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.

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. Submit the Facility Rental Request Form to the Event Management staff, along with a 10% non-refundable rental deposit*. The non-refundable deposit is required to confirm a reservation, and is due at the time the reservation is made. A check or money order should be payable to The Ohio State University Athletic Department. Credit Card payment over the phone may also be accepted. Any credit card payment requires a 3% processing fee to be added to the 10% non-refundable deposit. Once the non-refundable deposit has been received, an Event Confirmation Sheet will be sent to the client. If the client cancels the event or use of the facility after the confirmation has been sent, the client is subject to 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.
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.

*Non-refundable deposit does not guarantee the client the reservation of the event space; Athletics reserves the right to cancel client’s event for any department event, university event or concert. Non-refundable deposit will be refunded to the client in the instance that Athletics would cancel the client’s event for any department event, university event, or concert. Athletics will provide as much notice as possible. Client will not be charged any fee or expenses if cancelled by Athletics. Every effort will be made to reschedule event to another date.

**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.

**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): $12.00/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 $1,000,000 for each person or occurrence and $2,000,000 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.

**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.
2019 – 2020 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)
Scoring System: $250 (expenses included)
Concert: Negotiable

Rate from June 11 – July 12*
1 game/day $700 (plus expenses)
2 games/day $900 (plus expenses)
3 games/day $1000 (plus expenses)
4 games/day $1200 (plus expenses)
*The discounted rates listed above reflect the price to play a game in Bill Davis Stadium. The rental fee for any practice, clinic, home run derby, etc. will be $1,500.00/each for any non-game related event.

Rate outside of June 11 – July 12*
$1300/game (plus expenses)

Guidelines for renting Bill Davis Stadium:
1. The rental structure rate is “per day” for the listed number of games.
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.
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 NOT be counted as a game. Length of time for any non-game baseball activity should not be any longer than 4 hours. The length of the non-game baseball activity will determine equivalent number of games per the discretion of Ohio State Event Management.
6. Metal cleats/spikes are prohibited on the field at Bill Davis Stadium with the exception of the game pitcher.

Buckeye Softball Field

Non-Sofball Events
Half-Day (up to 4 hours): $1000 (expenses added to rent)
Full Day (more than four hours): $2000 (expenses added to rent)
Scoring System: $250 (expenses included)
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)
*The discounted rates listed above reflect the price to play a game at Buckeye Softball Field. The rental fee for any practice, clinic, home run derby, etc. will be $1,000.00/each for any non-game related event.

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.
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.
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 **NOT** be counted as a game. Length of time for any non-game baseball activity should not be any longer than 4 hours. The length of the non-game baseball activity will determine equivalent number of games per the discretion of Ohio State Event Management.

**Buckeye Varsity Field Hockey Field**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Half Day (up to 4 hours)</td>
<td>$700 (expenses added to rent)</td>
</tr>
<tr>
<td>Full Day (more than four hours)</td>
<td>$1400 (expenses added to rent)</td>
</tr>
</tbody>
</table>

**Covelli Center**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Half Day (up to 4 hours)</td>
<td>$5000 (expenses added to rent)</td>
</tr>
<tr>
<td>Full Day (more than four hours)</td>
<td>$10,000 (expenses added to rent)</td>
</tr>
<tr>
<td>Seasonal Group Rate</td>
<td>$100/hr (minimum 50 hours) (expenses included)</td>
</tr>
<tr>
<td>Concert</td>
<td>Negotiable</td>
</tr>
</tbody>
</table>

**Guidelines for renting the Covelli Center:**

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 7:00 p.m.

**French Field House**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Half Day (up to 4 hours)</td>
<td>$2,500 (expenses added to rent)</td>
</tr>
<tr>
<td>Full Day (more than four hours)</td>
<td>$4,500 (expenses added to rent)</td>
</tr>
<tr>
<td>Seasonal Group Rate</td>
<td>$100/hr (minimum 100 hours)</td>
</tr>
</tbody>
</table>

**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 7:00 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.

**Jennings Family Wrestling Practice Facility**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seasonal Group Rate</td>
<td>$75/hr. (minimum 50 hours) (expenses included)</td>
</tr>
<tr>
<td>National Team Rate</td>
<td>$50/hr. (minimum 50 hours) (expenses included)</td>
</tr>
</tbody>
</table>

**Wrestling Clinics**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Half Day (up to 4 hours)</td>
<td>$2,000 (expenses added to rent)</td>
</tr>
<tr>
<td>Full Day (more than four hours)</td>
<td>$4,000 (expenses added to rent)</td>
</tr>
</tbody>
</table>
Jesse Owens Memorial Stadium
Half-Day (up to 4 hours): $2,000 (expenses added to rent)
Full Day (more than 4 hours): $4,000 (expenses added to rent)

Ohio Stadium
Wedding/Engagement Photos: $350 (expenses included)
Wedding Ceremony–North Rotunda: $3,500 (expenses included)
Wedding Ceremony–Flag Pole: $4,000 (expenses included)
Wedding Ceremony & Reception Package (excludes Northwest Loge Club): $7,000 (expenses included)
Concert*: Negotiable
Special Event*: $25,000 (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/group
• Adult (more than 10 people): $100 for first 10 people + $10.00/adult
• Student (more than 10 people): $100 for first 10 people + $5.00/student

Ohio Stadium Auxiliary Facilities

<table>
<thead>
<tr>
<th>Auxiliary Facilities</th>
<th>Half Day Rental (up to 4 hours)</th>
<th>Full Day Rental (4+ hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Huntington Club Room 1, 2, or 3 (SCB)</td>
<td>$3,500</td>
<td>$4,500</td>
</tr>
<tr>
<td>Recruit Room (SRR)</td>
<td>$3,500</td>
<td>$4,500</td>
</tr>
<tr>
<td>Varsity O Room (SVR)</td>
<td>$3,500</td>
<td>$4,500</td>
</tr>
<tr>
<td>University Suite (SUS)</td>
<td>$4,000</td>
<td>$5,000</td>
</tr>
<tr>
<td>Northwest Loge Club (NWC)</td>
<td>$7,000</td>
<td>$9,000</td>
</tr>
<tr>
<td>Concourse (East/West/South)</td>
<td>$3,500</td>
<td>$4,500</td>
</tr>
</tbody>
</table>

Number of People Possible to Accommodate

<table>
<thead>
<tr>
<th></th>
<th>Reception</th>
<th>Banquet</th>
<th>Classroom</th>
<th>Theater</th>
<th>Block O</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recruit Room</td>
<td>200</td>
<td>128*</td>
<td>100</td>
<td>150</td>
<td>50</td>
</tr>
<tr>
<td>Huntington Club Rooms/</td>
<td>300</td>
<td>220**</td>
<td>100</td>
<td>250</td>
<td>50</td>
</tr>
<tr>
<td>Varsity O Room</td>
<td>175</td>
<td>60***</td>
<td>30</td>
<td>40</td>
<td>30</td>
</tr>
<tr>
<td>University Suite</td>
<td>460</td>
<td>230****</td>
<td>30</td>
<td>50</td>
<td>35</td>
</tr>
</tbody>
</table>

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

Square Footage for Each Room:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Recruit Room</td>
<td>5776 sq. ft.</td>
</tr>
<tr>
<td>Varsity O Club</td>
<td>3330 sq. ft.</td>
</tr>
<tr>
<td>Huntington Club 1</td>
<td>3182 sq. ft.</td>
</tr>
<tr>
<td>Huntington Club 2</td>
<td>3182 sq. ft.</td>
</tr>
<tr>
<td>Huntington Club 3</td>
<td>3034 sq. ft.</td>
</tr>
<tr>
<td>University Suite</td>
<td>4062 sq. ft.</td>
</tr>
<tr>
<td>Northwest Loge Club</td>
<td>6600 sq. ft.</td>
</tr>
</tbody>
</table>
**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

**Steelwood Training Facility***

- 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 added to rent)
- Full Day (more than 4 hours): $2000 (expenses added to rent)
- Lessons: $10/court per hour (minimum 200 hours per year)

**Indoor Varsity Tennis Center**

- Lessons: $10/court per hour (minimum 200 hours per year)

**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 events because it is a working area. The entry lobby, at the northeast corner of the building, is typically 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)

**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 Catherine Rainford, at rainford.2@osu.edu)

Auxiliary Gyms* $75/hr. (Practice only)

**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 Indoor Field, and Schottenstein Center Auxiliary Gyms) for an athletic practice (maximum of 2 hours) one date per year, and pay no rental fee, pending availability. These groups are still responsible for providing a certificate of liability 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.