

# MainStreet Student Event Guide

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# General Information

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## WHAT IS CONFERENCE & EVENT SERVICES?

*Conference & Event Services is your one stop center for event planning at the University of Cincinnati*

Conference & Event Services is responsible for scheduling space for non-academic events on campus. The office schedules MainStreet which includes Tangeman University Center, Steger Student Life Center, Stratford, outdoor spaces, and several classrooms after they have been released by Classroom Scheduling. These spaces must be scheduled with Conference & Event Services.

## WHO TO CONTACT IN CONFERENCE & EVENT SERVICES

Chris Garrett, *Director*

Jamie Miller, *Program Director*

Florine Postell, *Program Director*

Katy Roberto-Marston, *Program Director*

Corinn Shemak, *Program Director*

**event.services@uc.edu**

**513-556-2442**

**www.uc.edu/eventservices**

## WHAT IS MAINSTREET?

MainStreet is the pedestrian corridor that runs from University Pavilion, past Tangeman University Center, and down the brick-paved hill to the Campus Recreation Center and Sigma Sigma Commons. MainStreet is the hub of campus activity. Many indoor and outdoor spaces along MainStreet are available for hosting events:

- Tangeman University Center (TUC)
- Steger Student Life Center (SSLC)
- Campus Recreation Center (CRC)
- Sigma Sigma Commons
- Campus Green
- McMicken Commons
- Open spaces surrounding TUC and CRC
- TUC Plaza
- Bearcat Plaza
- Bearcat Pavilion



Tangeman University Center on MainStreet

## SCHEDULING YOUR EVENT

Before any event can take place, you must schedule your event with Conference & Event Services. To do this, you must complete an online scheduling form at [www.uc.edu/eventservices](http://www.uc.edu/eventservices) at least 5 business days prior to your event date. Click on “Reserve Event Space” in the left margin.

We recommend that you do not advertise or publicly announce your event until you have received confirmation from a Conference & Event Services representative. Indoor and outdoor space is granted on a first-come, first-served basis. If you have any questions, contact the Conference & Event Services Office at 513-556-2442 or [event.services@uc.edu](mailto:event.services@uc.edu).

## SCHEDULING CAMPUS RECREATION CENTER

Any events held in the Campus Recreation Center must be scheduled through the Department of Campus Recreation. Information can be found at [www.uc.edu/reccenter/facilities/rentals](http://www.uc.edu/reccenter/facilities/rentals).

## TANGEMAN UNIVERSITY CENTER FACILITIES

A variety of spaces are available for use in TUC, typically at no cost to registered UC students and university organizations. Spaces include:

### *Indoor Spaces*

#### **TUC Level 1**

**Catskeller** (A rental fee will be assessed if the event is a private function and/or is not open to the public.)

#### **TUC Level 2**

**MainStreet Cinema** (A rental fee may be assessed)

#### **TUC Level 3**

**TUC Atrium** (Room 300)

**MainStreet ExpressMart Lobby**

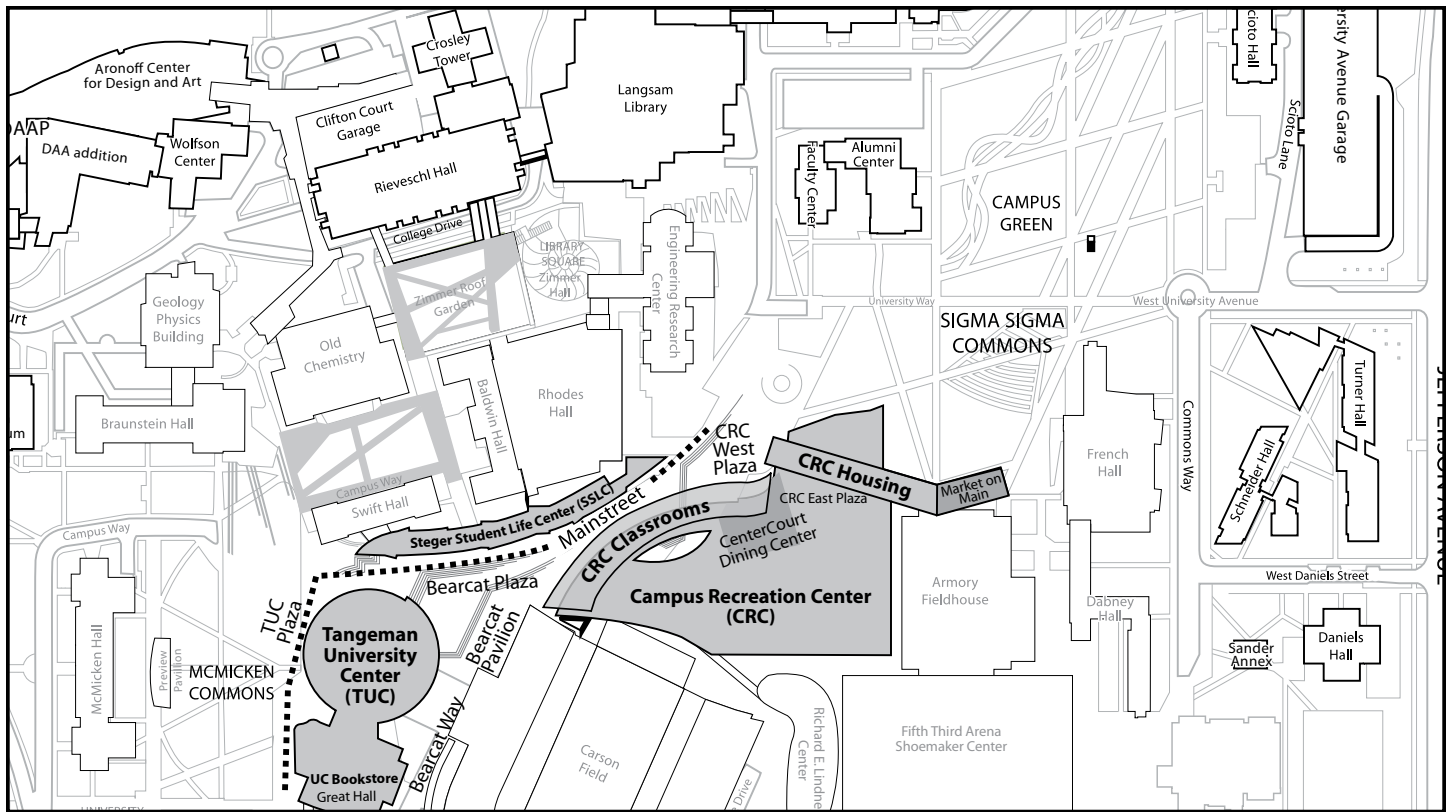
**Mick & Mack’s Contemporary Café**

#### **TUC Level 4**

**19 Meeting Rooms**

**Great Hall**





## MAINSTREET SPACE

### Outdoor Spaces

- **TUC Plaza** (brick area in front of TUC's main entrance on Level 3)
- **Bearcat Pavilion** (brick area and amphitheater between TUC Level 1, Nippert Stadium, and SSLC)
- **Bearcat Plaza** (brick area between TUC and SSLC)
- **McMicken Commons** (green space between TUC and McMicken Hall)
- **McMicken Free Speech Zone** (space on Northwest McMicken Commons)
- **Sigma Sigma Commons** (concrete amphitheater south of University Way)
- **Campus Green** (green space north of University Way)
- **Campus Recreation Center West Plaza** (partially covered outdoor area)
- **Campus Recreation Center East Plaza** (area just outside housing complex, by the circle drive)

## OUTDOOR EVENT SPECIFICATIONS

- **Fees:** Student organizations are responsible for all fees resulting from outdoor events. These may include, but are not limited to: Security, Electric, Grounds, Citations, and Permits.
- **Clean-up:** All groups are responsible for any clean-up needed as a result of outdoor events. This also requires all trash to be bagged and placed in one area for pick-up. Any additional cleaning by Facilities Management or the use of Campus Security, Electric, or Grounds will result in fees being assessed to the group.
  - **Vehicles:** Vehicles are NOT permitted on the pavers on TUC Plaza, Bearcat Plaza, or anywhere else on MainStreet. This includes loading/unloading. If vehicles are driven onto the pavers without permission they will be subject to a citation. Vehicles are also NOT permitted to drive on any lawn. You are responsible for making sure your contracted vendors follow this policy as well.

- **Tents:** If a tent is being erected, you may be required to obtain a tent and/or a digging permit. Please see the policy below for details. Groups are also responsible for coordinating placement of the tent with Harland Clark in Grounds. He can be reached at 513-556-3603. If the tent is not coordinated in advance and damage occurs as a result of your event, the organization sponsoring the event will be charged for repairs. **Please note:** If tents are being used, we request that they not be staked into the ground, if at all possible. If stakes must be used, a digging permit is required.

## 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. In general, permits from the state are NOT required for tents which are 200 square feet (10' x 20') or smaller. A tent is defined as 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. In the case of a canopy with no side walls, it may have a maximum size of 700 square feet (20' x 35') without a permit being required. If multiple canopies are used, they must be at least 12' apart.
- In all cases, a clearance of at least 12' must be maintained from buildings. Also groups should keep in mind that many grassy areas on campus have buried utilities, such as sprinkler lines. Placement of poles or stakes into the ground must avoid these locations. A dig permit is required for any tents with stakes.

### *Request to Erect a Tent or Canopy*

- Whenever tents and canopies will be erected, notice must be given to Conference & Event Services at least 15 business days in advance. The Fire Prevention Unit of Public Safety will review the plan and assist the sponsoring group with any required state permits. Whenever possible, they will assist you in designing your event to avoid or minimize the required state permits and costs. You may contact the Fire Prevention Unit at 513-556-4934.

### *Signage and Safety Equipment*

- Each tent or canopy erected must have a fire extinguisher mounted in a visible location. The extinguisher must be a five or ten 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 2" lettering.

### *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 grill permit and inspection process is involved. Please call the Fire Prevention Unit at 513-556-4934 for more information.

### *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.

## ***Permit Fees***

- When the use of tents or canopies requires a state permit, the State Fire Marshal and the State Industrial Compliance office both charge user fees. UC is NOT exempt from these fees, and the group sponsoring the event must pay the fees. The State Fire Marshal's office charges a fee of \$75.00 per event for inspecting tents regardless of the number involved. If your event uses one tent or 20, the fee is always \$75.00.
- The Industrial Compliance fee schedule is considerably more complicated. The base fee is \$228.25 for EACH tent or canopy. If the tent or canopy is wired for electricity there is an additional fee of \$175.00 and if the tent or canopy has a mechanical system to provide ventilation (fans/heat/air conditioning) there is another fee of \$175.00. So if you intend to use a single tent with lights and fans, the Industrial Compliance fee for that tent is \$578.25.

## ***Inspections***

- In all cases when a tent or canopy is being used on campus, an inspection is required. When a permit is required from the State Fire Marshal or from Industrial Compliance, those offices will inspect installation. Where no state permit is required then the University of Cincinnati's Fire Prevention unit will inspect the installation. If this inspection can be completed during normal business hours, there is no charge for the inspection. If the inspection must be done after hours, then the sponsoring organization of the event must pay the overtime costs.

## ***Electric***

- If electric is needed, please contact Conference & Event Services. If a work order has not been placed in advance, electric will not be supplied.
- Groups are responsible to place their own work order at 513-556-6404 if electric is needed for the event. If a work order has not been placed in advance electric will not be supplied.

## ***Fire/Grills***

- If grills are being used, you must obtain a grill permit in advance. Contact Fire Safety at 513-556-4934. If a grill permit is not obtained, you may be subject to a citation fee.

## ***Amplification***

- Groups are not permitted to amplify, unless a permit has been obtained from Conference & Event Services in advance. If a permit is not obtained you may be subject to a citation.

**Note:** Amplification is only permitted on Tuesdays and Thursdays from 12:30 p.m.–2:00 p.m. during the academic term. Amplification is NOT permitted on McMicken Commons or Bearcat Plaza during exam weeks, intercessions, or summer quarter. Anything outside these locations, times, or days will require a waiver. Requests are made through Conference & Event Services.

## ***Damage***

- If a vendor, group member, or participant in the event incites damages to university lawns or property, the sponsoring group will be charged for repairs.

## FEATURES OF INDOOR SPACES

### *Great Hall*

- Lecture-style seating = 800-seat capacity
- Banquet-style seating = 432-seat capacity at round tables
- Standing capacity = 1,100
- Outdoor reception area
- Integrated AV capabilities
- Wireless service

### *Student Senate Room*

- 42-seat conference room
- Custom furniture
- Wireless service

### *General Meeting Rooms*

- 19 rooms
- Seating from 10 to 250
- Integrated AV in eight rooms
- High-speed Internet access
- Wireless service



**Student Senate Room**

## MainStreet Cinema

- 204-seat capacity
- Integrated AV capabilities
- Hours during the Academic Year (September-June)

Between 8:00 a.m. and 11:00 p.m., on Monday, Wednesday, and Thursday, the Cinema is available for free programming. Schedule the space with Conference & Event Services.

## Cinema Rental Information

- From 7:00 p.m.–11:00 p.m., on Tuesday and Friday the Cinema rental charge for student groups is \$100/hour. If a movie will be shown, there will be a \$75.00 projectionist fee.
- If the Cinema is rented for a movie, a licensing fee (amount determined by the motion picture company) plus \$75 (for projectionist/Cinema staff support for four hours) will be assessed.
- Unlimited popcorn is available to groups for \$50.
- MainStreet may partner with student/university organizations to present movie programs of educational merit that are open to all students and the entire university community. After a reservation request for the MainStreet Cinema has been submitted to Conference & Event Services, the student organization representative will be contacted by the MainStreet Cinema Manager to set up an informational meeting to discuss the potential partnership. If MainStreet decides to become a partner on your cinema program, rental and staffing fees will be waived.
- All collaborative programs presented by MainStreet and a student or university organization must recognize MainStreet as a co-sponsor/presenter of the event by including the MainStreet logo on all promotional materials and press releases. Contact the MainStreet Cinema Manager for an electronic copy of the logos.



## Catskeller

- 120-seat capacity
- Virtual and electronic games and 6 pool tables
- Televisions (14 televisions; 12 new high-def flat screens)
- Air hockey, POP-A-SHOT, Wii, darts, and shuffle board tables
- Pub serves a variety of craft beers, soda, chicken tenders, fries, wings, pizza, breadsticks, hot dogs, brats, sliders, and other snacks



### **Catskeller Hours** during the Academic Year (September - June):

Mon-Thurs 11:00 a.m.–10:00 p.m.  
Fri 11:00 a.m.–Midnight  
Sat 11:00 p.m.–6:00 p.m.  
Sun For special events only

- Available for private functions for a rental fee.
- Game tokens can be purchased for private functions.
- All events in Catskeller are subject to approval by the Catskeller Manager.
- Catskeller food can be pre-ordered for parties.
- All parties of 15 or more must be reserved through the online reservation system, and after scheduling will work directly with the Catskeller Manager to confirm details.
- The Catskeller Manager can be reached at 513-556-0943 or [crystal.stephens@uc.edu](mailto:crystal.stephens@uc.edu)
- Hours of operation and menu options are available at [www.uc.edu/catskeller](http://www.uc.edu/catskeller).



### **Stratford Heights**

#### Banquet Room and Patio

- Lecture-style seating = 120 seat capacity
- Banquet-style seating = 80 seat capacity
- Integrated AV capabilities
- AV support is available for a fee of \$20/hour

#### Piano Room

- Standing capacity = 92
- Custom furniture

### **Mick & Mack's Contemporary Café**

- Upscale, contemporary café with a wide variety of menu items (special catering available).
- 104 seat capacity
- Open for lunch Monday-Friday, 11:00a.m.–2:00p.m.
- A variety of beers and wines are available during regular hours and at our monthly evening events. Monthly events include a wine tastings for \$15 per person and theme dinners at \$20 per person. Please see our website for more details about our events [www.uc.edu/mick\\_macks](http://www.uc.edu/mick_macks).
- Available for event reservation between 5:00 p.m.-10:00 p.m. and Saturdays and Sundays between 8:00 a.m.-10:00 p.m.
- Available for private functions at no cost except food and drink (includes serving staff). The room set-up comes as-is and can also accommodate buffet-style.



## Table Space

Table spaces are available outside on TUC Plaza, ExpressMart Lobby, and CRC West. There are 10 table spaces that are available in the ExpressMart Lobby, Monday-Friday, from 8:00 a.m.-5:00 p.m. Student organizations may reserve these spaces on a first-come, first-served basis for free by completing the online application at [www.uc.edu/eventservices](http://www.uc.edu/eventservices). Student groups are responsible for providing their own tables for outdoor spaces. Remember, rain locations must also be reserved. Rain location is in the ExpressMart Lobby.

All non-affiliated UC vendors will be charged \$250/day, with a limit of two tables per vendor. For an outdoor reservation, vendors will be given a rain location in the TUC Atrium at the time of reservation.



## Scheduling Your MainStreet Event and More

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### WHAT TO SCHEDULE

When planning your event, be sure that you have placed an online request at [www.uc.edu/eventservices](http://www.uc.edu/eventservices) for each of the following:

**Space** for all non-academic events and activities to be held anywhere on campus, including:

- Meeting rooms
- Outdoor space
- Chalking
- Space for events at which sales and/or solicitation for donations will occur
- Table space
- Tent space
- Art and other display space

**Supplemental needs** for any event/activity scheduled to occur in TUC, including:

- Deliveries
- Room Set-up
- Equipment
- Audiovisual Equipment
- Parking (cars, buses, entertainment)
- Catering
- Rain Location (recommended at time of reservation for any outdoor location)

**Promotional items** that need to be scheduled include:

- Messages for the electronic sign at the south end of SSLC
- Table tents in TUC Food Court

***Details about how to schedule space and supplemental needs for your events are provided on the following pages.***

### **PLEASE REMEMBER:**

**If you don't request it, and if Conference & Event Services hasn't confirmed it, YOU DON'T HAVE IT.**

## HOW TO SCHEDULE YOUR EVENT

All event requests must be received no later than five business days before the requested date. For events that require security and grounds, a minimum of 15 business days before the requested date is required. We strongly suggest you check the university calendar to avoid scheduling conflicts with other already scheduled events.

To reserve facilities, please complete an online space request form, available at [www.uc.edu/eventservices](http://www.uc.edu/eventservices) (click on "Reserve Event Space"). The Central Login screen will appear. Log in and click "Create a new event" to complete the form. **If the space you would like does not appear, it is not available. Click "Contact Request" to have an event staff member contact you for additional room options.**

Once this form is completed, you will receive an email with your event reference number. This **ONLY** confirms that the request has been submitted to Conference & Event Services, but does not mean the space you have requested is confirmed.

You will receive an email confirmation once the space request has been confirmed. Please allow a minimum of five business days for us to process your request.

If you need to edit an event time or date, please email updated information to Conference & Event Services at [event.services@uc.edu](mailto:event.services@uc.edu) for approval. Do not attempt to edit your event through the system, this may cause your event to cancel. All changes must be made through the original requestor, changes will not be accepted from alternative contacts.

## EQUIPMENT AVAILABLE FOR USE IN TUC

A variety of audiovisual and meeting equipment is available for use to registered student organizations at no additional cost. All equipment should be reserved through Conference & Event Services at the time of your space reservation. Equipment changes can be made prior to your event but are subject to availability. Requests for equipment the day of the event is subject to availability and will incur a \$100.00 fee. It is possible to arrange a meeting with TUC event staff to discuss A/V details and set-up arrangements prior to your event. Contact Conference & Event Services to arrange.

A baby grand piano is available for use in the Great Hall. MainStreet Operations can arrange for the piano to be moved to a different TUC location and tuned. The cost of moving and tuning will be billed to the requestor. The cost is typically around \$450.

## PERSONAL EQUIPMENT

It is possible to bring in your own equipment. Include this information when you make your reservation on the online form. The equipment is to be removed from the room immediately following the event, or you will be subject to additional fees.

## RAIN LOCATIONS

If your event is scheduled in one of the outdoor spaces, you must schedule a rain location at the time of your original reservation, as rain locations may not be available at the time of your event. The decision to use a rain location must be made a minimum of 24 hours prior to the event.

## SALES AND SOLICITATIONS

- Events that include handing out flyers, selling products or services, and conducting surveys are governed by University Rule 10-51-01, Sales and Solicitation.
- Sales and solicitation events require approval by MainStreet Operations and must be scheduled using the online request form.

- Once approved, Sales and solicitation events, may take place in a limited number of locations:

***For registered Student groups:***

- McMicken Commons
- TUC Plaza
- MainStreet ExpressMart Lobby
- CRC East and West Plazas

***For non-university groups:***

- McMicken Commons

## **EVENT CANCELLATIONS**

All reservations for student organizations, and department meetings and events that have reserved **Great Hall, 400 ABC, Cinema, or a reservation involving three or more meeting rooms** must be cancelled at least 30 days prior to the scheduled usage date. If rooms are cancelled less than 30 days prior to the scheduled date, the following fees will be assessed:

- Less than 30 days to scheduled date – 50% of total rental fee
- Less than 2 weeks to scheduled date – 75% of total rental fee
- Less than 24 hours to scheduled date – 100% of total rental fee

Reservations for one or two meeting rooms with services ordered must be cancelled at least three (3) business days prior to the scheduled usage date or a minimum of \$25.00 service fee will be charged. There may be additional cancellation charges for catering, security, or other services ordered.

Regardless of arranged rental fees, cancellation fees will be incurred per the policy.

**Reservations must be cancelled in writing by emailing [event.services@uc.edu](mailto:event.services@uc.edu).**

## **FAILURE TO CANCEL**

If a single meeting room space is not cancelled by contacting Conference & Event Services in writing by email to [event.services@uc.edu](mailto:event.services@uc.edu) prior to the scheduled date, university student organizations and departments will be responsible for 100% of the university rental fee.

## **FEE ASSESSMENTS**

There will be space rental charges to student organizations and departments **IF:**

- Admission is charged to attend your event
- Workshop or conference fees are charged
- Your event is private and not open to the entire UC community
- Items are for sale or donations are solicited at your event
- The event occurs outside regular building hours. \$100/hour is charged for events and set-up time that take place before or after building hours.

***Note:***

- Additional charges may be assessed based on your event, security, set-up, and venue.
- Regardless of arranged rental fees, cancellation fees will be incurred per the policy.

## **EVENT HOLDS**

Meeting spaces may be placed on hold for a period of up to ten (10) days. Failure to confirm a hold by submitting a completed request form within the ten-day period may result in cancellation of the hold status. The room may then be assigned to another party.

A hold reservation may be challenged by a group in need of the same space. At the time the hold reservation is challenged, the group with the hold reservation must either submit a completed request form or release the space.

## **DELIVERIES AND PARKING FOR EVENTS**

The TUC Receiving Dock is the only location to be used for delivery and/or pick-up of merchandise, operational supplies, and equipment for use in the TUC. The dock is open 6:00 a.m.-5:00 p.m. Monday-Friday. Dock support may be available on weekends if requested through Conference & Event Services; a \$100 per hour dock charge will be incurred. If you anticipate a need to use the receiving dock for your event, please provide that information on your online form in the other comments section. Provide driving instructions to the person delivering to the TUC Receiving Dock. The general policy is listed below.

Dock access will be provided to individuals involved with event set-up in TUC if they are bringing large enough quantities of samples, supplies, or equipment to require use of the dock.

All event representatives accessing the building through the TUC dock MUST:

- Sign the Dock Visitors Log located in the dock office.
- Unload their supplies, etc., and immediately move their vehicles to an authorized parking spot or to a garage.

Permits for vendor parking spaces are issued in the office at the TUC Receiving Dock, at the discretion of the Building Services Coordinator.

Leave vehicle keys with dock personnel.

Event representatives who do not meet dock usage criteria and all other event attendees must use UC parking facilities (or park off campus) and enter the building through a customer or employee entrance.

### ***Dock Equipment***

Dock moving equipment such as dollies and carts are used exclusively by TUC staff. The equipment can be used for loading and unloading if available. Equipment is not available for weekends and has to be scheduled in advance.

### ***Dock Storage***

There is no storage area located in the dock. Therefore, no supplies or boxes can be left at the dock. If items are left at the dock, a storage fee of \$50.00 per day will be assessed.

# Ordering Food For Your Event

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## CATERING

Classic Fare Catering, located in TUC, is the exclusive catering company for all events taking place in TUC. In addition to their standard menu, Classic Fare Catering offers a Student Catering Menu that provides significant discounts to student organizations. Options available for catering include; Chick-fil-A, Papa Johns, and Kuma Neko Sushi. These options are located under the simple Takeaways Guide.

Catering needs for your event should be indicated when making your online space request. Place your order at least three business days prior to your event. Reservation receipts and confirmation emails will be sent to the person placing the order.



Catered Event at Mick & Mack's

China and table linens are standard for catered events in TUC at no extra charge. A catering attendant will be required to service the event when china is used and a fee will be charged. If you wish to use disposable paper goods, please specify on your catering order.

To place an order, contact Classic Fare Catering at 513-556-3135. For menu options visit <http://www.uc.edu/food/catering/classicfare>

You must provide a method of payment at time of order. Payment can be arranged from any of the following: Purchase Orders, A114's, Campus Services Charge Card, Visa, Mastercard, American Express, Bearcat Card, cash, and checks or money orders made payable to ARAMARK.

A limited amount of food from the Catskeller menu may be ordered for events taking place in the Catskeller only. Larger events can be ordered through Classic Fare Catering.

## FOOD WAIVERS

Food waiver request forms are available through Conference & Event Services and are approved by the Director of MainStreet Operations. Please note if a food waiver is approved, a room rental fee may be assessed. Food waivers will only be granted for events that require specific international cuisine or are Kosher. All drinks must be ordered from Classic Fare Catering or a room rental fee may be assessed.

Note: A \$200.00 fee will be assessed if any outside food or catering is brought into any TUC function without prior approval by the Director of MainStreet Operations.

# Funding Your Event

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## AVAILABLE EVENT FUNDING

Funding for events hosted by student and other non-Greek university organizations is available from the University Funding Board (UFB). The UFB's purpose is to allocate general fee money to student and other university groups who promote interaction and awareness through programs that directly benefit the entire student body. UFB funding is available for all recognized student groups and other university organizations. Groups can apply for up to \$7,000 per year. Monthly Treasurer's Workshops are available to all student and other university organizations. For more information, contact:

*Gila Johnson*  
*Undergraduate Funding Board Advisor*  
*SSLC, Room 655*  
*513-556-6107*  
*gila.johnson@uc.edu*

Organizations must complete a *UFB Funding Request Form* signed by the organization advisor and deliver to the UFB mailbox in 655 SSLC **no later than 3:00 p.m. two Thursdays prior to the event**. The UFB meets every Thursday at 6:15 p.m. in the Student Government office. Organization representatives may wait in the lounge area until your request is heard.

If there are questions about your proposal, you will be called into the conference room to discuss. Otherwise, organizations will find out verbally if requested funding was approved. If you are unable to make the meeting, you can check the decisions for funding at [www.uc/sald](http://www.uc/sald) (click on Student Government, then UFB) by Friday afternoon or check in the UFB office the following day.

Security, grounds, and electric costs are billed directly to the student organization from Public Safety and Grounds AFTER the event has occurred. Quotes for your event may be requested.

## Promoting Your Event on MainStreet

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MainStreet recognizes the need for student organizations to advertise campus information. There are a variety of ways to promote your event on MainStreet including posting signs, using the TUC messaging screens or the SSLC electronic sign, chalking, placing table tents in the TUC Food Court, placing a slide in the MainStreet Cinema preview slide show, and hanging banners at TUC. The proper procedures are outlined below. All are subject to change, and some require pre-approval. MainStreet staff reserves the right to refuse any material that does not support the goals and objectives of the university community.

## POSTERS AND FLYERS

### *Do's*

- Posters and flyers must be approved and stamped at the MainStreet Connection Center (MSCC) desk located at TUC, Level 3.
- To be approved, posters and flyers must be of general interest to the campus community, sponsored by a registered university organization or non-profit organization, and in good taste.
- Posters and flyers must include the sponsor's name and contact information and the date of the event or program.

- Approved posters and flyers 11" x 17" or smaller may be posted on the bulletin boards in TUC and on the metal MainStreet sign structures.
- Once approved and stamped, the MSCC will provide pushpins or thumbtacks for the bulletin boards. Tape is to be used for outside posting on the metal MainStreet sign structures. Organization representatives are responsible for posting the posters and flyers on the bulletin boards and the outdoor metal sign structures.
- Posters and flyers may be posted for upto 10 days prior to the event or program.
- Up to 10 approved flyers or handbills may be approved.
- If you wish to put flyers in the student organization mailboxes on the 4th floor of SSLC and on the bulletin boards in SSLC, contact the Office of Student Activities and Leadership Development for approval at 513-556-6115.

## ***Don'ts***

- Alcohol cannot be advertised.
- Personal items for sale, roommate searches, apartment searches, and local bar ads may not be posted anywhere on MainStreet.
- Off-campus, for-profit organizations are prohibited from distributing posters and flyers in TUC and SSLC.
- Posters and flyers may not be posted on walls, doors, windows, or any painted surface. Organizations that post posters and flyers on walls, doors, or windows will be subject to a removal fee.
- Anything taped or stapled to inside bulletin boards will be removed.

MainStreet Operations has the sole responsibility for the removal of all outdated and unapproved postings.

## **MAINSTREET MONITORS AND SCROLLING MARQUEE:**

MainStreet has (available upon your request) a variety of media sources to assist in the promotion of your on campus event. These sources are available to student groups at no charge, but we ask that the event to be publicized meet a few system requirements. Please coordinate your marketing needs within your group so you do not create duplicate requests.

- **MainStreet Monitors:** The Aavelin System – Is the monitor system that runs continuously throughout Tangeman University Center and the Campus Recreation Center. The system requires graphics in the JPG format with the resolution of 800x600 pixels. BOLD/Black contrasting colors look best. Please send your announcement to Janet.Wolf@uc.edu as an attachment with any other details regarding your event. For system scheduling purposes, please be sure to include the announcements beginning date and end date. Also, please be sure to save the file under a non generic name, do not use file names; such as slide or monitor. The file name should reflect the advertisement/event.
- **Scrolling Marque:** The Daktronics System – is the LED scrolling sign that is located on the eastside of the Steger Student Life Center. You can submit your request by email or returning the form. Due to space limitations, please make sure that your message consist of only 75 characters (including spaces) and must include the name, date, time and location of the event. Events being held off campus will not be publicized.

After your request has been received, the announcement will be created then published to the systems. To assist in this process, please plan on a 5-7 day timeline for production.

## **CHALKING**

- To obtain approval for chalking, an organization representative must request space online at [www.uc.edu/eventservices](http://www.uc.edu/eventservices). Click on "Need meeting or event space" and then login to the UC Central Login system to complete the online form.
- Chalking by a registered university group is permitted ONLY on the McMicken Commons' concrete sidewalks.

- Chalking without a reservation and/or chalking anywhere else on campus is prohibited and the individual or sponsoring organization will incur cleanup fees.
- Offensive chalking is prohibited and the individual or sponsor organization will incur cleanup fees.
- Only water-soluble chalk may be used.

## TABLE TENTS IN THE TUC FOOD COURT

- Email request to schedule table tents for desired dates, including a JPG format draft of the table tent, to Janet Wolf (janet.wolf@uc.edu). Janet will submit the artwork/logo for approval. Please allow five business days to receive an approved confirmation email.
- Table tents should be no larger than 8 ½ x 11 or smaller than 3 post-cards taped/stapled together. They must be tri-fold in design, single sheets or sheets folded in half will not be accepted. All sides must be secured – tape, glue, or stapling are acceptable methods.
- They must contain the date(s), time, event name and the UC logo.
- No more than two groups may promote at a time; the earlier a group gets the request in, the more likely it is they can have the desired dates.
- Maximum time frame for a promotion is two weeks per event, per quarter.
- Scheduled times are not confirmed until approval process is complete and approval has been granted. Please do not print your table tents until you have secured approval and have received your email confirmation.
- It is the group’s responsibility to print tents, place and remove. We allow 150 tents per group to be placed.
- Tents are NOT to be placed/removed during Food Court peak operation hours of 11 a.m. -2 p.m.

NOTE: Failure to comply with any of the above may result in the group’s suspension of table tent permits for the quarter, or longer depending on time of suspension. The organization will be subject to a removal fee. Also – any unapproved table tents or flyers on TUC Food Court tables will be removed immediately. The organization will be subject to a removal fee.

### PROMOTIONAL METHODS AT A GLANCE

<b>Method</b>	<b>Lead Time</b>	<b>Info Needed</b>	<b>Format</b>	<b>Where to submit request</b>
<b>Posters/Flyers</b>	2 weeks prior to event	Event information, including sponsor’s name and contact information	11” x 17” or smaller	MainStreet Connection Center
<b>TUC Campus Monitors</b>	2 weeks prior to event	Same as above	JPG slide at 800x 600 pixels resolution 72 dpi	janet.wolf@uc.edu
<b>MainStreet Cinema Preview Slide</b>	2 weeks prior to event	Basic event information	PowerPoint slide	janet.wolf@uc.edu
<b>SSLC Electronic Sign</b>	2 weeks prior to event	Basic event information	75 character limit text either email or Word Document	janet.wolf@uc.edu
<b>MainStreet Web Site</b>	8 weeks prior to event	Full description of event and logos, pictures if available	Word document	mainstreet@uc.edu
<b>Chalking</b>	1 week prior to event	Basic event information	Water soluble chalk only	Online Space Request Form
<b>Table signs in TUC Food Court</b>	5-10 business days prior to event	Event information, including sponsor’s name and contact information and UC logo	180 copies on cardstock, tri-folded on edge and taped; set-up yourselves	janet.wolf@uc.edu
<b>Table signs in the 3 Dining Centers</b>	<i>Reserve as soon as possible</i> as up to 2 programs can only be reserved at a time	Event information, including sponsor’s name and contact information and UC logo	305 copies on cardstock, single-sided 6.5”w X 4.25”h; deliver to staff at each center	katy.higbee@uc.edu

***MainStreet is your on-campus neighborhood – the place to live, learn, work, and play.***

**Conference & Event Services staff is here to help make it happen.**

Please feel free to contact our office with questions or for assistance at  
event.services@uc.edu or 513-556-2442.  
www.uc.edu/eventservices

## **Copyright and Licensing**

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### **INFORMATION FOR SHOWING MOVIES IN MAINSTREET CINEMA**

Following is important information that will enable you to understand copyright and licensing requirements. Please be aware that copyright infringers can be prosecuted. After reading this information, if you have questions about copyright and licensing requirements, MainStreet Operations will be happy to assist you.

Please contact us at 513-556-0943 or **mainstreet@uc.edu**.

### **WHAT ARE PUBLIC PERFORMANCES?**

Suppose you invite a few personal friends over for dinner and a movie. You purchase or rent a copy of a movie from the local video store and view the film in your home that night. Have you violated the copyright law by illegally “publicly performing” the movie? Probably not. But suppose you took the same movie and showed it at a club or bar you happen to manage. In this case, you have infringed the copyright of the movie. Simply put, movies obtained through a video store are not licensed for exhibition. Home video means just that: viewing of a movie at home by family or a close circle of friends.

### **WHAT THE LAW SAYS**

The Federal Copyright Act (Title 17 of the United States Code) governs how copyrighted materials, such as movies, may be used. Neither the rental nor the purchase of a DVD/videocassette carries with it the right to show the tape outside the home. In some instances, no license is required to view a movie, such as inside the home by family or social acquaintances and in certain narrowly defined face-to-face teaching activities.

Taverns, restaurants, private clubs, prisons, lodges, factories, summer camps, public libraries, day-care facilities, parks and recreation departments, churches, and non-classroom use at schools and universities, are all examples of situations where a public performance license must be obtained. This legal requirement applies regardless of whether an admission fee is charged, whether the institution or organization is commercial or non-profit, or whether a federal or state agency is involved.

### **PENALTIES FOR COPYRIGHT INFRINGEMENT**

“Willful” infringement for commercial or financial gain is a federal crime punishable as a misdemeanor, carrying a maximum sentence of up to one year in jail and/or a \$100,000.00 fine. Even inadvertent infringers are subject to substantial civil damages, ranging from \$500.00 to \$20,000.00 for each illegal showing.

### **HOW TO OBTAIN A PUBLIC PERFORMANCE LICENSE**

Obtaining a public performance license is relatively easy and usually requires no more than a phone call.

Fees are determined by such factors as the number of times a particular movie is going to be shown, how large the audience will be, and so forth. While fees vary, they are generally inexpensive for smaller performances. Most licensing fees are based on a particular performance or set of performances for specified films.

The MainStreet Operations department can assist you in obtaining the proper licensing to show a public performance in our facility. Prices for licenses vary depending on how recently the film was released. Please inquire for more details.

## **WHY IS HOLLYWOOD CONCERNED ABOUT SUCH PERFORMANCES?**

The concept of “public performance” is central to copyright and the issue of protection for “intellectual property.” If a movie producer, author, computer programmer or musician does not retain ownership of his or her “work,” there would be little incentive for them to continue and little chance of recouping the enormous investment in research and development, much less profits for future endeavors.

Unauthorized public performances in the U.S. are estimated to rob the movie industry of an estimated \$2 million each year. Unfortunately, unauthorized public performances are just the tip of the iceberg. The movie studios lose more than \$150 million annually due to pirated videotapes and several hundred million more dollars because of illegal satellite and cable TV receptions.

## **COPYRIGHT INFRINGERS ARE PROSECUTED**

The Motion Picture Association of America (MPAA) and its member companies are dedicated to stopping film and video piracy in all its forms, including unauthorized public performances. The motion picture companies will go to court to ensure their copyrights are not violated. Lawsuits, for example, have been filed against cruise ships and bus companies for unauthorized on-board exhibitions. If you are uncertain about your responsibilities under the copyright law, contact the MPAA, firms that handle public performance licenses, or the studios directly. Avoid the possibility of punitive action.

## **HAVE QUESTIONS OR NEED MORE INFORMATION?**

Please contact MainStreet Operations at [mainstreet@uc.edu](mailto:mainstreet@uc.edu) or call 513-556-0943.

If you have questions about exhibition laws, you may also contact the Motion Picture Association of America at 1-800-662-6797.

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## **WHO TO CONTACT AT MAINSTREET OPERATIONS**

Kim Schmidt, <i>Interim Director, MainStreet Operations</i>	513-556-0599
Pat Bevis, <i>Building Services Coordinator</i>	513-556-5273
Bob Dean, <i>Associate Director, MainStreet Operations</i>	513-556-0414
Jennifer Moore, <i>Executive Staff Assistant</i>	513-556-0502
Crystal Stephens, <i>Manager, Catskeller &amp; Cinema</i>	513-556-0943
Ellen Robinson-Wyatt, <i>Program Director, Bearcat Card</i>	513-556-1260
Janet Wolf, <i>Manager, Mainstreet Connection Center</i>	513-556-2831
MainStreet (Main Line), <i>mainstreet@uc.edu</i>	513-556-0502