

Facility Rental Guidelines

It is the intent of The Ohio State University Department of Athletics to make our athletic facilities available for rent to interested parties within the following regulations.

▶ Athletics Facility Rental Fees

Use of The Ohio State University Department of Athletics Facilities will be considered on the following priority basis:

1. The Ohio State University Department of Athletic Events, Contests and Team Practices
2. The Ohio State University departments and organizations
3. Facility Rentals

Variations to any of these policies, procedures or guidelines must have the approval of the Director of Athletics or their designee.

Event Guidelines

1. All events must meet guidelines established by the NCAA and Big Ten Conference.
2. Any event considered being potentially harmful to the public image of The Ohio State University will be rejected.
3. Any event considered to be potentially harmful to the facility will be rejected.
4. The Department of Athletics, in conjunction with other Ohio State University Departments (when necessary), will determine the extent of the personnel required for the safeguard of The Ohio State University's interest. Ohio State University personnel can include, but is not limited to, facility operations staff, video board staff, ushers, police and medics. The amount of personnel assigned to an event will be determined based on the size and nature of the event.
5. The Department of Athletics must have a signed contract for each event.

Facility Rental Request Procedure

1. Any party requesting to use a Department of Athletics facility should contact Cassie Bernard at 614-247-6713 or by email at bernard.109@osu.edu. At least a 30-day notice of an event is required. When contacting the office, please have the following information to provide:

- Nature of Event
 - Date(s) requesting
 - Time of Event
 - Event Details such as set-up and equipment needs
2. If the facility space is available, and the event has been approved (the requirements of the event are satisfactory) by the Event Management staff, a Facility Rental Request Form will be sent to the client. The request form serves as the written request for the use of the space.
 3. Once the Facility Rental Request Form is submitted to the Event Management staff, an Event Confirmation Sheet will be sent to the client. If the client cancels the event or use of the facility after the confirmation they will be charged any event operation expenses which may have been incurred.
 4. After the confirmation has been made, the client and an Event Management staff representative shall meet (in person, by phone or by email) to determine the details of the event (i.e. set-up, equipment needs, staff needs and tear-down).
 5. After all details for the event have been confirmed, an Athletic Facility Rental Agreement shall be sent to the client.
 - The Athletic Facility Rental Agreement should be returned to the Event Management office along with the certificate of insurance, no less than two weeks prior to the event.
 - The facility rental and event operations costs reflected on the Athletic Facility Rental Agreement and Event Confirmation Sheet are estimated costs.
 - The facility rental fees are based on the number of hours actually used in the facility.
 6. After the event, the client shall be invoiced, with all final charges.

Note: University organizations may provide a university account number to which all facility rental and event operation costs may be charged following the event.

Event Operation Expenses

For those facilities where expenses are added to the rental price, the Lessee shall be charged the facility rental fee and event operation expenses. Event operation expenses may include, but are not limited to set-up, tear down, security, ushers, ticket takers, EMS, Red Cross, traffic and parking, janitorial services, electronic services, electrical services, HVAC services, video board and scoreboard services, physical plant services, sports information services, ticket office services, equipment rental and administration fees. Event operation expenses will not be reduced or waived.

Event Operation Cost

Staffing

- Facility Operations Full Time Staff \$39.50/hour
- Facility Operations Student Staff \$13.75/hour
- Electronics Full Time Staff \$39.50/hour
- Electronics Student Staff \$13.75/hour
- Security/Ushers (Redcoat) \$9.00/hour

Insurance

The Lessee must have a policy or policies of general liability insurance in the state of Ohio providing coverage for personal injury and property damage. This shall be in the amount, not less than \$2,000,000 for each person or occurrence and \$1,000,000 in aggregate for personal injuries or death or property damage suffered by any person or persons arising out of the use of the Facility or the services provided with its use. The Lessee shall name The Ohio State University and its Board of Trustees as named insured. As a state entity, The Ohio State University cannot list the Lessee as additional insured. The Lessee shall also provide notice to the Lessor of proof of insurance coverage, in the form of a certificate of insurance, not less than fourteen (14) days in advance of commencing of the lease term. Failure to obtain a certificate of insurance does not constitute a waiver of such insurance by Lessor.

Unmanned Aerial Systems

The safety of our student athletes, fans, participants and the public is of the highest priority and concern. Written authorization from The Ohio State University must first be obtained in order to operate any Unmanned Aerial Systems (Drones) on campus property. Any individual(s) or organization(s) operating an unapproved system on or over university property or sponsored events; in violation of any federal, state, or local laws; or in conflict with any other applicable university policies; may be directed by authorized university representatives to cease operations immediately, unless or until proper approval is obtained.

2016 – 2017 Rental Fees:

Bill Davis Baseball Stadium

Non-Baseball Events

Half-Day (up to 4 hours):	\$1500 (expenses added to rent)
Full Day (more than four hours):	\$3000 (expenses added to rent)
Concert:	Negotiable

Rate from June 12 – July 9

1 game/day	\$700 (plus expenses)
2 games/day	\$900 (plus expenses)
3 games/day	\$1000 (plus expenses)
4 games/day	\$1200 (plus expenses)

Rate outside of June 12 – July 9

\$1300/game (plus expenses)

Guidelines for renting Bill Davis Stadium:

1. The rental structure rate is “per day” for the listed number of games. This rate does not apply for multi-game reservations over the course of consecutive days or over the course of the calendar year.

2. Before approval will be given, proof of affiliation with a baseball organization must be provided.
3. Reservations are limited to a maximum of four games per day and no more than eight games over the course of a four day period.
4. After every two consecutive games, there will be a mandatory 30 minute break for field maintenance.
5. Any other baseball activity (including but not limited to a practice, home run derby, or camp/clinic) will be counted as a game. Length of time for any baseball activity will determine equivalent number of games.
6. Metal cleats/spikes are prohibited on the field at Bill Davis Stadium with the exception of the game pitcher.

Buckeye Softball Field

Non-Softball Events

Half-Day (up to 4 hours):	\$1000 (expenses added to rent)
Full Day (more than four hours):	\$2000 (expenses added to rent)
Concert:	Negotiable

Outside of College Softball Season

1 game/day	\$500 (plus expenses)
2 games/day	\$800 (plus expenses)
3 games/day	\$900 (plus expenses)
4 games/day	\$1000 (plus expenses)

During College Softball Season

\$1000/game (plus expenses)

Guidelines for renting Buckeye Softball Field:

1. The rental structure rate is "per day" for the listed number of games. This rate does not apply for multi-game reservations over the course of consecutive days or over the course of the calendar year.
2. Before approval will be given, proof of affiliation with a softball organization must be provided.
3. Reservations are limited to a maximum of four games per day and no more than eight games over the course of a four day period.
4. After every two consecutive games, there will be a mandatory 30 minute break for field maintenance.
5. Any other softball activity (including but not limited to a practice, home run derby, or camp/clinic) will be counted as a game. Length of time for any softball activity will determine equivalent number of games.

Buckeye Varsity Field Hockey Field

Half Day (up to 4 hours):	\$1000 (expenses added to rent)
Full Day (more than four hours):	\$2000 (expenses added to rent)

French Field House

Half Day (up to 4 hours):	\$2500 (expenses added to rent)
Full Day (more than four hours):	\$4500 (expenses added to rent)
Seasonal Group Rate:	\$100/hour (minimum 100 hours)
Masonite Floor Covering–West End	\$500
Masonite Floor Covering–Infield	\$1250
Masonite Floor Covering–Infield/Track	\$1750

Guidelines for renting French Field House:

1. Athletic Events, Contests and Team Practices are first-priority for this facility.
2. The facility is not available to host events on a weekday (Monday-Friday).
3. Set-up for a Saturday event may not begin before 5:30 p.m. on Friday evening. This set-up time is reserved for Athletics Facility Operations, and therefore, the client event set-up will need to take place the day of the event.
4. If you are setting up on Saturday (for a Sunday event) you must clear the facility by 11:00 p.m.
5. The facility will be available by 7:00 a.m. for set-up (for a Saturday or Sunday event).
6. If an event is held on Sunday, the event must conclude by 5:00 p.m.
7. There is a minimum charge of \$500 (added to the rental) to cover the facility (turf and track) where equipment is placed

(tables, chairs, etc).

8. For events that require the entire (majority) of the facility to be covered, there is an additional charge of \$3,000 added to the rental for this service. This service must be performed by Ohio State Athletic Department Facility staff, and cannot be provided by client/or an outside vendor.

9. For track and field meet rentals, the only equipment that is included in the rental is use of one (1) high jump pit, one (1) long jump pit, one (1) pole vault pit, rakes, and hurdles. All other equipment needed to run the meet (bibs, cones, starting blocks, stopwatches, timing system, etc.) must be provided by the client.

Golf Course (Contact Marc Lucas at 614-292-1990)

McMillan Room:	\$100/day, without food and beverage \$50/day, with food and beverage
Dining Room:	
1. Sunday-Friday (Minimum of 50 people):	\$200 for up to 4 hours (expenses added to rent) \$200 each additional hour
2. Saturday (Minimum of 100 people):	\$500 for up to 4 hours (expenses added to rent) \$200 each additional hour

Indoor Golf Facility (Contact Pro Shop at 614-514-4653)

Short Game Pavilion*:	\$175/person (min. of 5 people; max of 15 people) *Available for corporate groups only
Gallery & Terrace:	\$400 for up to 4 hours (expenses added to rent)
Private Lessons:	\$175/hr

Guidelines for renting Indoor Golf Facility:

1. Team practices and functions are first-priority for this facility.
2. The Cassidy Short Game Pavilion cannot be rented except for corporate workshops coordinated by the Pro Shop Staff or Coaching Staff.

Ice Rink (Contact Duke Johnson at 614-292-4154)

Open Skate

	<i>Session</i>	<i>Quarterly</i>	<i>Group (15+)</i>
OSU Students:	\$5 (with Buck ID)	\$40	\$4
OSU Faculty/Staff:	\$5 (with Buck ID)	\$40	\$4
Public:	\$6	\$75	\$5

Family Passes are available for \$150 per quarter. An additional \$15 is charged per family member over four persons.

Skate Rental is \$2.00 per session.

Lockers are available for 50 cents per session, \$25 per quarter, or \$55.00 per season.

Note: *You must present an Ohio State University I.D. to get the OSU Student or OSU Faculty & Staff discounts. Spouses of OSU students are eligible for the Student discount if they have an OSU I.D. The Child admission is for 17 Year olds and under. To be eligible for the Group discounts your party must have 15 or more people.*

Group Rates

	<i>OSU Students/Faculty/Staff</i>	<i>Public</i>
1. Up to 100 people:	\$160/hour (expenses included)	\$185/hour (expenses included)
2. 101 to 200 people:	\$190/hour (expenses included)	\$225/hour (expenses included)
3. 201 to 300 people:	\$230/hour (expenses included)	\$285/hour (expenses included)

Jack Nicklaus Museum (Contact Barbara Hartley at 614-247-5959)

Museum (available after 5pm and Sundays):	\$1600 for first 3 hours (expenses included) \$200 each additional hour
Theater (available Monday-Saturday 9am-5pm):	\$800 for first 4 hours (expenses included)

	\$100 each additional hour
University Department Day Rate	\$500 for first 4 hours (expenses included)
(available Monday-Saturday 9am-5pm):	\$100 each additional hour

Jesse Owens Memorial Stadium

Half-Day (up to 4 hours):	\$2000 (expenses added to rent)
Full Day (more than 4 hours):	\$4000 (expenses added to rent)

McCorkle Aquatic Pavilion (Contact Christine Thompson at 614-247-7370)

Competitive Pool:	\$324.50/hour (expenses added to rent)
Long Course Lane:	\$54/hour (expenses added to rent)
Short Course Lane:	\$27/hour (expenses added to rent)
Dive Pool:	\$108/hour (expenses added to rent)
Dive Spa:	\$54/hour (expenses added to rent)
Dive Tower & Springboards (available only with dive pool):	\$51.50/hour (expenses added to rent)
Wet Classroom (available only with Competitive Pool):	\$27/hour (expenses added to rent)
On-Deck Changing Room:	\$27/hour (3 hour min) (expenses added to rent)

For the McCorkle Aquatic Pavilion, long-term rental discounts are available for the rental of the dive tower, springboards and dive well. The discounts are based on projected usage for the calendar year. Discounts apply for practice times only and do not include events. These rental agreements are subject to availability and will be made on a first-come first-served basis. The discounts are as follows:

400 - 499 hours rented in a calendar year - 50% discount
500+ hours rented in a calendar year - 75% discount

Ohio Stadium

Wedding/Engagement Photos:	\$250 (expenses included)
Note: Reservations must be made with at least a two-week notice.	
Wedding Ceremony–North Rotunda:	\$2500 (expenses included)
Wedding Ceremony–Flag Pole:	\$3000 (expenses included)
Concert*:	Negotiable
Special Event*:	\$25000 (expenses added to rent)
	*Rental fee pending complexity of event

Tour Fee

Note: Reservations must be made with at least a two-week notice.

- Less than 10 people: \$100.00/group
- Adult (more than 10 people): \$100.00 for first 10 people + \$10.00/adult
- Student (more than 10 people): \$100.00 for first 10 people + \$5.00/student

Ohio Stadium Auxiliary Facilities

(Recruit Room, Huntington Club Room One, Huntington Club Room Two, Huntington Club Room Three, Varsity O Room, University Suite, East Concourse, West Concourse, South Concourse)

Half Day (up to 4 hours):	\$2500 each room (expenses included)
Full Day (more than 4 hours):	\$3500 each room (expenses included)

Number of People Possible to Accommodate

	<i>Reception</i>	<i>Banquet</i>	<i>Classroom</i>	<i>Theater</i>	<i>Block O</i>
Recruit Room	200	128*	100	150	50
Huntington Club Rooms/Varsity O Room	300	220**	100	250	50
University Suite	150	60***	30	40	30

* Round tables of eight only, ** Twenty-two round tables of ten, *** Six round tables of ten

Square Footage for Each Room:

Recruit Room	5776 sq. ft.
Varsity O Club	3330 sq. ft.
Huntington Club 1	3182 sq. ft.
Huntington Club 2	3182 sq. ft.
Huntington Club 3	3034 sq. ft.
University Suite	4062 sq. ft.

Practice Fields*

Half-Day (up to 4 hours):	\$500 (expenses included)
Full Day (more than four hours):	\$1000 (expenses included)
National Team Rate:	\$100/field /day (expenses included)

St. John Arena

Half Day (up to 4 hours):	\$4000 (expenses added to rent)
Full Day (more than 4 hours):	\$8000 (expenses added to rent)
Seasonal Group Rate:	\$60/hr (minimum 100 hours) (expenses included)
Concert:	Negotiable
Masonite Floor Covering:	\$500

Guidelines for renting St. John Arena:

1. Athletic Events, Contests and Team Practices are first-priority for this facility.
2. The facility is not available to host events on a weekday (Monday-Friday).
3. Set-up for a Saturday event may not begin before 5:30 p.m. on Friday evening. This set-up time is reserved for Athletics Facility Operations, and therefore, the client event set-up will need to take place the day of the event.
4. If you are setting up on Saturday (for a Sunday event) you must clear the facility by 11:00 p.m.
5. The facility will be available by 7:00 a.m. for set-up (for a Saturday or Sunday event).
6. If an event is held on Sunday, the event must conclude by 5:00 p.m.

Steelwood Training Facility*

Wrestling Room:	\$20/hr (minimum 50 hours) (expenses included)
Gymnastics Room:	\$20/hr (minimum 50 hours) (expenses included)
Fencing Room:	\$20/hr (minimum 50 hours) (expenses included)

Note: Limited parking available at facility. Alternate transportation required.

Outdoor Varsity Tennis Center

Half Day (up to 4 hours):	\$1000 (expenses included)
Full Day (more than 4 hours):	\$1500 (expenses included)
Lessons:	\$10/court per hour (minimum 200 hours per year)

Indoor Varsity Tennis Center

Lessons:	\$10/court per hour (minimum 200 hours per year)
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Notes about Tennis Lessons:

1. Each instructor may provide up to a maximum of ten (10) hours of private instruction lessons per week (Monday through Sunday) at the OSU Indoor Varsity Tennis Facility. Unlimited private instruction may be provided at the Outdoor Varsity Tennis Center as long as the lessons do not conflict with any team competition, practice or OSU scheduled event.
2. On Monday through Friday, private lessons may be given at the OSU Varsity Indoor Tennis Facility only from 4 pm to 6 pm. Lessons may be provided at anytime on Saturday or Sunday, however, the lessons may not conflict with any team competition, practice or OSU scheduled event. Any lessons provided on Saturday or Sunday will count toward the ten (10)

hour maximum at the OSU Indoor Varsity Tennis Facility. Lessons may be provided at the Outdoor Varsity Tennis Center from 8 am to 8 pm as long as the lessons do not conflict with any team competition, practice or OSU scheduled event.

3. The facility rental rate is \$10.00 per court hour with a minimum use of 200 hours per year. The total hour use is a combination of time used both at the OSU Indoor Varsity Tennis Facility and the Outdoor Varsity Tennis Center. The calculation of hours used will be applied to the local sports club of both the men's and women's tennis programs.

4. Each instructor is required to complete a detailed log of lessons that are given at the OSU Indoor Varsity Tennis Center and the Outdoor Varsity Tennis Center. The lesson logs must be submitted to the Event Management Office via fax, e-mail or in person no later than 4 pm Friday following the previous week of lessons from Monday through Sunday.

5. Instructors will be invoiced for their facility usage by Event Management four times per year on January 1, April 1, July 1 and September 1. Invoices will be based on the information recorded from the weekly lesson logs.

Wexner Football Complex

This facility is not open to the public for tours or special event because it is a working area.

The entry lobby, at the northeast corner of the building, is open to the public Monday – Friday from 8:30am – 5:00pm. The entry lobby highlights Ohio State's football tradition and features the Heisman trophies, Big Ten championships, and national championships.

Woody Hayes Athletic Center

Indoor Field*

Half Day (up to 4 hours):	\$2500 (expenses included)
Full Day (more than 4 hours):	\$4500 (expenses included)
National Team Rate:	\$100/day (expenses included)
Meeting Room:	\$300/hr (expenses included)
Classroom:	\$25/hr (expenses included)

Video Board/Scoreboard Fees

Scoring System:	\$250 (expenses included)
Ribbon Board:	\$500 (expenses included)
Video Board - Static/Scrolling Image:	\$1250 (expenses included)
Video Board - Video, Timed Presentation:	\$2250 (expenses included) *Requires a producer to cue content at specific times.

Notes about video board/scoreboard use:

1. Use of the video boards, ribbon boards, and scoreboards are based on staff and equipment availability.
2. Athletics reserves the right to cancel the usage of the video board/scoreboard without notice. Client will not be charged if cancelled by Athletics.
3. Once the event has started, if the boards are on, the full fee will be charged.
4. Content must be created by client. Video board/ribbon board specs will be provided to the client.
5. All images/videos must be sent to Video Services at least two weeks prior to the event.
6. Scoring system must be operated by client (exception: Ohio Stadium).

Jerome Schottenstein Center (Contact Bredan Buckley, Director of Booking and Scheduling, at 614-688-8408)

Discounts for multi-day rentals may apply. Please inquire with your booking request.

Auxiliary Gyms* \$75/hr (Practice only) – Contact Cassie Bernard at 614-247-6713 or bernard.109@osu.edu

Department of Recreational Sports Facilities

(R-PAC, Adventure Recreation Center, Jesse Owens Recreation Centers, & Fred Beekman Park)

Contact the Department of Recreational Sports Facility Scheduling Office at 614-292-7671.

Compliance Guidelines

Please be advised that the Compliance Office will need to be contacted should the event:

- 1) Involve prospect-aged individuals (i.e. participants)
- 2) Involve Ohio State University coaches or staff

***Practice Facilities**

Any group may use an athletic practice facility (Upper Practice Field, Practice Field 3, Practice Field 4, Steelwood, Woody Hayes Athletic Center, and Schottenstein Center Auxiliary Gyms) for an athletic event one date per year and pay no rental fee. These groups are still responsible for providing a certificate of insurance and must pay any facility operation expenses that may be incurred (Subject to facility and staff availability).

National teams may rent Practice Field 3, Practice Field 4, Upper Practice Field, and the Woody Hayes Athletic Center Indoor Field at a rate of \$100.00 per field/room per day.

Competition Facilities

National teams may rent a competition facility at a negotiable rate based on attendance, event needs and estimated expenses. A locker room may also be made available to any national team when the Ohio State team is out of season and space is available.

Food Service

Levy Restaurants is the exclusive food service provider within Athletic Facilities. They offer a wide range of menus as well as both cash and open bars. Arrangements for all linens need to be made through Levy Restaurants. For information, contact 614-688-4660 or OSUcatering@levyrestaurants.com.

Contact Information

Unless otherwise noted, to reserve space or to obtain more information regarding the usage of Department of Athletics Facilities, contact Cassie Bernard at 614-247-6713 or by email at bernard.109@osu.edu.