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General Information

WHAT IS CONFERENCE & EVENT SERVICES?
The office of Conference & Event Services (CES) is your one-stop shop for event planning and logistics at the University of Cincinnati. CES is located in Tangeman University Center on the 2nd level.

Conference & Event Services is responsible for scheduling most space for the non-academic events on campus. The office schedules Tangeman University Center, Nippert Stadium West Pavilion, Stratford Heights, outdoor spaces, and several classrooms after they have been released by the Classroom Scheduling/Registrar’s Office. With the exception of Nippert Stadium West Pavilion, these spaces must be scheduled through 25Live. See uc.edu/eventservices for a complete list of reservable spaces. To schedule Nippert Stadium West Pavilion see uc.edu/eventservices/venues/WPavilion.

513-558-1810
event.services@uc.edu
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

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

Event Type Definitions

UNIVERSITY EVENT*
A University Event is internally sponsored and coordinated by a University of Cincinnati department, faculty member, recognized student organization, and is planned primarily for members of the University of Cincinnati community.

A University Event is generally exempt from room rental if no admission/registration costs are charged to attend, or there is no exchange of fees.

Any University Event that requires registration payment and/or admission cost to attend, or has an exchange of fees are subject to room rental rates as designated in the ‘University Rates’ category of the Facility Rental Rate Sheet.

*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.
UNIVERSITY CO-SPONSORED EVENTS

A **University Co-Sponsored Event** is a program or event that involve two parties: a University of Cincinnati entity (i.e. academic department, administrative unit, or recognized student organization) and an organization (public or private) that is external to the university.

A **University Co-Sponsored Event** requires a contractual arrangement with the university. The partnering UC entity will be required to sign a facility use agreement outlining the terms for use of venues.

A **University Co-Sponsored Event** is subject to room rental rates as designated in the ‘University Co-Sponsored’ category of the **Facility Rental Rate Sheet**.

The following criteria must be met for an event to be considered a **University Co-Sponsored Event**:

- An individual member of the university department or student organization must be designated as the **University Host**.
- The room/venue reservation must be executed by the **University Host**.
- The **University Host** will be the primary contact between the external group and UC Conference & Event Services.
- The **University Host** shall attend the event in its entirety to ensure that it is conducted in accordance with university policies and the use of facilities agreement.
- Financial obligations can be paid by either the outside organization or the **University Host**.

Should the university incur any financial liability associated with a program or event co-sponsored by a university department in partnership with an outside organization, the responsibility for all liability, personal injury, and/or property damage resulting from the program or event, will be the sole responsibility of the external organization as designated in the contractual agreement.

NON-UC EVENTS

A recent change of the University’s Use of Facility Policy now requires that external events must have a sponsor from a UC Department, Student Organization, Faculty, Student, or Staff to hold your event inside Tangeman University Center, Stratford Heights or a centrally scheduled classroom. For more info, please call CES at 558-1810.

A **Non-UC Event** is defined as a program or event organized by individuals, groups, businesses, or organizations not included in the organizational structure of the university (e.g. weddings, receptions, charity events, corporate meetings and events, youth camps, conferences, social activities, expositions, etc.)

A **Non-UC Event** requires a contractual arrangement, along with proof of general liability insurance naming the university as an ‘additional primary insured’ as outlined in the contractual agreement with the university.

UC Conference & Event Services will be primary contact for the external group, and will work directly with university service providers for event needs.

**Non-UC Events** are subject to the ‘Non-UC Rates’ category of the **Rental Rate Sheet**.
Scheduling Your Event

Before any event can take place, you must schedule your event with CES. To do this, you must complete the space request thru the 25Live scheduling system, at least 5 business days prior to your event date. You can find the link at www.uc.edu/eventservices.

We recommend that you do not advertise or publicly announce your event until you have received confirmation from a CES representative. Indoor and outdoor space is confirmed on a first-come, first-served basis. If you have any questions, contact CES at 513-556-1810 or event.services@uc.edu.

Schedule Space on 25Live

25LIVE INSTRUCTIONS

Step 1
Open Firefox or Google Chrome Browser

Step 2
Enter schedule.uc.edu

Step 3
Review the Event Guide and Use of Facilities Policy (located under the home tab)
  • Any questions you have about space, policies, and procedures, are located here.
  • You can refer to both documents at any time.

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.

• Repeats regular cycle you can select:
◊ Repeats daily, same time.
◊ Repeats weekly, same time
◊ Repeats monthly (If you select this option know that existing conflicts for space will affect future dates).
◊ Your chosen dates will appear below.
◊ If reoccurring, but on different dates/times, a new reservation must be created for each date.
◊ Ad Hoc – select specific dates

• 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 (*).

*(It is important to select either a location or a resource (publish to calendar) for the reservation to be completed. Otherwise, the reservation will go into Draft status and the 25 Live system can’t process).*

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 check mark = available) (red triangle = not available).

• Select your location (only the spaces with a green check mark 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.
• Select only space with “CES Space” – Type must have CES Space included

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 need Audio Visual in TUC > Audio Visual-Will use A/V in TUC space
  ◊ 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 terms and conditions and select check box to agree.

**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.

**Cancelling or Editing Reservation**
• To cancel or edit your reservation, email campsched@ucmail.uc.edu with the event reservation # and details.
• While 25Live does have a “edit/cancel” feature, we recommend you to contact us directly.

**Questions or Problems during the reservation process?**
• Email campsched@ucmail.uc.edu, including a screenshot. We will research your problem and work with R25Support to resolve it.
EVENT VENUES

TANGEMAN UNIVERSITY CENTER (TUC)
A variety of spaces are available for use in TUC. UC registered student organizations and university department events are normally exempt from room rental if there are no admission costs to attend. Any events requiring registration payment and/or admission costs to attend are subject to University room rental costs.
All spaces operate on the published TUC Building hours. Note that dates in between semesters have reduced hours.
Spaces include:

**Catskeller (25Live Name = TUC 100)**  Level 1

- 100-seat capacity
- Pub serves a variety of craft beers, soda, chicken tenders, fries, wings, pizza, breadsticks, hot dogs, brats, sliders, and other snacks. Additional menu options are available through Classic Fare Catering.
- 2 pool tables and a pinball machine
- Televisions

*Event Reservations*
- Available Monday – Thursday (5pm – Close)
- Saturday & Sunday, during business hours
- Not available during home football games
- Catskeller frequently has programming planned that could impede a group’s experience, check the [Catskeller site](#) to verify any pre-planned programming.

**MainStreet Cinema (25Live Name = TUC 220)**  Level 2

*Note this space is used for academic classes M-F*

- 200-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.
- Contact Swank via this link to inquire about permission and any fees related to the film showing.
- License fees vary based on size of audience, age of film title, so we recommend to budget accordingly.
- Swank will send you the copy of the licensed film.
- If this is an independent film, you are required to provide documentation from the film director allowing the film to be shown.
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 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.
Mick & Mack’s Contemporary Café (25Live Name = TUC 364) Level 3

- 130 seat capacity
- Available for event reservation between
  5 p.m. – 11 p.m. Monday - Friday
  8 a.m. – 11 p.m. Saturday
  10 a.m. – 7 p.m. Sunday
- The room set-up cannot be reconfigured from restaurant layout.

Audiovisual (AV) Equipment

- Blue Ray Player
- VGA Hookup
- Wired and Wireless microphone
- Audio hookup for personal play list device
- Podium/platform for computer presentations
- 4 large, flat screen TVs for audience viewing

Food

- Events require food and beverages to reserve this space.
- Alcohol can be served in this space.
- Classic Fare Catering is exclusive caterer in Mick & Mack’s. No outside food or beverage may be brought in for events in Mick & Mack’s.

ExpressMart Lobby & Atrium Promotional Tabling Level 3

Student Organizations, UC Faculty and Staff may reserve table space for informational or philanthropic purposes in the TUC ExpressMart Lobby and TUC Atrium. There are a limited number of 4ft table spaces. Reservations are required through 25Live on a first-come, first-served basis. The ExpressMart Lobby and TUC Atrium are shared spaces. Groups are able to sell food & beverages as long as they are homemade and all proceeds are for a charitable group or a donation. If students groups are selling commercial non-food items, CES must be contacted for approval, and a table rental fee of $125 may be accessed. If a group is not sure if their proceeds are charitable, refer to the Sales and Solicitation of Funds university policy 3361:10-51-01.

TUC Atrium, (25Live Name = TUC 300) Level 3

- (80) Lecture Style
- (80) 5ft Banquet Tables
- (40) Fair Style (6ft Tables only)
- (20) 6ft Tables Around Perimeter

Audiovisual (AV) Equipment

Limited portable equipment is available upon request.

Meeting and Breakout Rooms Level 4

CLICK HERE TO VIEW PICTURES OF MEETING ROOMS
### Capacities

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<th>Room</th>
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<th>Conference</th>
<th>Banquet</th>
<th>Classroom</th>
<th>Fair Style</th>
<th>Perimeter</th>
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**Reservable Audiovisual (AV) Equipment**

A variety of AV equipment is available in Tangeman University Center for use by registered student organizations and departments. All AV equipment should be reserved through 25Live at the time of your space reservation. AV equipment changes can be made prior to your event but are subject to availability. Requests for AV equipment the day of the event is subject to availability and may incur a fee (see “Other Fees” chart on page 23). It is possible to arrange a meeting with TUC event staff to discuss AV details and pre-test set-up arrangements prior to your event. Contact Conference & Event Services to arrange.

**Rental 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 may be subject to additional fees. There is no storage space available in TUC. We do not allow audio or visual system tie-ins to house AV without the expressed pre-approval and assistance from MainStreet Events and Operations for spaces within TUC.

**Piano**

A baby grand piano is available for use in the Great Hall. CES recommends piano tuning. Piano tuning may be arranged by the requestor and the cost of tuning will be the responsibility of the requesting organization. You can contact CES for recommended professionals. Please schedule the tuning time with CES to ensure both the piano and Great Hall are available.

**Food & Beverage**

For events hosted in TUC, Stratford Heights, the Rec Center, and, Classic Fare Catering is the exclusive food and beverage provider, offering professional service for informal and formal occasions. Therefore, no outside food and beverage may be brought in, or contracted with other vendors, for meetings and events in TUC. Exceptions are granted only in cases when catering services cannot provide the menu that is requested, in which case a food waiver is granted. To request a food waiver please contact CES at least 15 business days prior to the scheduled event date. These requests must be approved by several departments and is a lengthy process, so planning in advance is important. If a waiver is granted, beverages must be ordered through Classic Fare Catering, and paperwork must be collected from the commercial vendor. Failure to follow the catering guideline will result in assessment of the University room rental fee.

**Event Sales & Solicitation**

Approved student organizations and departments are permitted to sell items at their events for the benefit of their group or charity. This information should be included in your event description when creating your event reservation in 25Live. CES will review and notify groups of approval. Commercial sales are not permitted without a vendor license. This includes food and beverage sales. Sales by commercial vendors warrants space rental fees to the organization. A vendor license is not required if their monies are for fundraising purposes only. Examples include: raising funds for your own organization or for a nonprofit cause. Funds may not be raised for personal or commercial enterprise. Signage indicating proceeds are a “donation” going to a fundraising or charitable cause is required at the event.

In addition to selling, events that include handing out flyers and conducting surveys are governed by University Rule 10-51-01, Sales and Solicitation.

**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 TUC. The dock is open Monday-Friday, 6 am - 5 p.m. A fee may be charged for evening and weekend access (see “Other Fees” chart on page 16). 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 follows.
• Dock access will be provided to individuals involved with event set-up in TUC only, 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 your supplies, etc., and immediately move your vehicle to an authorized parking spot or to a garage.
• All approved drivers leaving vehicles at the dock for any duration of time to enter the facility, must 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 pallet jacks, dollies and carts are used exclusively by TUC staff. The equipment can be used for loading and unloading if available. No dock equipment is permitted to leave the dock area unless accompanied by a TUC staff member or representative. Equipment is not available for weekends and has to be scheduled in advance. Special accommodations are to be approved by the TUC operations leadership only to determine compliance with safety rules and regulations.

**Dock Storage**
There is no long term, large or small freight storage available in the TUC dock. No supplies or boxes can be left at the dock. All forms of event storage must be requested and alternative spaces identified in a 25Live reservation.

* Special requests for short term storage must be requested on your behalf by CES to TUC operations leadership, who will then provide approvals based on considerations of the impact to other TUC facility operations and partners.

**Alternative Delivery Option**
If your delivery is small, contained in a car, you can ask for instructions to access TUC from the west entrance by Mick & Mack's Cafe. Unloading and then moving your vehicle to a valid parking space is permitted during the evening and weekends, if coordinated with CES in advance and information is included in the event confirmation notification.

**STRATFORD HEIGHTS**
When reserving Stratford Heights for your event, your reservation will be Stratford Banquet Room.

**Banquet Room** *(25Live Name = STRATBANQ)*
• Classroom Style: Max Cap. 48 people
• Round Tables: Max Cap. 72 people at 9 rounds/8 chairs
• U-shaped Conference Style: Max Cap. 26 people
• Lecture Style: Max Cap 96 people

**Audiovisual (AV) Equipment**
• Projector, screen, laptop, and microphone can be reserved. A staffing fee is charged for the duration of the event to complete the set up and tear down for all AV requests. (See “Other Fees” chart on page 16).
• Requests for AV must be ordered 2 weeks prior to the event, so staff can be scheduled to assist.

**Food**
• **Classic Fare Catering** is the exclusive caterer for Stratford Heights. No outside food or beverage may be brought in for meetings and events in Stratford Heights.
• Only hosted bars may be held at Stratford. No cash bar is allowed per the existing liquor permit.
The grill is only to be used by Classic Fare Catering.

**NIPPERT STADIUM - WEST PAVILION**

**North Lounge**
- Banquet Rounds - 184 (8 chairs/table)
- Reception Style - 400 (includes existing furniture in the space and additional high top tables)

**South Lounge**
- Banquet Style - 72 (8 chairs/table)
- Reception Style - 100 (includes existing furniture in the space and additional high top tables)

**Scheduling Your Event**

Before any event can take place, you must schedule your event with CES. To do this, you must complete an online request form at [www.uc.edu/eventservices/venues/wpavilion](http://www.uc.edu/eventservices/venues/wpavilion) at least 15 business days prior to your event date.

We recommend that you do not advertise or publicly announce your event until you have received confirmation from a CES representative.

**Audio Visual (AV) Equipment**

A variety of AV equipment is available to rent for your event (see fee chart on page24). If your AV requirements go beyond the scope of what is offered, CES can assist in securing an outside AV provider for you event.

**Food**
- Clients will work directly with CES to order food, beverages and linens.
- Corry Street Catering is the exclusive caterer for Nippert Stadium West Pavilion.
- No outside food and beverage may be brought in for events taking place in Nippert Stadium West Pavilion event spaces.
- Student organizational discounts or food waiver requests do not apply in West Pavilion event spaces.

For more details on hosting an event in the West Pavilion, review the [Nippert Stadium West Pavilion Event Guide](#).

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**GENERAL CLASSROOM SPACES**

Reservable during non-academic hours. Classroom spaces are reserved on a per semester basis. Generally, reservations can be made two weeks prior to the start of the semester, but not before the Registrar’s office has loaded all classes into spaces.

All other general classroom spaces are controlled by the corresponding college. Call the College dean’s office for information on reserving classrooms not listed below. CES does not provide tables or chairs in classrooms.
### Classroom Audio Visual (AV)

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 two wireless microphones. It is the responsibility of the group to contact ECSS to schedule AV equipment for this space prior to your event date. Fees apply for use of equipment.

### CAMPUS RECREATION CENTER

All events and tabling held at the Campus Recreation Center are scheduled by Campus Recreation directly. Information can be found at [uc.edu/campusrec/facilities/rentals](http://uc.edu/campusrec/facilities/rentals) or by calling 513-556-0708.

### Planning an Outdoor Event

The UC campus offers beautiful spaces for a variety of outdoor events. Many of the events that hold strong traditions happen outdoors. Ample planning is required to ensure success and safety. The following guidelines and tips are designed to help you host a successful event as well as protect the outdoor spaces from damage. Refer to the Use of Facilities policy manual for further information.
Outdoor Event Spaces

Bearcat Plaza (brick area between TUC and SSC)
Bearcat Pavilion (brick area between Nippert West Pavilion and TUC)
Blegen Lawn
Campus Green (green space north of University Way) Spaces A, B, C
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
McMicken Commons (green space between TUC and McMicken Hall) Spaces A, B, C, D
Schneider Quadrangle
Sigma Sigma Commons (concrete amphitheater and hillside south of University Way)
TUC Plaza (brick area in front of TUC’s main entrance on Level 3)
Site Selection
The map identifies outdoor spaces that require a reservation for an event. Note the McMicken Commons and Campus Green are divided into sections because the spaces are large enough to share and host multiple events, depending on activity and crowd size. If you need the entire space for your event, remember to reserve all sections in 25Live. To clarify misconceptions, Sigma Sigma Commons refers to the outdoor amphitheater space south of the service drive. Photos of reservable spaces can be found on the CES website.

Note that athletic fields are reservable through the Athletics Facility Management team.

Use of Space
When selecting your event space, consider the following features: road access for deliveries, service of food and/or beverage, dependency of water or electric for your event, ample space for tents, inflatables, booths, etc. The CES office can provide advice if you are unsure of options.

Rain Locations
You should consider 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 36-48 hours prior to the event. Email the rain location space holder your decision not to use their space if you decide to stay outdoors. Failure to do so could result in a NO SHOW for the space and incur room rental costs.

Budget Items for Outdoor Events
Plan your event budget to allocate funds for these UC personnel services. The following service costs are common for outdoor events:

- Public Safety personnel
- EMS personnel
- Grounds clean up
- Outdoor electric panels or generator
- Tent permits
- Space rental
- Event insurance

Logistics Planning
Logistics meetings are recommended for events hosting large crowds and/or requiring day-long delivery and set up. This meeting should occur 6-8 weeks prior to the event date. CES will organize these planning meetings with your team together with UC outdoor service personnel. If you wish to organize a logistics planning meeting, please contact the CES office.

Selling at Your Event
Approved student organizations and departments are permitted to sell items at their events for the benefit of their group or charity. This information should be included in your event description when creating your event reservation in 25Live. CES will review and notify groups of approval. Commercial sales are not permitted without a vendor license. This includes food and beverage sales. Sales by commercial vendors warrants space rental fees to the organization. A vendor license is not required if their monies are for fundraising purposes only. Examples include: raising funds for your own organization or for a nonprofit cause. Funds may not be raised for personal or commercial enterprise. Signage indicating proceeds are a “donation” going to a fundraising or charitable cause is required at the event.

In addition to selling, events that include handing out flyers and conducting surveys are governed by University Rule 10-51-01, Sales and Solicitation.
**Outdoor Table Space**

Tabling for promotion for organizational philanthropic activities are available outside: Bearcat Pavilion, Bearcat Plaza, Campus Green, CRC East and West, McMicken Commons, Sigma Sigma Commons, and TUC Plaza.

Sponsoring organizations supply their own tables. Reservations are not required, but groups with reservations have priority. If you wish your event to be listed on UC calendar a reservation through 25Live is required. Rec Center Breezeway is reserved through CRC, who can supply the tables to approved student organizations.

If inclement weather affects your outdoor tabling event and it involves food, it is possible you will not be able move your event inside TUC due to the exclusive contracts with Classic Fare Catering and with Express Mart. Contact CES in advance for guidance.

**Food at Outdoor Events**

Food makes the event, but there is significant planning to observe. Outdoor events that are reserved through CES that involve food, must follow these regulations:

**Food Cooked at Event**

Anyone who plans to sell raw or uncooked food on UC premises is required to obtain a health permit from:
- Cincinnati Health Department
  3845 William P. Dooley By-Pass
  Cincinnati, Ohio 45223
  513-564-1751

Cost of their permit is about $153.00. The sponsoring organization must ensure vendors have secured the permit before they arrive on campus.

**Cooked Food Brought to Event (by commercial food provider)**

Serving cooked food at your outdoor event supplied by a commercial food provider, requires the organization/department to provide CES the documentation listed below to safeguard the University, its students, faculty, visitors etc. for food service events/functions conducted outside of existing food service agreements.

1. Event organizer shall provide evidence of food providers current license(s) with the City of Cincinnati or appropriate municipal authority and with the City of Cincinnati Health Code for food service operators.
2. Event organizer shall provide evidence of vendor’s proof of insurance for general liability of $1,000,000 per occurrence and $1,000,000 in aggregate
3. Event organizer shall provide evidence that the vendor’s insurance names University of Cincinnati as an “additional named insured.” There may be an additional charge applied by the insurance company.
4. All required evidence shall be provided to CES no later than 10 business days prior to event start date. If not supplied 10 business days prior to the event start date, CES reserves the right to cancel the event reservation.
5. Space has to be reserved if having a commercial vendor with food sales.

**Home-cooked Food Brought to Event**

Serving home-cooked food at your outdoor event is at the risk of the sponsoring organization/department.

**Food Trucks**

Hosting food trucks on campus requires the organization/department to provide CES required documentation to safeguard the University, its students, faculty, visitors etc. for food service events/functions conducted outside of existing food service agreements.

1. Event organizer shall provide evidence of food providers current license(s) with the City of Cincinnati or appropriate municipal authority and with the City of Cincinnati Health Code for food service operators.
2. Event organizer shall provide evidence of vendor’s proof of insurance for general liability of $1,000,000 per occurrence and $1,000,000 in aggregate
3. Event organizer shall provide evidence of vendor’s insurance for Automobile Liability of $1,000,000 per
occurrence and $1,000,000 in aggregate in the case of vehicle use for delivery, service, etc.

4. Event organizer shall provide evidence that the vendors’ insurance names University of Cincinnati as an “additional named insured.”

5. All required evidence shall be provided to CES no later than 10 business days prior to event start date. If not supplied 10 business days prior to the event start date, CES reserves the right to cancel the event reservation.

6. If there are 3 or more food trucks coming onto campus, you will need to pay for a City of Cincinnati Fire Inspector to be present during the event. It is a minimum of 4 hours at $108/hr. Public Safety will also be charging a surcharge of 10%. Cincinnati Fire Dept. Special Event Permit must be filled out as well. Contact CES for the permit. You can learn more about local operation guidelines here. Supply all your event plans to CES, who will notify all UC service personnel.

**Vehicles**

Vehicles are permitted on the pavers on TUC Plaza or Bearcat Plaza ONLY with prior permission from CES; this includes any loading or unloading outside TUC. If vehicles are driven on MainStreet pavers without permission they may be subject to a citation by Public Safety. Parking at outdoor spaces is not permitted for non-UC vehicles. Please instruct your vendors to park in garages or at metered spots on city streets after they unload.

Vehicles are not permitted to drive on any grassy area because there are underground irrigation systems. Damage to the irrigation system will be billable to the sponsoring organization. If needed, contact CES for guidance.

**Amplification**

Music also makes the event, but there are guidelines. There are established hours during the week when music and other amplification is permitted. This information is found in the Use of Facilities Policy.

- **McMicken Commons and Bearcat Plaza**
  - Tuesdays and Thursdays from 12:30 p.m. – 2 p.m. during the academic term.
  - It is NOT permitted during exam weeks, intercessions, or summer semester.

- **Campus Green or Sigma Sigma Commons**
  - Mondays and Tuesdays from 11 a.m. to 4 p.m.
  - Fridays and Saturdays from 11 a.m. to 4 p.m.
  - Sundays from noon to 6 p.m.

Anything outside these locations, times, or days will require approval. Requests are made through CES. If your event hosts music or PA system without permission, Public Safety can close it down.

**Outdoor Signs**

Yard signs are not permitted on campus without a dig permit. There are approved areas on campus that allow temporary directional signage. Maps are located in the Use of Facilities Policy.

**Chalking**

Chalking is only allowed by registered student organizations, and only on cement sidewalks using water soluble chalk. Refer to the Use of Facilities Policy for further information. If the sidewalks are damaged by using non water soluble chalk there may be a fine assessed.

**Designated Speaking Activities**

For guidance about outdoor free speech, review the Use of Facilities Policy.
OUTDOOR SERVICES SUPPLIED BY UC PERSONNEL

Grounds
Grounds supplies the number of trash cans and man hours required to clean up for your event based on the expected size of your event audience and amount of food/beverage planned. All charges will be billed to the sponsoring organization. The sponsoring organization can request an estimate from Grounds to plan your budget. https://afweb1.af.uc.edu/workrequest/default.aspx.

Electric
Anything requiring electric not supplied from a standard outdoor wall or column socket must be pre-ordered through Work Control. Typical electric orders include: multiple socket panels designed for outdoor use, electric generators to provide continuous power to large equipment, outdoor lights. Some electric equipment must be ordered from a vendor. The sponsoring organization is responsible for ordering electric, online at: https://afweb1.af.uc.edu/workrequest/. If a work order has not been placed in advance, you cannot expect electric to be supplied.

Grill Permit
If you plan to grill at the event, the sponsoring organization must secure a grill permit and have the copy on the premises (for any grilling or open flame). Call UC Fire Prevention at 513-556-4992. It takes 3 business days to process a permit request. If a permit is not obtained you may be subject to a citation.

Tent Permit
UC Fire Prevention/Public Safety provides tent permits for any canopy or tent structure that is greater than 200 sq. ft. There is a fee for the permit and it must be ordered at least 10 business days in advance. Note that tent vendors cannot process the tent permit for on-campus locations. Information can be found in the Use of Facilities Policy Manual. If the tent is to be secured with stakes in the ground, a dig permit is required. It is recommended the tent be secured with water barrels or concrete blocks. Contact UC Fire Prevention at 513-556-4992.

Dig Permit
Anything that penetrates the ground - a tent stake, a yard sign- requires a dig permit. The process requires 10 working days. Notify the CES department at least 30 days for guidance on this process. The sponsoring organization will need to meet with Facilities Management personnel to mark the outdoor spaces with spray paint. CES will assist the sponsoring organization with contacting Ohio Utilities Protection Services to secure a confirmation number. Once inspection by utilities representatives is completed, the sponsoring organization can proceed with areas approved for digging. Refer to the Use of Facilities Policy for the full process.

Car Smashing
Before a vehicle can be brought on campus for philanthropic car smashing, notice must be given to CES at least 45 business days in advance of the event date. Site location must be approved by Facilities Management. Budget for Public Safety presence and Grounds clean up. CES will arrange a logistics meeting for event planning.

To prep the vehicle these tasks must be done before the vehicle is brought on campus:
• Drain all fluids
• Remove all glass

The following safety procedures must be in place at the event:
• A tarp must hang out at least 5 feet on all sides of the vehicle to catch any debris
• Safety goggles must be supplied to anyone smashing the vehicle
• Supply roping around an 8-10’ perimeter around the vehicle.
Event Food & Beverage

Client must order food, beverages, and linens through Classic Fare Catering, the exclusive caterer for TUC, STRATFORD HEIGHTS and UCATS club. No outside food or beverages may be brought in for meetings and events in these spaces. 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 the University room rental fee.

- To place an order, contact Classic Fare Catering at 513-556-3135, or use their online system Catertrax.
- To review the Classic Fare Catering Guide visit 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, and Greens to Go & KumaNeko Sushi. Place your order through Classic Fare Catering, not the retail location.

**Recognized student organizations can get 50% discount on all Classic Fare Catering menu items. Call 556-3135.**
- The officer of the student organization must place the order and show their UC or be identified through Campus Link to Classic Fare Catering staff.
- **Your catering must be ordered for events in a Classic Fare Catering exclusive area: TUC, Stratford Heights, and the Campus Rec Center, Resident Communities and SSLC.**
- Orders for events in the Residence Halls and outdoors are eligible for the 50% discount.

 Alcohol

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

- 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 the event. Catering order will be billed based on final guarantee or actual numbers, whichever is higher. Failure to follow 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.
- Sign holders for way finding and event signage are available for events inside of TUC. Contact CES to reserve these sign holders.

Digital Signage

To access guidelines on digital signage, please visit [uc.edu/mainStreet/tuc/plan_an_event/promotions](uc.edu/mainStreet/tuc/plan_an_event/promotions).

<table>
<thead>
<tr>
<th>Method</th>
<th>Lead Time</th>
<th>Info Needed</th>
<th>Format</th>
<th>Where to submit request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digital Signage (TUC, Morgens Hall, and CRC Passageway)</td>
<td>5 business days prior to promotion dates/15 business days for artwork</td>
<td>Event and contact information, promotion dates and material</td>
<td>JPGs or PNGs, 1920px x 1080px at 72 dpi</td>
<td>MainStreet Promotions Request Form at uc.edu/mainstreet/promotions_form</td>
</tr>
<tr>
<td>TUC Video Wall</td>
<td>5 business days prior to promotion dates/15 business days for artwork</td>
<td>Event and contact information, promotion dates and material</td>
<td>JPGs or PNGs, 1920px x 1080px at 72 dpi (Options: Static or Video)</td>
<td>MainStreet Promotions Request Form at uc.edu/mainstreet/promotions_form</td>
</tr>
<tr>
<td>Posters/Flyers (TUC)</td>
<td>2 weeks prior to event</td>
<td>Event information, including sponsor’s name and contact information</td>
<td>11” x 17” or smaller</td>
<td>N/A. Thumbtacks available at MainStreet Connection Center, TUC Level 3.</td>
</tr>
<tr>
<td>SSLC Electronic Sign</td>
<td>5 business days prior to promotion dates</td>
<td>Basic event information</td>
<td>75 character limit text, either e-mail or Word document</td>
<td>MainStreet Promotions Request Form at uc.edu/mainstreet/promotions_form</td>
</tr>
<tr>
<td>MainStreet Website Announcements</td>
<td>8 weeks prior to event</td>
<td>Event and contact information and logos, pictures if available</td>
<td>Word document</td>
<td>MainStreet Promotions Request Form at uc.edu/mainstreet/promotions_form</td>
</tr>
<tr>
<td>Chalking</td>
<td>1 week prior to event</td>
<td>Basic event information</td>
<td>Water soluble chalk only</td>
<td>CES Office for approved chalking locations.</td>
</tr>
</tbody>
</table>
University Groups 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.

**UC Co-Sponsored** events will be assessed rental charge based on the **University Co-Sponsored** Rates.

**Non-University** events will be assessed rental charge based on the **Non-University** Rates.

**Rental includes access to built-in AV in rooms, and an equivalent laptop/projector. A staff member will be on hand to assist with starting AV equipment and answer any questions, it does not include on-site technical assistance.**

### FACILITY RENTAL RATES

<table>
<thead>
<tr>
<th>Facility Name</th>
<th>University Events</th>
<th>UC Co-Sponsored Events</th>
<th>Non-University Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>TUC Great Hall (465)</td>
<td>$750</td>
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<tr>
<td>TUC Atrium (300)</td>
<td>$150</td>
<td>$225</td>
<td>$300</td>
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<tr>
<td>TUC MainStreet Cinema (220)</td>
<td>$250</td>
<td>$325</td>
<td>$500</td>
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<tr>
<td>TUC Catskeller (100)</td>
<td>$200</td>
<td>$300</td>
<td>$400</td>
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<tr>
<td>TUC Mick &amp; Mack's Café (364)</td>
<td>$200</td>
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<td>$400</td>
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<tr>
<td>TUC 400A</td>
<td>$150</td>
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<td>$300</td>
</tr>
<tr>
<td>TUC 400B</td>
<td>$200</td>
<td>$300</td>
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</tr>
<tr>
<td>TUC 400C</td>
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<td>TUC 400ABC</td>
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<tr>
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### OUTDOOR SPACES

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<thead>
<tr>
<th>Facility Name</th>
<th>University Events</th>
<th>UC Co-Sponsored Events</th>
<th>Non-University Events</th>
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<tbody>
<tr>
<td>McMicken A, B, C, or D (per section)</td>
<td>$250</td>
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<tr>
<td>McMicken Commons (All Sections)</td>
<td>$750</td>
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<tr>
<td>Campus Green section A OR B</td>
<td>$250</td>
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<tr>
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<td>Campus Green (All Sections)</td>
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<tr>
<td>Sigma Sigma Commons</td>
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<tr>
<td>TUC Front Steps</td>
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### OTHER CAMPUS LOCATIONS

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<thead>
<tr>
<th>Facility Name</th>
<th>University Events</th>
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<td>Classrooms &gt;100</td>
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<td>Promotional 6-ft Table</td>
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<tr>
<td>Stratford Heights</td>
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<td>$300</td>
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*Programs scheduled outside of standard building hours will be assessed an hourly fee. Building Hours change per academic schedule.*
## OTHER FEES

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<thead>
<tr>
<th>Item</th>
<th>Price</th>
<th>Conditions</th>
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<tbody>
<tr>
<td>MainStreet Cinema - Popcorn</td>
<td>$75 per event</td>
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<tr>
<td>MainStreet Cinema - Licensing Fee</td>
<td>Amount varies based on film per Swank.</td>
<td>All public showings</td>
</tr>
<tr>
<td>Stratford Heights Building Supervisor for events that require A/V</td>
<td>$65 per day</td>
<td>Schedule Building Supervisor with CES</td>
</tr>
<tr>
<td>TUC Great Hall - Baby Grand Piano</td>
<td>Tuning - Starts at $120. Moving the piano will cost extra.</td>
<td>Group is responsible for scheduling the tunder. Coordinate this time with CES to ensure Great Hall is available.</td>
</tr>
<tr>
<td>Before / After Building Hours</td>
<td>$50 an hour</td>
<td>Additional hours fee depends on the scope of the event. Early building hours must be requested 10 days prior to the event date. Contact CES. Include a 1/2 hour to your building time for unlock/lock time.</td>
</tr>
<tr>
<td><strong>Tent Fees</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tent Inspection Fee (State Fire Marshal)</td>
<td>$100 (only if tent is over 700 sq. ft.)</td>
<td>Fee is always $100, whether you have 1 tent or 20.</td>
</tr>
<tr>
<td>Industrial Compliance Base Fee</td>
<td>$293.25 per tent/canopy</td>
<td>Fee is always assessed</td>
</tr>
<tr>
<td>Industrial Compliance Electricity Fee</td>
<td>$175 per tent/canopy</td>
<td>This fee applies if your tent/canopy is wired for electricity.</td>
</tr>
<tr>
<td>Industrial Compliance Ventilation Fee</td>
<td>$175 per tent/canopy</td>
<td>This fee applies if your tent/canopy has a mechanical system to provide ventilation (fan/heat/air conditioning).</td>
</tr>
<tr>
<td>Receiving Dock Weekend/Day Of Fee</td>
<td>$100 per hour</td>
<td>This fee applies if you request dock access the DAY OF your event, or if it is needed on the weekends.</td>
</tr>
<tr>
<td>Audiovisual Equipment</td>
<td>$100</td>
<td>This fee applies if a request for the equipment is made on THE DAY OF the event, and not in advance.</td>
</tr>
<tr>
<td>Security</td>
<td>$68 per hour, per police officer / $32 per hour, per security officer</td>
<td>You may request a cost estimate for security at uc.edu/publicsafety/special_events</td>
</tr>
<tr>
<td>Grounds</td>
<td>TBD based on event</td>
<td>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. Grounds will result in fees being assessed to the group.</td>
</tr>
<tr>
<td>Failure to Cancel (TUC) Great Hall, 400ABC, Cinema West Pavilion</td>
<td>University room rental fee</td>
<td>If a reserved space is not cancelled by contacting Conference &amp; 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.</td>
</tr>
<tr>
<td>Tardiness TUC Space, Stratford Heights, West Pavilion</td>
<td>$100</td>
<td>Groups that arrive more than 30 minutes late for their event will be subject to a fee.</td>
</tr>
<tr>
<td>Failure to Show</td>
<td>University room rental</td>
<td>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.</td>
</tr>
<tr>
<td>Not following Catering Guidelines</td>
<td>University room rental</td>
<td>Failure to follow Catering Guidelines will result in assessment of University room rental fee.</td>
</tr>
<tr>
<td>Indoor/Outdoor Tabling</td>
<td>$260</td>
<td>For external clients and for selling. A table and 1 chair is provided either inside TUC by ExpressMart, or outside on TUC Plaza. Reservation required.</td>
</tr>
<tr>
<td>Space</td>
<td>University Events</td>
<td>UC Co-Sponsored Events</td>
</tr>
<tr>
<td>----------------------------</td>
<td>-------------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>NORTH LOUNGE</td>
<td>$1000</td>
<td>$1500</td>
</tr>
<tr>
<td>SOUTH LOUNGE</td>
<td>$500</td>
<td>$1000</td>
</tr>
<tr>
<td>3M LEVEL</td>
<td>$500</td>
<td>$1000</td>
</tr>
<tr>
<td>90&quot; LCD TV SCREENS W/LAPTOP</td>
<td>$100</td>
<td>$150</td>
</tr>
<tr>
<td>PRESENTATION PACKAGE*</td>
<td>$250</td>
<td>$300</td>
</tr>
<tr>
<td>LAPTOP COMPUTER</td>
<td>$150</td>
<td>$200</td>
</tr>
<tr>
<td>DANCE FLOOR</td>
<td>Call for Quote</td>
<td></td>
</tr>
<tr>
<td>PIPE &amp; DRAPE</td>
<td>Call for Quote</td>
<td></td>
</tr>
<tr>
<td>SIGN HOLDER</td>
<td>$10</td>
<td>$10</td>
</tr>
<tr>
<td>WIRELESS MIC WITH LECTERN</td>
<td>$50</td>
<td>$100</td>
</tr>
<tr>
<td>STAGING 6’x8’</td>
<td>$75</td>
<td>$125</td>
</tr>
<tr>
<td>EXCESSIVE CLEANING FEE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DAMAGES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SECURITY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SERVICE FEE</td>
<td>20% of final invoice</td>
<td>20% of final invoice</td>
</tr>
</tbody>
</table>

*Presentation Package includes, LDC projector, tripod screen, cart & cabling.

Programs scheduled outside of standard building hours may be assessed an hourly fee. Building Hours change per academic schedule.
FACILITY CANCELLATION FEES

<table>
<thead>
<tr>
<th>If cancelled...</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>30-15 days from scheduled date</td>
<td>50% of UC Rooms Reserved Rental Fee</td>
</tr>
<tr>
<td>14-3 days from scheduled date</td>
<td>80% of UC Rooms Reserved Rental Fee</td>
</tr>
<tr>
<td>2 days or fewer from scheduled date</td>
<td>100% of UC Rooms Reserved Rental Fee</td>
</tr>
</tbody>
</table>

MANAGEMENT CANCELLATION FEES

<table>
<thead>
<tr>
<th>If cancelled...</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>180+ business days from the starting date</td>
<td>50% of Program Management Fee</td>
</tr>
<tr>
<td>91-179 business days from the starting date</td>
<td>80% of Program Management Fee</td>
</tr>
<tr>
<td>&lt;90 business days from the starting date</td>
<td>100% of Program Management Fee</td>
</tr>
</tbody>
</table>

CATERING CANCELLATION FEES

<table>
<thead>
<tr>
<th>If cancelled...</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 or more business days from starting date</td>
<td>25% of Catering Fee</td>
</tr>
<tr>
<td>4-3 business days from starting date</td>
<td>50% of Catering Fee</td>
</tr>
<tr>
<td>2 business days or fewer from starting date</td>
<td>100% of Catering Fee</td>
</tr>
</tbody>
</table>

Reservations must be cancelled in writing by emailing campsched@ucmail.uc.edu.

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

Failure to Cancel
If a single meeting room space is not cancelled by contacting Conference & Event Services in writing 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 the experience a success.

513-558-1810  
event.services@uc.edu  
c.edu/eventservices