

Grover Center Space Use Guidelines

Policy No.: CHHS ADMN FAC-001

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Issued by: Douglas Franklin, Assistant Dean for Operations

Updated:

Approved by: Gary S. Neiman, Dean

PURPOSE: The purpose of this policy is to facilitate the responsible use of Grover Center.

GUIDELINE: Grover Center is an academic building, the home of the College of Health and Human Services and used primarily for teaching, research and service. Grover Center may be used under the following guidelines:

- Space will be reserved on a first-come, first-serve basis with priority given for activities, programs or meetings relating to the College of Health and Human Services.
- Reservation and use of any non-public classroom or space requires the completion and approval of a *Grover Center Space Request Agreement*.
- The *Grover Center Food and Beverage Policy, CHHS ADMN-FAC-002*, shall be in effect for ALL rooms/spaces in Grover Center.
- Events shall not interrupt the normal schedule of classes or academic related functions, or the ability of customers, clients or patients to access specialty units.
- Tape, staples, thumbtacks or similar items are not permitted on walls, ceilings, doors or any wood surfaces within the building. Decorations, props, floral arrangements, live plants, etc. will be confined to the space reserved and are to be removed at the end of the reservation period.
- Changes in space configuration, other than those listed on the agreement shall not be made. The College reserves the right to determine who is authorized to move furniture and fixtures within all spaces. Costs incurred for such work is the sole responsibility of the person or organization making the reservation.
- Cleanup and trash removal are the responsibility of the event representative and will be done immediately after the event. Extra or unusual cleaning or repairs deemed necessary by the CHHS Dean's Office will be billed to the event sponsor.
- Events will not be scheduled in Grover Center on recognized university holidays.
- Reservations must be made at least one-week in advance and not more than six months prior to the event.
- The College of Health and Human Services does not assume responsibility for valuables or equipment left in Grover Center in connection with a scheduled activity, program or meeting.
- Failure to comply with this policy may result in future denial of use of facilities.
- Meeting announcements and information posting is restricted to the electronic bulletin board. Calendar items and news can be entered directly into the system at the CHHS Web site: www.hhs.ohiou.edu. For further information about process, contact the College's communication coordinator at 593-1433

USE OF THE ATRIUM:

- The atrium is a primary traffic-way through Grover Center and no event shall prevent accessibility to every part of the building either through the atrium or alternatively through adjacent public hallways.
- Only events approved by the Dean's Office, upon submission of a plan which includes logistics, food and beverage needs, security and academic and service impact statement shall be scheduled in the entire atrium.
- In accordance with University Policy, 01.025, *Use of Ohio University Facilities*, a charge may be assessed for costs related to facility usage. These costs include but are not limited to the removal and replacement of existing furniture, delivery or set up of tables, chairs, or other fixtures and the supervision provided before, during and after the event. (Contact the Dean's office for specific charges.)
- Damage to the atrium, existing furniture or fixtures occurring during the reservation time shall be repaired and/or the item replaced at the expense of the person or organization signing the use agreement.

USE OF HALLWAYS:

- Tables, chairs or other fixtures shall not block passage through any hallway, door or entrance.
- Refreshments shall be served only in the tiled areas of hallways. (See *Grover Center Food and Beverage Policy, CHHS ADMN FAC-002*)

USE OF (PORTICOS) ENTRYWAYS:

Ohio University
College of Health and Human Services

- The concrete areas and vestibules of the facility entrances shall remain open and unrestricted. A greeter's table, no larger than 3' x 6', may be set up along the west wall on the tiled area at the South Portico only. The College reserves the right to limit the number of greeter's tables that may be set up at any one time.

PROCEDURES:

1. Reservations for Public Classrooms may be made Monday through Friday, 8:00 a.m. to 4: p.m. by contacting the Registrar's Office at (740) 593-4188. Reservations can be made no more than six months in advance
2. Labs & specialty rooms are reserved and scheduled through the respective School or unit office.
3. Specialty unit spaces are reserved and scheduled through the respective operational unit.
4. Offices and related spaces are not available for reservations.
5. Faculty/staff lounge is not available for reservations.
6. Conference Rooms are for the use of the College of Health and Human Services and scheduled through the school offices or the Dean's office via Oracle Calendar. The Dean's conference room, E303, and the adjacent patio may only be scheduled with the permission of the Dean's Office.
7. The following space may be reserved by contacting the Dean's Office at 593-9335 and returning a completed *Grover Center Space Request Agreement*, to Grover Center W372 at least one week prior to the date requested.
 - a. The Atrium
 - b. Hallways –Tiled spaces at the circular-stair landing on each floor, hallways 100002, adjacent to W115; 100008, adjacent to W123 & W125; 200002, 2nd floor South Bridge; and 300004, 3rd floor mezzanine adjacent to the School of Nursing.
 - c. Porticos– concrete areas surrounding the external north and south entry/exits and the tiled areas inside of the South Portico.
8. If refreshments are requested and authorized, a *Food and Beverage Service Agreement*, furnished by the Atrium Café must be submitted with the *Grover Center Space Request Agreement*.

GROVER SPACE:

- Public Classrooms –E118, E120, W109, W111, W113, W115, W119, W123, W125, W126, W131, W135, W141, E205, E206, E218, E228, W209, W211, W215, W255, W257, E304, E306, W305
- Labs & specialty rooms –exempted specialty classrooms and labs for the exclusive use by units within the College of Health and Human Services.
- Specialty units – spaces occupied and managed by units within the College of Health and Human Services for the purpose of providing experiential learning and community services. These spaces include WellWorks, Ohio University Therapy Associates Clinic, and the Atrium Café.
- Offices and related spaces – all faculty/staff offices and the related complexes.
- Faculty/staff lounge – W257
- Conference Rooms – W129, W133, E215, E312, E363, E303
- The Atrium – the main hallway/open space which bisects the building from the north to the south exits. To facilitate facility requests the Atrium is divided into Section 1, Main Atrium; Section 2, Adjacent to the North Portico; Section 3, Adjacent to the Circular Stair; and Section 4, Adjacent to the Atrium Café.
- Hallways – all passageways (excluding the atrium), which are not confined within a specialty unit or office and related space. This includes the tiled spaces at the circular-stair landing on each floor.
- Porticos – concrete areas adjacent to and surrounding the external north and south entry/exits, the vestibules and the tiled area inside of the South Portico.

Grover Center –Space Agreement

1. Facility requests must be submitted to Grover Center Operations (593-9335) in the Dean’s Office (Grover Center W372), at least ONE WEEK PRIOR to the date of the activity.
2. Facility requests will not be considered unless the form is completed.
3. Reservations are not in effect until you receive confirmation from Grover Center Operations.

Name of Group/Organization/Department :		
Spokesperson for Activity :		Phone #:
Email:	Mailing Address:	Account #:
Area(s) Requested (<i>Check all that apply</i>)		Equipment (<i>Specify Number Requested</i>)
<input type="checkbox"/> Section 1 Atrium, Main <input type="checkbox"/> Section 2 Atrium, Adjacent to North Portico <input type="checkbox"/> Section 3 Atrium, Adjacent to Circular Stair <input type="checkbox"/> Section 4 Atrium, Adjacent to Atrium Café <input type="checkbox"/> Hallway 100002, Adjacent to W115 <input type="checkbox"/> Hallway 100008, Adjacent to W123 & 125 <input type="checkbox"/> South Portico <input type="checkbox"/> Hallway 200002, 2 nd Floor Bridge <input type="checkbox"/> Hallway 300004, 3 rd Floor North Mezzanine, Adjacent to Nursing <input type="checkbox"/> Hallway 300002, 3 rd Floor South Bridge, Adjacent to Dean’s Office <input type="checkbox"/> Conference Room W133 <input type="checkbox"/> Conference Room W129 <input type="checkbox"/> Conference Room E215 <input type="checkbox"/> Conference Room E312 <input type="checkbox"/> Conference Room E363 <input type="checkbox"/> Conference Room E303 (Dean’s Office Approval Needed) <input type="checkbox"/> Conference Room E303 Patio (Dean’s Office Approval Needed)		_____ Chairs _____ Tables _____ Tabletop Podium _____ Podium _____ TV/VCR _____ Overhead Projector _____ Display Boards _____ Other: _____ _____
Date(s) Requested:		
Starting Time of Event: _____ AM/PM	Ending Time of Event: _____ AM/PM	
Time you wish to begin setting up materials: _____ AM/PM	Estimated Number Attending: _____	
Is food being served? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If Yes, you must submit an approved Grover Center Food and Beverage Service Agreement from the Atrium Café.</i>		
Is this a fundraising event, by a student organization? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, you must attach approved copy of “Application to Register a Fundraising Event” available at Office of Student Activities, 202 Baker Center, with this reservation form.</i>		
Please describe all activities planned and purpose of activities, attach separate page if necessary.		
Note all food, refreshments and/or equipment set-up:		
Seating Arrangements:		
Special Arrangements:		
<i>Charges may be assessed for set-up, clean up, supervision and equipment</i>		
I have read and understand the Grover Center Space Use Policy and the Grover Center Food and Beverage Policy, attached to this request, and agree to adhere to them.		
Spokesperson Signature:		Date:
Group Advisor Signature:		Date:
OFFICE USE ONLY:	EVENT#:	ESTIMATED RENTAL FEE \$
Monthly Calendar	Confirmation Sent	Bulletin Board
Authorized by:	Date:	
Grover Center Operations Staff		