

**GUIDELINES FOR THE USE AND SCHEDULING
OF THE PUBLIC SPACES OF THE OSU
CENTER FOR STUDENT SERVICES**

I. POLICY:

The purpose of this statement is to establish guidelines for the scheduling of events in the Atrium and public areas of the Center for Student Services (Center). The Center is a general university facility with public areas located within the OSU Student Union building. The primary purpose of the Center is to significantly enhance services to students, faculty and staff by consolidating into one conveniently located facility the offices of Admissions, Bursar, Financial Aid and Scholarships, New Student Orientation and Enrollment, Registrar, Sectioning, Learning and Student Success Opportunity center (LASSO) and the Student Union. The functions and services of these agencies mentioned shall have priority for the use of the Atrium and other public areas of the Center. The primary purpose of the Atrium is to provide circulation for the building, seating for dining operations, lounge seating and limited contact tables for recognized University Student Groups and University Departments. Members of the OSU Community may however, schedule the public areas in a time and manner that do not unnecessarily interfere with (or disrupt) the primary functions of the Center or Student Union operations. The OSU Student Union Management has the responsibility for maintaining the schedule of non-office space in the Center. All scheduling requests must be made to the Manager of Meeting and Conference Services. Any exceptions to these established guidelines may be granted only by the Student Union Director or his/her designee.

II. DEFINITIONS:

- A. For purposes of this document, the areas affected by these guidelines are:
1. First Floor Atrium (not to include the east and south walkways),
 2. Second floor Atrium balcony (west side),
 3. Third floor Atrium balcony (west side), and
 4. The entry hallways on the first, second and third floors.

(Note: Scheduled use of these areas may in no way obstruct any of the entrances or passageways outside of the office areas of the Center and may require fire-marshal approval for use.)

- B. It is possible that on occasion an event may be scheduled that may be viewed as disruptive to one or more of the agencies located in the Center, but is consistent with the purpose of the facility and serves the "greater good" of the University and/or other agencies within the Center. Under these circumstances the Student Union Director may at his/her discretion give approval for an event to take place in the Atrium.

III. SCHEDULING GUIDELINES:

- A. In general, events should normally be scheduled at times other than 8:30 a.m. to 4:30 p.m. and will not be allowed between 10:00 a.m. and 3:00pm, Monday through Friday, so as to minimize interference within the functions of the offices and services located in the Center

and Student Union. Requests for exceptions must be made, no less than two weeks in advance and in writing, to the Student Union Director, so to provide the opportunity to assess acceptance of the event among the agencies located within the Center.

B. Priority for the scheduling of the Center -

1. The Atrium is public space primarily used as lounge and seating for dining operations. On occasions the Student Union will schedule events and programs in the Atrium but only if other spaces are not available or the necessity of the event requires that the event/program take place in the Atrium. All efforts will be made to limit these events between 10:00 a.m. and 3:00 p.m. Monday through Friday. Only the Student Union Director or his/her designee can approve such events.
2. Contact and solicitation tables will be limited to just four tables. Solicitation in the Atrium will not be allowed from 10:00 a.m. – 3:00 p.m. daily. (See SU Solicitation policy 25130.02).
3. Priority will be given to the service agencies located within the Center and the Student Union.
4. Non-University events may be scheduled only as space is available and only if comparable space is not available within the Student Union and only with the approval of the Student Union Director or his/her designee. Each request will be reviewed on a case by case basis, and approved only after it can be determined that no scheduling conflict exists with University agencies. The Union reserves the right to reassign space should such a priority use arise. Rental fees, direct and indirect charges may apply.

C. Charges -

1. Under normal circumstances where the space is being used with its normal daily set up, there will be no charge to a University sponsoring agency for the use of the public space. However, if the area is required to be cleared of furniture then a set up and tear down fee will apply. Additionally, there may also be direct and indirect charges for specific services rendered by the Student Union, Facilities Management, Audio Visual or other service agencies involved in setting up and tearing down the event. All arrangements for services (i.e., physical and technical service, set-ups and food services) will be coordinated through the Manager of Meeting and Conference Services. If the event is scheduled at a time in which the Union is not normally open, a special usage charge will be incurred by the sponsoring agency. The Manager of Meeting and Conference Services will be responsible for coordinating all billing associated with the event, in accordance with the prices in effect for the services rendered at the time of the event.
2. There will be a charge for non-University and non-university sponsored events as deemed appropriate for the size and purposes of the facility, consistent with Student Union Policy 25130.01

APPROVED:



E. Mitchell Kilcrease, Student Union Director

6-15-15

Date

Adopted: 1/14/00
Revised: 1/10/13
4/23/14
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