

# MainStreet Event Guide

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# General Information

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## WHAT IS CONFERENCE & EVENT SERVICES?

Conference & Event Services (CES) is your one-stop center for event planning at the University of Cincinnati. Conference & Event Services is responsible for scheduling most space for non-academic events on campus. The office schedules Tangeman University Center, UCATS Club, Stratford Heights, outdoor spaces, and several classrooms, after they have been released by the Classroom Scheduling/Registrar's Office. These spaces must be scheduled with Conference & Event Services. See [uc.edu/eventservices](http://uc.edu/eventservices) for a complete listing.

**513-558-1810**

**event.services@uc.edu**

**[uc.edu/eventservices](http://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 Campus Green. MainStreet is the hub of campus activity. Many indoor and outdoor spaces along MainStreet are available for hosting events.

**[uc.edu/mainstreet](http://uc.edu/mainstreet)**

The Program Agreement contains the following information, and can be found [here](#).

- Indoor Spaces
- Outdoor Spaces
- Classroom Spaces
- Terms and Conditions
- Cancellation
- Room Use
- Room Rental
- Facility Logistics /  
Audiovisual Equipment
- Catering
- Fundraising Events
- Items for Sale
- Financial Terms
- Facilities Terms

## Scheduling Your Event

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Visit <http://www.uc.edu/eventservices/events/reserve> for a video tutorial on our scheduling system!

### 25 LIVE INSTRUCTIONS

#### **Step 1**

Open Firefox or Google Chrome Browser

#### **Step 2**

Enter [schedule.uc.edu](http://schedule.uc.edu)

#### **Step 3**

Review the Event Guide (located under the home tab)

- Any questions you have about space, policies, and procedures, are located here.
- You can refer to this guide at anytime.

## Step 4

To schedule an event, use your UC Central Login.

- The **Sign In** link is located in the top right corner.

## Step 5

There are two search options to help you find:

- An available location on a certain date; and/or
- An available time for a certain location (see Facilities sections, beginning on page 5, for more information).

If you know WHEN your event should take place and need to find a location select:

- I know WHEN the event should take place – help me find a location.

If you know WHERE the event should take place and need to find a time select:

- I know WHERE the event should take place – help me find a time.

## Step 6

Start creating your event request by clicking the **Create an Event** button

- The left panel shows details of event and will populate as you proceed.

## Step 7

Enter the required fields identified by a red asterisk (\*).

- Event Name
  - ◇ This will be published to the University of Cincinnati's calendar section of the website and will be available to the public.
  - ◇ Make sure the event name is in understandable terms.
  - ◇ Avoid acronyms, if possible.
- Primary Organization for the Event
  - ◇ You can search by keyword or browse for your organization in the index.
  - ◇ This will show to the right of the screen after it is selected.
- Expected Head Count
- Event Date and Time
  - ◇ Enter event start & end date.
  - ◇ Enter time.
  - ◇ If you need set-up or take-down time, enter below the event time.
  - ◇ If the event repeats.
  - ◇ Ad Hoc – select specific dates
- Repeats regular cycle you can select:
  - ◇ Repeats daily.
  - ◇ Repeats weekly.
  - ◇ Repeats monthly (If you select this option know that existing conflicts for space will affect future dates).
  - ◇ Your chosen dates will appear below.
- Event state
  - ◇ Conference & Event Services manages the state of your event.
  - ◇ Your event will be Tentative until CES confirms your request.

- Event Description
  - ◇ Enter the description as you wish for it to be viewed on the UC website calendar by the public.

## **Step 8**

- Click save and the next button to advance.

## **Step 9**

Enter the required fields identified by a red asterisk (\*).

Pick Location, if you need space.

- Search for space by:
  - ◇ Keyword;
  - ◇ Index;
  - ◇ Public search (CES Spaces); and
  - ◇ Capacity.
- A list of spaces will appear with an icon on the right warning you with any existing conflicts (green checkmark = available) (red triangle = not available).
- Select your location (only the spaces with a green checkmark are available).
- The selected location will appear to the right of the screen.
- Enter the layout needed for the space (i.e. lecture, classroom, conference, etc.).
- It is possible to select more than one location.
  - ◇ Make sure only one location is populated on the right (exception: if you need an indoor rain location for an outdoor event).
- Select the name of the space to view details of the location.
- Select red X or event wizard tab to return to the request page.

Event Type

- This should match your event and location.

Event Customs Attributes

- Select those that apply, if any.

Event Resources

- Select public searches and click the resources that are needed for your event,
- To publish your event to the University of Cincinnati Calendar, select **Public Searches > Publish To > Publish to UC Calendar**
- Popular Resources:
  - ◇ If you need Catering > **Catering Resource;**
  - ◇ If you will have alcohol at your event > **Alcoholic Policy Resource;**
  - ◇ If you need TUC Dock access > **TUC Dock Resource;** and
  - ◇ If you need Campus Security > **Campus Security Resource.**

## **Step 10**

Agree to terms

- Read if you are not familiar with it.
- Select the check box.

## Step 11

Click finish to save and submit your event for approval.

- If you are missing any mandatory fields, the system will alert you.
- After submission, your event status will be tentative until approved by CES.
- You will see an active task for each approval under the **What Next?** box
- To exit, close browser.
- You will receive an email confirming your event is under review.
- When the event has been approved, you will receive a confirmation email from CES. If your request is denied, you will be notified.

# Indoor Facilities

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## TANGEMAN UNIVERSITY CENTER (TUC)

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

### TUC LEVEL 1

#### *Catskeller, TUC 100*

- 120-seat capacity
- Virtual/electronic games and 6 pool tables
- Televisions
- Air hockey, POP-A-SHOT, cornhole , darts, and shuffleboard tables
- Pub serves a variety of beers, soda, chicken tenders, fries, wings, pizza, breadsticks, hot dogs, brats, sliders, and other snacks

### TUC LEVEL 2

#### *MainStreet Cinema, TUC 220*

- 204-seat capacity
- Integrated AV capabilities
- 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. Contact CES to request this partnership.
- 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 CES for an electronic copy of the logos.



TUC MainStreet Cinema

## **Copyright and Licensing**

### **Information for Showing Movies in MainStreet Cinema from the Motion Picture Association of American (MPAA)**

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, please contact CES.

### **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. CES can assist you in obtaining the proper licensing to show a public performance on campus. 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 CES at [event.services@uc.edu](mailto:event.services@uc.edu) or call 513-558-1810.

If you have questions about exhibition laws, you may also contact the Motion Picture Association of America at 1-800-662-6797. *Content of this brochure reproduced with permission of the Motion Picture Association of America. Copyright @ 1995 MPAA.*

## **TUC LEVEL 3**

### ***Mick & Mack's Contemporary Café, TUC 364***

- Catering must be ordered through Classic Fare to reserve this space.
- Upscale, contemporary café with a wide variety of menu items (special catering available).
- 130 seat capacity
- Available for event reservation between 4 p.m.– 11 p.m. on Monday - Friday, 8 a.m. – 8 p.m. on Saturday, and 10 a.m.– 7 p.m. on Sunday
- The room set-up comes as-is and can also accommodate buffet-style.



**Mick & Mack's Contemporary Café**

## **TUC LEVEL 4**

### ***General Meeting Rooms***

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

### ***Great Hall, TUC 465***

- Lecture-style seating = 800-seat capacity
- Banquet-style seating = 432-seat capacity at round tables
- Standing capacity = 1,100

### ***Student Senate Room, TUC 425***

- 42-seat conference room
- Custom furniture
- Integrated AV capabilities
- Wireless service

- Integrated AV capabilities
- Wireless service
- Baby grand piano available for a fee (see "Other Fees" chart on page 19)



**TUC Great Hall**



## STRATFORD HEIGHTS

When reserving Stratford Heights for your event, your reservation will include the Banquet Room, Patio, and Piano Room. All three spaces are reserved as one. AV equipment is also available for a fee (see "Other Fees" chart on page 19).

- Classic Fare is the exclusive Caterer for this space (Faculty and Staff must order catering)
- Students are not required to order Catering. If food or beverage is included in a Student event, catering must be orderd through Classic Fare.



### ***Banquet Room and Patio***

- Lecture-style seating = 120 seat capacity
- Banquet-style seating = 80 seat capacity

### ***Piano Room***

- Standing capacity = 92
- Custom furniture

## CLASSROOM SPACES

- 60 West Charlton
- Baldwin Hall
- Blegen Library
- Braunstein Hall
- Campus Recreation Center
- Crosley Tower
- Dyer Hall
- Edwards Center
- French West
- Richard E. Lindner Center
- McMicken Hall
- Old Chemistry Building
- Rieveschl Hall
- Swift Hall
- Teachers College
- Turner Hall Room 101
- Zimmer Hall

## CAMPUS RECREATION CENTER

Any events held in the Campus Recreation Center must be scheduled by Campus Recreation. Information can be found at [uc.edu/campusrec/facilities/rentals](http://uc.edu/campusrec/facilities/rentals).



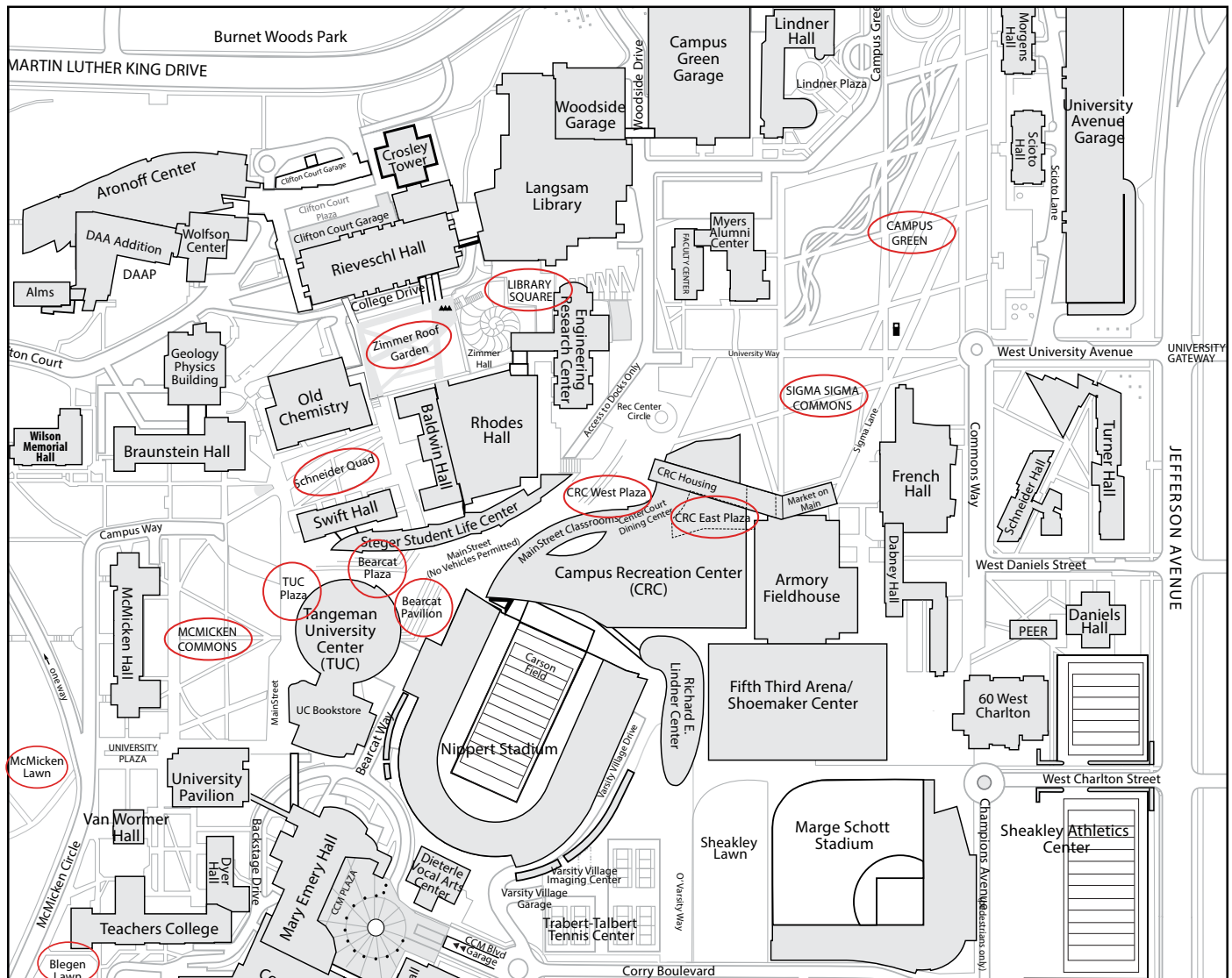
Visit [uc.edu/eventservices/events/Venues](http://uc.edu/eventservices/events/Venues) for more spaces.



# Outdoor Facilities

## OUTDOOR SPACES

- Bearcat Plaza (brick area between TUC and SSLC)
- Bearcat Pavilion (brick area and amphitheater between TUC Level 1, Nippert Stadium and SSLC)
- Blegen Lawn
- Campus Green (green space north of University Way)
- Campus Recreation Center East Plaza (partially covered outdoor area)
- Campus Recreation Center West Plaza (area just outside housing complex, by Rec Center Circle)
- Library Square
- MainStreet (open spaces surrounding TUC, SSLC, and CRC)
- McMicken Commons (green space between TUC and McMicken Hall)
- McMicken Lawn
- Schneider Quadrangle
- Sigma Sigma Commons (concrete amphitheater south of University Way)
- TUC Plaza (brick area in front of TUC's main entrance on Level 3)
- Zimmer Roof Garden



# **OUTDOOR EVENT SPECIFICATIONS**

## ***Grounds***

Sponsoring Department will be responsible for obtaining an estimate for all grounds orders. Grounds will supply the number of trash cans and man hours required to clean up based on the estimate. <https://afweb1.af.uc.edu/workrequest/default.aspx>

## ***Electric***

Sponsoring Department is responsible for to place their own work order for electric, online at: <https://afweb1.af.uc.edu/workrequest/>. If a work order has not been placed in advance, electric will not be supplied.

## ***Fire/Grills***

Sponsoring Department must acquire a grill permit in advance by calling Fire Prevention at 513-556-4992. If a permit is not obtained you may be subject to a citation. [http://www.uc.edu/publicsafety/fire\\_emergency/fire\\_prevention.html](http://www.uc.edu/publicsafety/fire_emergency/fire_prevention.html)

## ***Tents/Dig Permit***

Sponsoring Department will be responsible for contacting CES department to order a dig permit if your event requires stakes in the ground, sign posts in the ground, or digging for any reason on campus. Responsible departments need to follow up with the requesting group to mark the outdoor area and ensure no utilities are present. Notice must be given to Conference & Event Services at least 45 business days in advance of Program date. Any changes requested, failure to supply required Program logistics, and property damages will result in additional fees (see "Other Fees" chart on page 19). Review the Tent Policy at: <http://www.uc.edu/eventservices/event-guide/outdoor-events-/tent-and-canopy-guidelines.html>.

## ***Car Smashing***

Notice must be given to Conference & Event Services at least 45 business days in advance of Program date. Review the Car Smashing Policy at: <http://www.uc.edu/eventservices/event-guide/outdoor-events-.html>

## ***Amplification***

- Groups are NOT permitted to amplify, unless approval has been obtained from Conference & Event Services in advance. If approval is not obtained, you may be subject to a citation.
- Amplification is only permitted on McMicken Commons and Bearcat Plaza on Tuesdays and Thursdays from 12:30 p.m. – 2 p.m. during the academic term.
- Amplification is NOT permitted on McMicken Commons or Bearcat Plaza during exam weeks, intercessions, or summer Semester. Anything outside these locations, times, or days will require approval. Requests are made through Conference & Event Services.

## ***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. Contact CES to release your rain location space.

## ***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.
- Food items MAY NOT be cooked and sold without first obtaining a permit from the City of Cincinnati Health Department, 3845 William P. Dooley By-Pass, Cincinnati, Ohio 45223, Phone Number: 513-654-1766, cost of their permit is about \$138.00.

## **Table Space**

- Table spaces are available outside on TUC Plaza, ExpressMart Lobby (TUC Level 3), Bearcat Pavilion, Bearcat Plaza, Campus Green, McMicken Commons, Sigma Sigma Commons, and CRC East and West.
- Outdoor spaces require group to provide their own table.

## **Vehicles**

Unauthorized vehicles are not permitted on the pavers on TUC Plaza or Bearcat Plaza; this includes any loading or unloading. If vehicles are driven onto the Pavers without permission they may be subject to a citation. Vehicles are also not permitted to drive on any grassy area because there are underground irrigation systems throughout.

# **Designated University of Cincinnati Spaces for Outdoor Speaking Activities (DRAFT) *As of August 2013***

## **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 grounds, buildings, equipment, and facilities of the university so 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 14. The following spaces are designated spaces for the students of the university to engage in speaking activities:

- Bearcat Pavilion
- Bearcat Plaza
- Campus Green
- CRC East
- CRC West
- McMicken Commons
- Sigma Sigma Commons
- TUC Plaza
- 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 13.

### ***How to Schedule Space in Advance***

The designated areas are scheduled by Conference & Event Services. Students can schedule these spaces by visiting Conference & Event Services on the university website, by calling 558-1810, or by emailing [event.services@uc.edu](mailto:event.services@uc.edu). See the Student 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.

## ***Crowd Safety Considerations***

Students must register at least 72 hours in advance with the university, through Conference & Event Services, 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:

Bearcat Pavilion (1,000)

- Bearcat Plaza (2,000)
- Campus Green (capacity is 20,000; registration required for 5,000)
- CRC East (1,000)
- CRC West (500)
- McMicken Commons (capacity is 10,000; registration required for 5,000)
- Sigma Sigma Commons (5,000)
- 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 Conference & Event Services, any of the following speaking activities:

- Any outdoor grilling or fire pits. Grilling without a permit can be cause for citation, in addition to the consequences described on page 13. Contact Conference & Event Services for assistance and to register the activity. Contact Fire Prevention at 556-4992 for grill permit information.
- Any digging, or any other penetration of the grounds, including tent stakes. Contact Conference & Event Services for assistance and to register the activity. Contact Fire Prevention and the CES department for tent and dig permits.
- 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.
- Any outdoor event with alcohol. 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**

### ***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 on page 14, 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 going concern can be charged reasonable access fees.

For speaking activities that require electrical service from the university, contact Conference & Event Services 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.

## ***Other Restrictions***

- 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.
- Parking lots and garages are not designated or suitable for speaking activities. In particular, windshield flyers are not permitted.
- Speaking activities must not obstruct or disrupt university teaching, research, or administration of university business.
- Speaking activities must not impede ingress or egress to the university, any university property, parking lot, building, facility, or event.
- 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 quarters, 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.
- 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.
- 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.

## **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 be comprised of 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 leafleting, 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.

## **RELATED POLICIES**

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

Student Event Guide, provides maps and instructions information about the spaces that are scheduled by 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, consult the Use of University Trademarks for Sponsorships Policy or contact the Trademark Licensing office.

*Extracted from Use of Facilities Policy Manual*

# **Resources**

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## **EQUIPMENT**

### ***Audiovisual (AV) Equipment***

A variety of AV and meeting equipment is available in Tangeman University Center for use by registered student organizations at no additional cost. All equipment should be reserved through 25Live 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 fee (see “Other Fees” chart on page 19). It is possible to arrange a meeting with TUC event staff to discuss AV details and set-up arrangements prior to your event. Contact Conference & Event Services to arrange. Stratford Heights has integrated audiovisual equipment that requires the assignment of a Building Supervisor for a fee (see “Other Fees” chart on page 19).

## ***Classroom Audio Visual***

AV equipment available in classrooms can be reviewed at [eclassroom.uc.edu/ucit/eclassroom/classr.aspx](http://eclassroom.uc.edu/ucit/eclassroom/classr.aspx). If you need to rent equipment, contact Electronic Classroom Support Services (ECSS) at [ecss@uc.edu](mailto:ecss@uc.edu) or by calling 513-556-1977. Zimmer Auditorium supports PowerPoint presentations and videos. The sound system supports one microphone.

## ***Piano***

A baby grand piano is available for use in the Great Hall. Piano tuning may be arranged by the requestor and cost of tuning will be the responsibility of the requesting organization. Please schedule tuning time with Conference & Event Services to ensure the piano and Great Hall are available. There is a fee for tuning (see “Other Fees” chart on page 19).

## ***Personal Equipment***

It is possible to bring in your own equipment. Include this information when you make your reservation on 25Live. The equipment is to be removed from the room immediately following the event, or you will be subject to additional fees.

## **RECEIVING DOCK**

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 Monday-Friday. A fee will be charged for weekend access (see “Other Fees” chart on page 19). If you anticipate a need to use the receiving dock for your event, please select the Dock resource when reserving your space on 25Live. Driving instructions can be provided 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 TUC through a public 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.



# Food & Beverage

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## CATERING

Client must order food, beverages, and linens through Classic Fare Catering, the exclusive caterer for TUC and UCATS club. Exceptions are granted in cases when catering services cannot provide the menu that is requested. Such requests can be made by contacting CES 15 business days prior to the scheduled event date. Failure to follow the Catering Guideline will result in assessment of University room rental fee.

- To place an order, contact Classic Fare Catering at 513-556-3135.
- For menu options visit [uc.edu/food/catering](http://uc.edu/food/catering).
- A method of payment must be provided at time of order. Payment can be arranged from any of the following: P-cards, Purchase Orders, Visa, Mastercard, American Express, 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 Catskeller only. Larger events in Catskeller can be ordered through Classic Fare Catering.
- Other options available for catering include: Chick-fil-A, Papa John's, Kuma Neko Sushi, and Subway.
- In Stratford Heights, student organizations are not required to order catering. However, faculty and staff are required to order catering through Classic Fare Catering.

## ALCOHOL

Programs with alcoholic beverages passed, served, or sold, are subject to the below guidelines, taken from the University's policy on alcohol.

- Alternative beverages and food are required.
- Programs may not begin before 11 a.m., last after 1 a.m., or be longer than five hours.
- Program may not be sponsored by alcohol brand manufacturer, wholesalers, distributor and retailers.
- Majority of the attendees must be 21 and older and identification must be checked.

Programs with alcoholic beverages passed, served, or sold, in the indoor spaces are permitted through the use of liquor license/permit held by ARAMARK's Classic Fare Catering, the exclusive caterer.

Clients must obtain a liquor permit through Ohio Department of Commerce, Division of Liquor Control for the Programs where alcoholic beverages are passed, served or sold and attendees directly or indirectly pay for the alcoholic beverages. Client is responsible for the conduct of all persons present.

## ***Final Guarantee***

Client must provide final guarantee or food and beverage selection five business days prior to start of Program. Catering order will be billed based on final guarantee or actual numbers, whichever is higher. Failure to following the Catering Guideline may result in a 10% late fee.



# Promoting Your Event

There are a variety of ways to promote your event on MainStreet. 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. MainStreet Operations staff will remove all outdated and inappropriate postings.

- If you wish to put flyers in the 4th floor student organization mailboxes in SSLC, contact the Office of Student Activities and Leadership Development for approval at 513-556-6115.
- Alcohol cannot be advertised.
- 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 bulletin boards may be removed. Thumb tacks are available at the MainStreet Connection Center if needed.

## PROMOTIONAL METHODS AT A GLANCE

<i>Method</i>	<i>Lead Time</i>	<i>Info Needed</i>	<i>Format</i>	<i>Where to submit request</i>
<b>Digital Signage (TUC, Morgens Hall, and CRC)</b>	5 business days prior to promotion dates/ 15 business days for artwork	Event and contact information, promotion dates and material	JPGs or PNGs, 1413px x 1280px at 72 dpi	<i>MainStreet Promotions Request Form at <a href="http://uc.edu/mainstreet/promotions_form">uc.edu/mainstreet/promotions_form</a></i>
<b>Posters/Flyers (TUC)</b>	2 weeks prior to event	Event information, including sponsor's name and contact information	11" x 17" or smaller	N/A. <i>Thumbtacks available at MainStreet Connection Center, TUC Level 3.</i>
<b>MainStreet Cinema Screen</b>	5 business days prior to promotion dates	Event and contact information, promotion dates and material	PowerPoint slide or JPGs, 10" x 7.5"	<i>MainStreet Promotions Request Form at <a href="http://uc.edu/mainstreet/promotions_form">uc.edu/mainstreet/promotions_form</a></i>
<b>SSLC Electronic Sign</b>	5 business days prior to promotion dates	Basic event information	75 character limit text, either e-mail or Word document	<i>MainStreet Promotions Request Form at <a href="http://uc.edu/mainstreet/promotions_form">uc.edu/mainstreet/promotions_form</a></i>
<b>MainStreet Website</b>	8 weeks prior to event	Event and contact information and logos, pictures if available	Word document	<i>MainStreet Promotions Request Form at <a href="http://uc.edu/mainstreet/promotions_form">uc.edu/mainstreet/promotions_form</a></i>
<b>Chalking</b>	1 week prior to event	Basic event information	Water soluble chalk only	N/A
<b>Table signs in TUC Food Court</b>	Reserve as soon as possible as only 2 programs can be reserved at a time	Event and contact information, including sponsor's name and UC logo	150 copies on cardstock, tri-folded on edge and taped; set-up yourselves	<i>MainStreet Promotions Request Form at <a href="http://uc.edu/mainstreet/promotions_form">uc.edu/mainstreet/promotions_form</a></i>

## Digital Signage

To access guidelines on digital signage, please visit [uc.edu/mainstreet/tuc/plan\\_an\\_event/promotions](http://uc.edu/mainstreet/tuc/plan_an_event/promotions).

# Fees

ROOM RENTAL FEES		
Space	Pricing for University Groups	Conditions
Great Hall, TUC 465	\$750	Sponsoring Department will be assessed a room rental charge for programs which charge admission, conference/class fees, exhibit fees, or any exchange of fees. Programs scheduled outside of standard building hours will be assessed an hourly fee. Building Hours change per academic schedule.
TUC Atrium, TUC 300	\$200	Sponsoring Department will be assessed a room rental charge for programs which charge admission, conference/class fees, exhibit fees, or any exchange of fees. Programs scheduled outside of standard building hours will be assessed an hourly fee. Building Hours change per academic schedule.
TUC 427	\$100	Sponsoring Department will be assessed a room rental charge for programs which charge admission, conference/class fees, exhibit fees, or any exchange of fees. Programs scheduled outside of standard building hours will be assessed an hourly fee. Building Hours change per academic schedule.
TUC 425	\$200	
TUC 423	\$100	
TUC 419	\$100	
TUC 417	\$100	
TUC 415	\$100	
TUC 403-413	\$50	
TUC 400A	\$150	
TUC 400B	\$200	
TUC 400C	\$150	
TUC 400ABC	\$300	
MainStreet Cinema, TUC 220	\$300	
Mick & Mack's, TUC 364	\$400	Sponsoring Department will be assessed a room rental charge for programs which charge admission, conference/class fees, exhibit fees, or any exchange of fees. Programs scheduled outside of standard building hours will be assessed an hourly fee. Building Hours change per academic schedule.
Catskeller, TUC 100	\$400	Game tokens can be purchased for private functions.  All parties of 15 or more must be reserved through 25Live, and after scheduling will work directly with CES to confirm details. For groups of 20 or more, please contact CES in advance to tailor a menu for your needs.
TUC Front Steps	\$400	Egress/access cannot be blocked
Classrooms <100	\$100	Sponsoring Department will be assessed a room rental charge for programs which charge admission, conference/class fees, exhibit fees, or any exchange of fees. Programs scheduled outside of standard building hours will be assessed an hourly fee. Building Hours change per academic schedule.
Classrooms >100	\$150	
Lindner 450	\$200	Sponsoring Department will be assessed a room rental charge for programs which charge admission, conference/class fees, exhibit fees, or any exchange of fees. Programs scheduled outside of standard building hours will be assessed an hourly fee. Building Hours change per academic schedule.
Stratford Heights	\$200	Sponsoring Department will be assessed a room rental charge for programs which charge admission, conference/class fees, exhibit fees, or any exchange of fees. Programs scheduled outside of standard building hours will be assessed an hourly fee. Building Hours change per academic schedule.

## OTHER FEES

<i>Item</i>	<i>Price</i>	<i>Conditions</i>	
<b>MainStreet Cinema - Popcorn</b>	\$100 per event	200 bags	
<b>MainStreet Cinema - Licensing Fee</b>	Amount varies based on film	All public showings	
<b>Stratford Heights Building Supervisor for events that require A/V</b>	\$25/hr; minimum charge of \$65 per event	2 hour minimum and a 1/2 hour set-up time	
<b>TUC Great Hall - Baby Grand Piano</b>	Tuning - Starts at \$120. Moving the piano will cost extra.	Schedule tuning time with CES and ensure Great Hall is available.	
<b>Before / After Building Hours</b>	\$75 for 1st hr. + \$50 minimum for each additional hr.	Additional hours fee depends on the scope of the event. Include a 1/2 hour to your building time for unlock/lock time.	
<b>Tent Fees</b>	<b>Tent Inspection Fee (State Fire Marshall)</b>	\$100 (only if tent is over 700 sq. ft.)	Fee is always \$100, whether you have 1 tent or 20.
	<b>Industrial Compliance Base Fee</b>	\$293.25 per tent/canopy	Fee is always assessed
	<b>Industrial Compliance Electricity Fee</b>	\$175 per tent/canopy	This fee applies if your tent/canopy is wired for electricity.
	<b>Industrial Compliance Ventilation Fee</b>	\$175 per tent/canopy	This fee applies if your tent/canopy has a mechanical system to provide ventilation (fan/heat/air conditioning).
<b>Receiving Dock Weekend/Day Of Fee</b>	\$100 per hour.	This fee applies if you request dock access the DAY OF your event, or if it is needed on the weekends.	
<b>Audiovisual Equipment</b>	\$100	This fee applies if a request for the equipment is made on THE DAY OF the event, and not in advance.	
<b>Security</b>	TBD based on event	You may request a cost estimate for security at <a href="http://uc.edu/publicsafety/special_events">uc.edu/publicsafety/special_events</a>	
<b>Grounds</b>	TBD based on event	<p>Student organizations are responsible for all fees resulting from outdoor events. All groups are responsible for any clean-up needed. Trash must be bagged and placed in one area for pick-up.</p> <p>Any additional cleaning by Facilities Management or the use of Campus Security, Electric, or Grounds will result in fees being assessed to the group.</p>	
<b>Failure to Cancel (TUC) Great Hall, 400ABC, and Cinema</b>	University room rental fee	If a reserved space is not cancelled by contacting Conference & Event Services in writing by email to <a href="mailto:event.services@uc.edu">event.services@uc.edu</a> prior to the scheduled date, university student organizations and departments will be responsible for 100% of the university rental fee.	
<b>Tardiness TUC Space &amp; Stratford Heights</b>	\$100	Groups that arrive more than 20 minutes late for their event will be subject to a fee.	
<b>Failure to Show</b>	University room rental	If a group does not cancel and does not show up for their event, university student organizations and departments will be responsible for 100% of the university rental fee.	
<b>Not following Catering Guidelines TUC Space &amp; Stratford Heights</b>	University room rental fee	Failure to follow Catering Guidelines will result in assessment of University room rental fee.	

## EVENT CANCELLATION FEES

All reservations for student organizations, department meetings, and events that have reserved **Great Hall (TUC 465), TUC 400 ABC, MainStreet Cinema (TUC 220)**, must be cancelled at least 30 days prior to the scheduled usage date.

FACILITY CANCELLATION FEES	
<i>If cancelled...</i>	<i>Fee</i>
30-15 days from scheduled date	50% of UC Rooms Reserved Rental Fee
14-3 days from scheduled date	80% of UC Rooms Reserved Rental Fee
2 days or fewer from scheduled date	100% of UC Rooms Reserved Rental Fee

MANAGEMENT CANCELLATION FEES	
<i>If cancelled...</i>	<i>Fee</i>
180+ business days from the starting date	50% of Program Management Fee
91-179 business days from the starting date	80% of Program Management Fee
<90 business days from the starting date	100% of Program Management Fee

CATERING CANCELLATION FEES	
<i>If cancelled...</i>	<i>Fee</i>
5 or more business days from starting date	25% of Catering Fee
4-3 business days from starting date	50% of Catering Fee
2 business days or fewer from starting date	100% of Catering Fee

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.

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

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

**513-558-1810**

**[event.services@uc.edu](mailto:event.services@uc.edu)**

**[uc.edu/eventservices](http://uc.edu/eventservices)**