

## 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. The University has spaces, including but not limited to outdoor spaces, 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.

Non-affiliates (defined as any person who is not any of the following: a student, officer, employee, Trustee, or emeritus of the University) are free to visit and walk through our campuses; however, non-affiliates must comply with these rules to conduct events, as defined by these rules; 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 for the support of the University's mission, administrative functions, or campus-life 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-life activities.

Similarly, the University, within its sole discretion and subject to change based upon the operational needs of 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 Outdoor Events](#). 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**

Other than University department use or written permission from the University Registrar Scheduling Office, usage of University space is limited to the designated hours of operation for the space, and other property. Usage shall not disrupt the University's administrative functions or other campus-life activities and may not impede ingress or egress to the University, any University property, parking lot, building, facility, or event.

##### **2. Ingress and Egress**

To ensure accessibility for students, faculty, and staff, any event approved for an outdoor space may not block sidewalks, walkways or streets in a way that obstructs usage; 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.

##### **3. 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. Within the University's discretion, events may be relocated to preserve the quality of the Main Oval for continued usage by students, faculty and staff.

##### **4. Use of Sound**

Due to the proximity of offices, residence halls, and classrooms, amplified sound and other loud noise is restricted (i.e., not permitted) Monday through Friday prior to 5:30pm and after 10:00pm; Saturday prior to noon and after midnight; and, Sunday prior to noon and after 10:00pm. Restricted noise is defined as noise disrupting the function of the University. Noise that is disruptive includes, but is not limited to, amplified sound and other loud noise that is audible more than 50 feet from the source of the sound and/or noise occurring during the restricted hours above.

Exceptions to this rule may be granted, in its sole, discretion by the University in consideration of the duration of the sound, time during the academic semester, and type of amplified sound used. Exception requests must be submitted to [studentlife@osu.edu](mailto:studentlife@osu.edu) for review a minimum of 48 hours prior to the event. Even when occurring during approved hours, noise should be kept at a reasonable level and the University may request that organizers adjust the volume if the sound is disrupting the function of the University.

## **5. Equipment, Signs and Structures**

No bills, signs, or banners may be attached or affixed to University furniture, trees, light poles, or buildings (except in cases where prior approval is obtained) 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 or preventing ingress or egress to University buildings or blocking sidewalks, walkways or streets in a way that obstructs usage.

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

## **6. Tents and Temporary Structures**

No tents or other temporary structures 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) may not exceed size restrictions established by the [State of Ohio](#) and must have a permit provided by the [Ohio Department of Commerce](#). The [Ohio State University \(Ohio State\) Emergency Management & Fire Prevention](#) can be contacted for additional information.

## **7. Food**

No food shall be sold except by University food services or vendors having contracts with the University, authorization to serve a particular area, and, where applicable, the appropriate food service permits from the [City of Columbus](#). No beverages competing with Coca-Cola products are permitted to be distributed on campus. Food trucks for events should be coordinated through Office of Student Life University Dining Services.

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.

## **8. Grills**

Open flames, including fires, and the use of grills with charcoal are not permitted, with the exception of University-approved and installed permanent charcoal grill pits. 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 [Ohio State University Emergency Management & Fire Prevention](#).

## **9. Animals**

Dogs or other animals under an individual's ownership are subject to University Rule 3335-13-05.

Farm, wildlife, and/or zoo animals are not permitted in University spaces without the prior consent of Facilities Operations and Development and the Ohio State Department of Public Safety.

#### **10. Mirror Lake**

Mirror Lake is not intended or approved for recreational use of any kind at any time. Swimming, wading or entering the water and water basin is not permitted and is considered criminal trespassing. 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 Ohio State Department of Public Safety.

#### **11. Overnight Events**

Events consistent with the University's teaching, research, and service missions 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 Ohio State Department of Public Safety, Facilities Operations and Development, and the Office of Student Life.

#### **12. Motorized Vehicles**

Use of motorized vehicles for events, including but not limited to the use of valet, requires advance approval by Facilities Operations and Development and the Ohio State Department of Public Safety.

#### **13. 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, where practicable, with at least a three business day advance notice until such time, as adequate and appropriate security can be made available, as determined by the Ohio State Department of Public Safety.

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

#### **14. Unmanned Aircraft Systems**

Usage of unmanned aircraft systems in University spaces is governed by Use of [Unmanned Aircraft Systems \(UAS\) University Policy](#).

#### **15. Public Safety Needs**

Public safety needs, including any security, law enforcement, fire safety, and/or medical needs, must be noted when being scheduled. Notifications should go to the OSU Department of Public Safety, the Office of Student Life, the building operator, and any other appropriate offices. The Ohio State Department of Public Safety will determine any necessary and required security arrangements in conjunction with the sponsor and the

venue operator. Costs for public safety arrangements will be based on the event size, location, date and time, any special safety arrangements requested by the sponsor, and other safety or risk considerations specific to the event. Costs may also include any special safety arrangements required for third party security affiliated with the sponsor.

Any law enforcement or security officers for an event must have approval from the OSU Department of Public Safety. Approval is required a minimum of three (3) business days before the event. All security personnel must meet criteria developed by the Ohio State Department of Public Safety.

The University will provide the event sponsor with an itemized statement of public safety costs for the event. The cost of security is the responsibility of the event sponsor(s).

#### **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, Ohio State Department of Public Safety, etc.). Deposits or an agreement regarding use of space, liability, and payment may be required for reservation.

#### **F. Enforcement of Rules**

All persons on University property are required to abide by University policies and applicable law 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 official 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.