food should be prepared on site, delivered to the site from a licensed caterer or restaurant, or commercially pre-packaged. No home cooking, including bake sales, is permitted.

7. Grills

Open fires and grills with charcoal are not permitted. Propane grills must be placed atop a shield to protect the surface beneath from drips/spills, and accompanied by a fire suppression device approved by OSU Emergency Management & Fire Prevention.

8. Pets

All pets must be on a leash at all times and accompanied by their owner. Large animals are not permitted without the prior consent of Facilities Operations and Development and the OSU Department of Public Safety.

9. Mirror Lake

No person, pet, or watercraft is permitted on or in Mirror Lake or any other body of water (including when frozen) without the prior consent of the OSU Department of Public Safety.

10. Overnight Events

Events spanning overnight hours must be confined to a single 24-hour period, with similarly structured events not occupying the same space on consecutive days. Outside habitation must not be the primary focus of the event. Overnight events are subject to prior review by the OSU Department of Public Safety, Facilities Operations and Development, and the Office of Student Life.

11. Rescheduling of Events

Events that are determined to pose a risk to personal safety, University property or facility security may be moved to another space or rescheduled with at least a three-day advance notice until such time, as adequate and appropriate security can be made available, as determined by the OSU Department of Public Safety.

E. Damage to Space

Persons or organizations reserving space are responsible for any damage and shall repair the damage to the satisfaction of Facilities Operations and Development, or pay for others to complete. Specific services when required or if needed must be arranged and paid for directly with the appropriate University department (i.e. Facilities Operations and Development, University Police Division, etc.). Deposits or an agreement regarding use of space, liability, and payment may be required for reservation.

Facilities Operations and Development reserves the right to cancel scheduled events (or have events moved to a predetermined alternate location) with a three-day notice due to weather, grounds, and maintenance considerations.

F. Enforcement of Rules

All persons on University property are required to abide by University policies and shall identify themselves upon request to University officials acting in the performance of their duties. Students are expected to conduct themselves in accordance with all University policies, the Code of Student Conduct, and State and federal laws. Faculty and staff are expected to conduct themselves in accordance with all University policies, and State and federal laws. Use of University property must not, in any form, disrupt University business.

When enforcing these rules, an officer or employee authorized to maintain order on the campus or facility should make a reasonable attempt to warn and advise registered student organizations, students, faculty, staff and non-affiliates to cease the prohibited conduct or activity before citing and/or arresting the individual for violation of these rules, except where the conduct violating these rules reasonably appears to create a threat to or endanger health, safety or property.