	Policy Title: **Facilities Use - Internal**	Policy Number: **034.FS.001a**
UNIVERSITY OF **Cincinnati** Clermont College		
Category: Facilities	**Effective Date:** 04.17.2018 **Prior Effective Date:**	**Policy Owner:** All College Building and Grounds Committee **Responsible Office(s):** Facilities Services
Policy applicable for: Faculty/Staff/Students/Visitors	**Enabling Act:** All College Building and Grounds Committee Endorsement	

Policy

1. **Facilities Requests-** All requests to schedule meetings, special events and student organization activities in UC Clermont and UC East facilities must be made online via 25Live, https://25live.collegenet.com/uc

2. **Confirmation-** A facility is not officially reserved until the applicant receives an email confirmation from a Scheduling Coordinator. Please allow up to five working days' notice for a submitted application. For scheduling questions please contact Judy Quillen, Campus Support Desk Manager in Technology Services, at judy.quillen@uc.edu or 513-732-5224.

   Events with more than fifty people in attendance must be approved by the Dean's office. For approval please email Kelli Fickle, Associate to the Dean, at kelli.fickle@uc.edu.

3. **Cancelations or Changes**: Cancelation or a change to a facility request can be made online by the requester via 25Live prior to event confirmation. After event confirmation, changes need to be coordinated through the Scheduling Coordinator. Please allow up to two (2) days for changes to be completed and an updated email confirmation to be sent. Same day changes may not be accommodated. UC Clermont College reserves the right to modify room assignments as necessary. However, every effort will be made to notify the applicant in a timely manner of any room modifications and to schedule a comparable facility.

4. **Academic Priority-** All requests will be approved after first fulfilling academic needs and upon the availability of space on a first-come, first-served basis.

5. **Food Service-** Food service is permitted in most locations, however, no food or beverages are permitted in the Krueger Auditorium. Users are responsible for making their own arrangements with caterers. **We ask that you give Subway first consideration to fulfill your catering needs.** Users are responsible for the removal of all food items, equipment and trash immediately following the event.

6. **Facility Set Up-** The user of UC Clermont College space is responsible for room set-up. If the space is re-arranged for the activity, the user must return it to the original set-up. The person and/or department reserving space will be held responsible for any loss or damage to college facilities that are incurred while the facilities are reserved in their name. Assessments will be made accordingly.

7. **Hosting a Facility-** Faculty or staff hosting non-university groups and/or guests for a meeting, special event or activity <u>must be present</u> during the time the facilities are in use. Faculty and staff are responsible for the conduct of groups and/or guests while on campus and ensuring that college and university policies are followed.

8. **UC Clermont College campus parking** - All non-university groups and/or guests on the UC Clermont College campus may park in any WHITE stall. When classes are in session please use the West Lot first. Buses may use the circle drive as a pick up/drop off point.

   UC Clermont College and UC East campuses parking – YELLOW stalls are reserved for faculty and staff. Paid decals are required in YELLOW stalls and must be properly displayed. Handicapped spaces require state documentation be displayed.

   College parking information can be found on our website.

9. **Special Equipment or Set up Needs:** Special equipment or set up needs <u>must</u> be arranged, by the requestor/user, at least one week in advance of the event date.

   - A/V equipment needs should be directed to the Technology Services Campus Support Desk at: clermont.support@uc.edu or 513-732-5216.

   - Facilities set up needs should be submitted via email at clc_facilities@ucmail.uc.edu, or 513-732-5216.

OTHER POLICIES REGARDING USE OF COLLEGE FACILITIES:

1. **Non-University Groups:** Facilities are not available to non-University groups for partisan political programs, receptions, fundraisers, or similar activities.

2. **Gambling and Raffles:** In any form are prohibited on or within the University of Cincinnati buildings and grounds.

3. **Smoking:** The University is a Tobacco Free institution. UC Clermont College adheres to this policy. Smoking, vaping, or tobacco use are NOT permitted on college property, including parking lots and wooded areas.

4. **Alcohol Policy:** The University shall implement and enforce the laws of the state of Ohio as stated in the Ohio Revised Code. It is the responsibility of each student, staff, and faculty member to be familiar with the requirements of the Ohio Revised Code and the provisions of this policy and to conduct themselves accordingly. The possession, sale, and consumption of alcohol are not permitted on the UC Clermont College campus unless specific permission has been given by the Dean of UC Clermont College.

5. **Food and Beverages:** Food and beverages served during an event are restricted to designated areas within the college. No food or beverages are permitted in Krueger Auditorium.

6. **Signage:** Signage needed to advertise and direct event participants must be placed appropriately and in accordance with the college's Postings in Public Areas policy. The placement of signage on glass windows, walls or doors is strictly prohibited.

   Free standing whiteboard info/directional signage is available for use. Please go to the Student Services Welcome Desk to arrange pickup.   Upon completion of the event, the user must return signage to the Facilities Services office, Snyder 146.

   Removal of signage after the event is the responsibility of the user. Please help maintain the cleanliness of our campus by taking down any public signage used.

7. **Special Outdoor Event Requirements:** Details for organizing an outdoor event on campus must be discussed with the Scheduling Coordinator (i.e., tents, cooking grills, demonstration vehicles, etc.) Demonstration vehicles are not allowed to be driven on campus grounds without prior written authorization. For authorization please email Kevin Peck, Associate Director of Maintenance and Operations, at kevin.peck@uc.edu. There is limited electrical service outside on the Commons Area. Arrangements should be made in advance to ensure that your needs will be met using the existing service.

8. **UAS (Unmanned Aircraft System) / Drone Flights**: UC Clermont College is in close proximity to the Clermont County Airport. The UC Clermont Campus is within the approach path of the airport runway. Therefore, aircraft could potentially be flying under the 400 feet maximum altitude that UAS/Drones are permitted to fly. All UC owned UAS flights and/or UAS flights on UC property must be pre-approved by Department of Enterprise Risk Management.
   Please refer to: https://www.uc.edu/gencounsel/rmi/Training/drones.html

9. **Protection of Minors on Campus**: Members of University of Cincinnati faculty, staff, student employees, volunteers and others, paid or unpaid, interacting with minors in a program must adhere to the Protection of Minors on Campus policy.
   Please refer to: http://www.uc.edu/gencounsel/rmi/Training/protection-of-minors.html

UC Clermont College
Facilities Available for Scheduling (non-classroom)

Meeting Facilities

- CCMCDONH 105 = McDonough Hall 105 max capacity 24
- CCMCDONH 205 = McDonough Hall 205 max capacity 24
- CCSNYDER S142 = Snyder S142 max capacity 70
- CCSNYDER S143 = Snyder S143 max capacity 35
- CCSTUDNT 101 = Student Services 101 max capacity 15
- CCSTUDNT 235C = Student Services 235C max capacity 8
- CCWWAC 252 = West Woods 252 max capacity 6
- CCWWAC 262 = West Woods 262 max capacity 6

Special Event Facilities

- CCEJONES 25 = Peters-Jones 25, Dining Area (outside of Subway)
  - Current table/chair capacity 110
  - Space can be altered to accommodate event needs
  - Space recommended for events involving students

- CCEJONES 32 = Peters-Jones 32, Krueger Auditorium dressing room
  - Max capacity 20 *(scheduled with Krueger Auditorium as needed)*
- CCEJONES 99 = Peters-Jones 99, Student Lounge
  - Space intended for student use – no student access restrictions
  - Events scheduled in lounge area should involve or be for students
  - No rearranging or removal of existing furniture
  - Also see Hallway Facilities – Student Lounge

- CCEJONES 130 = Peters-Jones 130, Krueger Auditorium
  - Seating capacity 400
  - Auditorium Stage – max capacity 49
  - See Theater Facts and Drawing A & B for additional information

- CCACTCTR 100 = Student Activities Center 100
  - Max capacity 450-480, bleacher capacity 380

- CCCOMMONS = Outdoor area in front of McDonough Hall
  - Student Services and Snyder buildings
- CCPICNIC = Snyder picnic area
- *Note: Events scheduled in outside areas (CCCOMMONS/CCPICNIC) will be reviewed internally to determine if added control measures are appropriate for the safety of the public based on event size.*

Hallway Facilities

To comply with fire code safety, table set up in hallway facilities is limited to the following areas below. Tables must be placed as close to a wall as possible leaving no less than 6' of clear space in front. See Drawing C for specific permitted table set up for these areas.

- CCEJONES 199S = Peters-Jones 199S, Krueger Auditorium lobby
    - Up to 6 full or half tables (scheduled with Krueger Auditorium as needed)

- CCEJONES 99 = Peters-Jones 99, Student Lounge
    - Up to 6 full or half tables (tile area only; scheduled with the Student Lounge as needed)

- CCSNYDER S199N = Snyder Hallway 1
    - Up to 4 full or half tables

- CCSNYDER S199S = Snyder Hallway 2
    - Up to 2 half tables only

THEATER FACTS

Facility: The Krueger Auditorium houses a proscenium style theater with seating for up to 404 (394 fixed seats and 10 additional folding seats housed in the closet off of the seating) and has modest sound and lighting capabilities for music, dance, theater and film presentations.

Stage Dimensions: See "Drawing B".

Lighting: The auditorium stage is equipped with both general fluorescent lighting and stage lighting. In reference to stage lighting, the **NSI MC 7000 Series Lighting Console** provides options of programming Scene Masters, Flash Scenes and Chases. Access and operations of both lighting systems are located on the stage. The back-of-house does not contain any lighting operations. *Note: The light plot may be altered but <u>must</u> be restored at the end of use.*
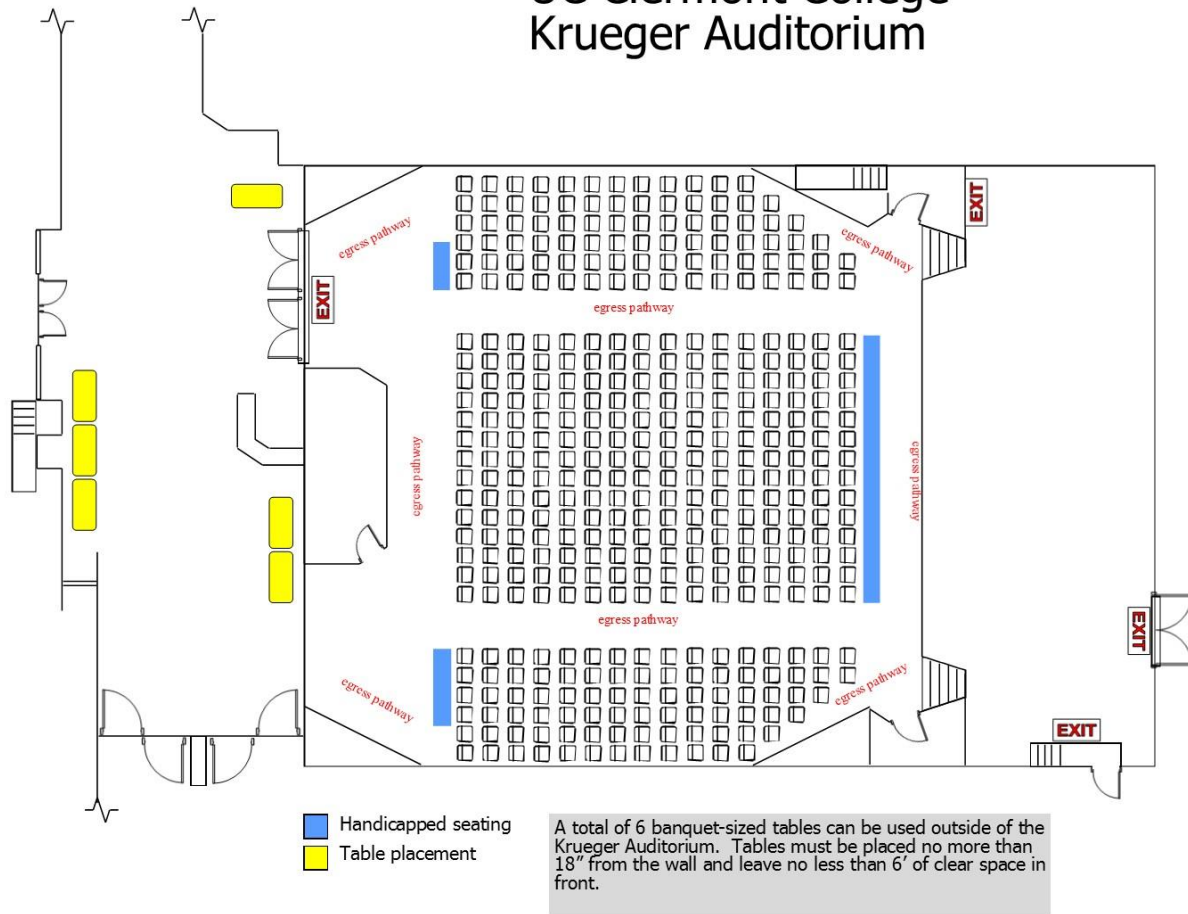
Sound: The auditorium stage is equipped with a house PA system with surround sound, MP3 connection for devices, five disc CD changer, and monitor system with (2) speakers. Full stereo speakers are mounted at the front of the house. A mixing board can be brought in to connect into the house sound system. An upright piano is also available for use.

Dressing Room: The dressing room can be accessed down a set of stairs from the stage. The dressing room is approximately 32'x13'and is equipped with 3 changing rooms, a 20 foot vanity with chairs, two sinks, iron and ironing board and movable clothing rack.

Load-in: There is a double door 7'x7' for load-in upstage right. Cars and small pickups can pull directly to the loading doors. Vehicles larger than this will be able to access the loading doors up to 45 feet from the doors. Vehicles must load/unload immediately and find appropriate parking once loading/unloading is complete.
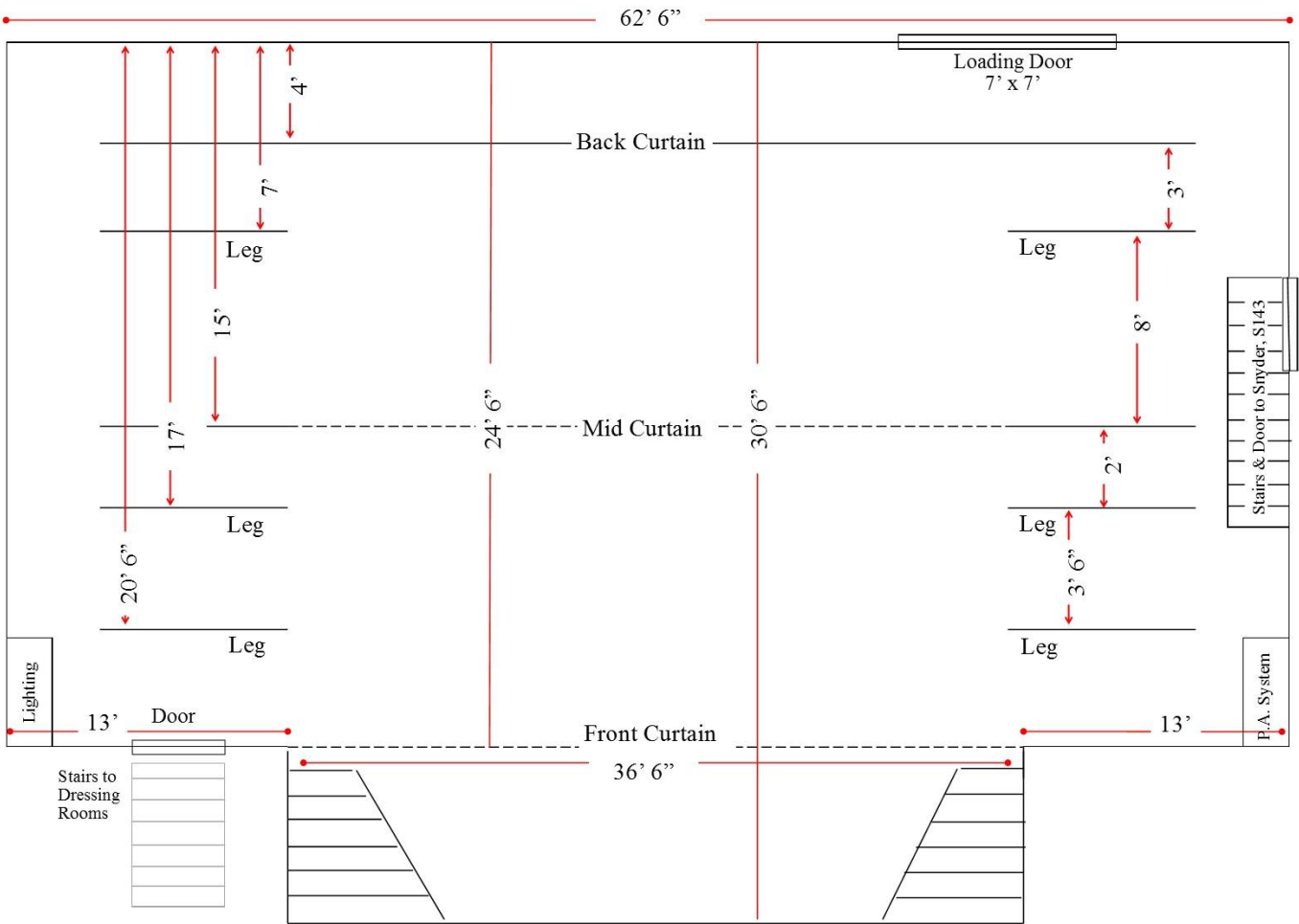
Drawing A

UC Clermont College
Krueger Auditorium
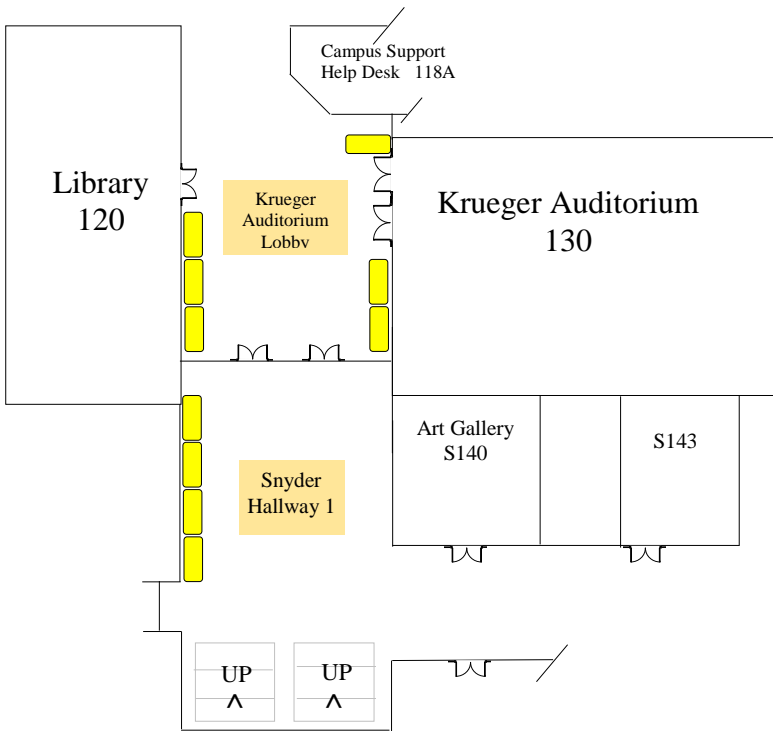

Handicapped seating
Table placement

A total of 6 banquet-sized tables can be used outside of the Krueger Auditorium. Tables must be placed no more than 18" from the wall and leave no less than 6' of clear space in front.

Drawing B

FLOOR PLAN OF STAGE

UC Clermont College
Krueger Auditorium

62' 6"

Loading Door
7' x 7'

4'

Back Curtain

7'

3'

Leg

Leg

15'

8'

17'

24' 6"

Mid Curtain

30' 6"

Stairs & Door to Snyder, S143

Leg

2'

Leg

20' 6"

3' 6"

Leg

Leg

Lighting

13'

Door

Front Curtain

13'

P.A. System

Stairs to
Dressing
Rooms

36' 6"

DRAWING C

**Peters-Jones & Snyder Buildings
First Floor**

**Snyder Building
First Floor**

Campus Support
Help Desk   118A

Library
120

Krueger
Auditorium
Lobby

Krueger Auditorium
130

Office Lab
S154

IT Labs
S155 &
S156

Snyder
Hallway 2

Snyder
Hallway 1

Art Gallery
S140

S143

S160

Student
Collaborative
Lounge

S166

S162

S164

UP
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UP
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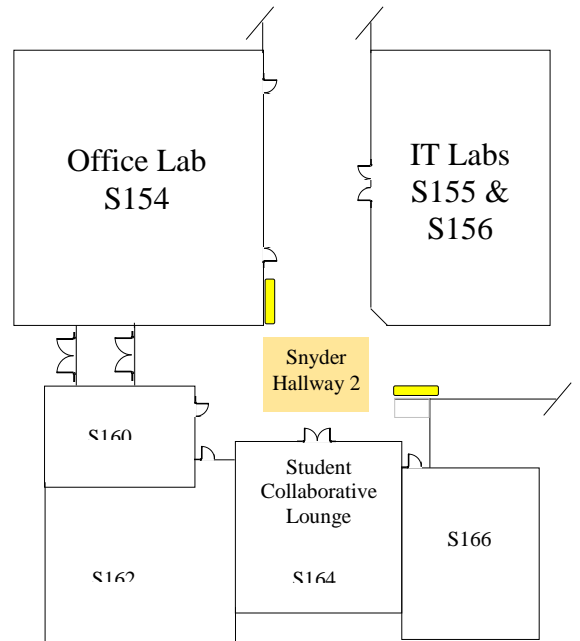
**Peters-Jones
Lower Level (basement)**

Faculty-Staff
Lounge
106

Student Lounge
99

Restroom

Student
Lounge

UP
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UP
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Vending Area

U
P
^

Subway
21
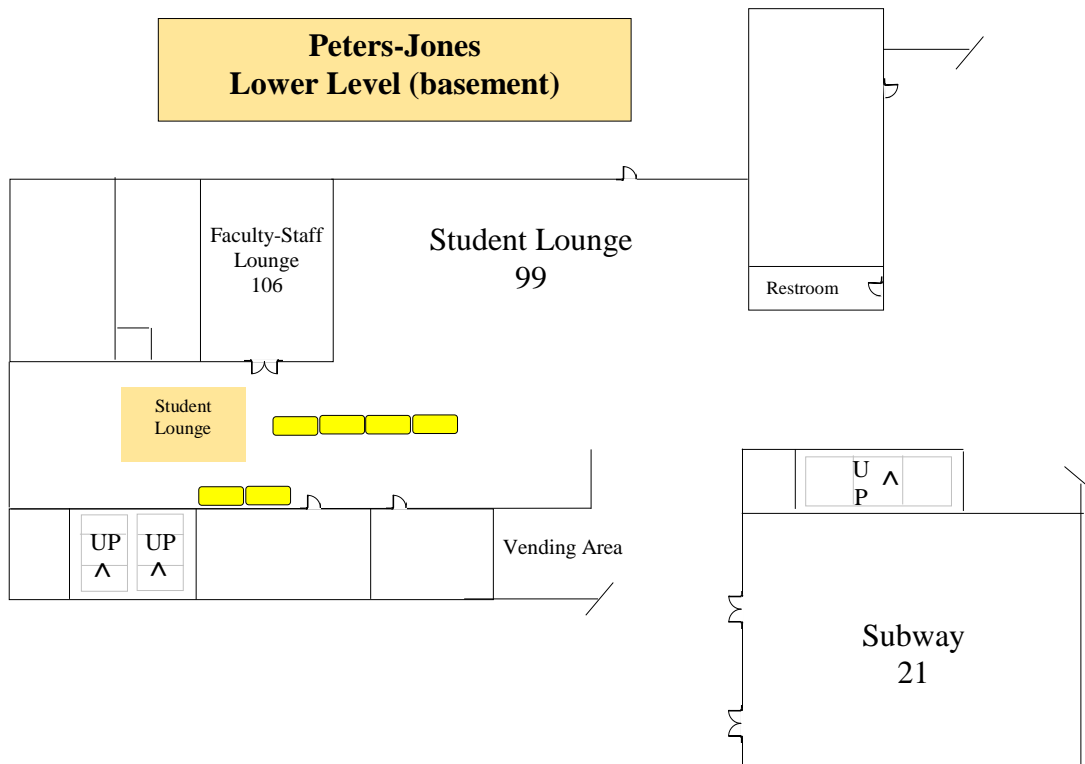
Referenced UC Clermont College Policies, Procedures, and Guidelines:

Policies
034.FS.001a   Facilities Use – Internal Users
034.FS.002   Postings in Public Areas

Procedures/Guidelines
034.FS.101   Clermont College Building Emergency Policies/Procedures
034.FS.102   UC East Building Emergency Policies/Procedures
034.FS.103   Faculty-Staff Lounge Use