This exhibit refers to:

**Indoor spaces:** Tangeman University Center, Stratford Heights, UCATS, Turner room 101, Recreation Center

**Outdoor spaces:** Bearcat Pavilion, Bearcat Plaza, Blegen Lawn, Campus Green, Campus Recreation Center East and West Plaza, Lindner Plaza, McMicken Commons, Schneider Quadrangle, Sigma Sigma Commons, TUC Plaza, Zimmer Roof

**Classroom spaces:** Baldwin, Blegen, Braunstein, Calhoun, Crosley, Dyer, Edwards, French-w, Lindner Center, McMicken, Old Chem, Rec Center, Rievschl, Swift, Teachers, Zimmer, 60 West Charlton.

**Room Use:** Sponsoring Department can have access to reserved space 30 minutes before and after program start and end time, unless otherwise arranged with CES.

**Room Rental:** 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.

**Facility Logistics / Audiovisual Equipment:** Sponsoring Department must provide Program arrangements no later than 10 days prior to start date, including but not limited to: room set up, audiovisual, catering, parking, Rec Center passes, campus debit card, meal plans, and housing. Any changes requested or failure to supply required program arrangements may result in additional fees. Audiovisual equipment available in classrooms can be reviewed at [https://webapps.uc.edu/UCit/eclassroom/eclista.asp](https://webapps.uc.edu/UCit/eclassroom/eclista.asp).

**Catering:** Client must order food, beverages, and linens through ARAMARK’s Classic Fare Catering, an exclusive caterer for indoor spaces. Exceptions are granted in cases when catering services cannot provide the menu that is requested. Such requests can be made by contacting CES fifteen business days prior to the scheduled event date. Violations may result in assessment of room rental fee.

**Alcohol:** programs with alcoholic beverages passed, served or sold are subject to the below guidelines.
- Alternative beverages and food are required
- Programs may not begin before 11am, last after 1 am, 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 over 21 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, an exclusive caterer.

Client must obtain 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. Violations may result in 10% late

**Fundraising Events:** Sponsoring Department may raise funds through homemade items that do not violate UC vendor contracts. All baked goods must be homemade. No dairy products are permitted

**Items for Sale:** Sponsoring Department is not permitted to sell food items without a permit from the City of Cincinnati Health Department. No items are permitted to be sold without a vendor’s license.
OUTDOOR EVENTS

**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.

**Electric:** Sponsoring Department is responsible for contacting CES department to order electric needed for the program. 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.

**Tents:** Sponsoring Department must acquire tent and dig permits through Fire Prevention and Grounds and Moving Departments. 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.

**Car Smashing:** Notice must be given to Conference & Event Services at least 45 business days in advance of program date.