



Ohio University Event Services Employment Manual

Employment Manual Recent Revisions

| Version | Date | Author | Change Description |
|---------|------------|---------------------------|---|
| 1.0 | 1/10/2014 | Anthony Fiorini | Creation of Manual – Aggregate data from former years |
| 1.1 | 2/28/2014 | Sam Binnig | First edits to refine. Some reordering of info |
| 1.2 | 7/2/2014 | Sam Binnig | Edits to revise food, break, and cell phone policy |
| 2.0 | 10/11/2016 | Binnig, Schaffer, Radigan | Revise to match new Orientation/Customer Service Training session and online W2W. |
| 2.1 | 1/9/2017 | Jeremy Schaffer | Replaced point system with |
| | | | |
| | | | |

Note The content of a manual does not constitute nor should it be construed as a promise of employment or as a contract between Event Services and any of its employees.

Event Services at its option, may change, delete, suspend, or discontinue parts or the policy in its entirety, at any time without prior notice.

TABLE OF CONTENTS

Contents

| | | |
|----------|--|-----------|
| 1 | ABOUT EVENT SERVICES | 4 |
| 1.1 | Contact Information | 4 |
| 1.2 | Mission..... | 5 |
| 1.3 | Facilities Managed by Event Services..... | 5 |
| 1.3.1 | Baker University Center | 5 |
| 1.3.2 | Galbreath Chapel..... | 5 |
| 1.3.3 | Templeton-Blackburn Alumni Memorial Auditorium..... | 5 |
| 1.3.4 | Walter Hall Rotunda..... | 5 |
| 1.3.5 | Outdoor Space..... | 5 |
| 2 | EXPECTATIONS | 6 |
| 2.1 | For Event Services | 6 |
| 2.1.1 | Mandatory Training Sessions & Meetings | 6 |
| 2.1.2 | Commencement and Special Events Expectations..... | 6 |
| 2.1.3 | Academics..... | 6 |
| 2.1.4 | On the job policies | 6 |
| 2.2 | Scheduling..... | 8 |
| 2.2.1 | General scheduling guidelines and expectations | 8 |
| 2.2.2 | Payroll and Wages..... | 10 |
| 2.2.3 | Breaks and Meal Periods..... | 11 |
| 2.2.4 | Dress Code and Appearance..... | 12 |
| 2.3 | Performance management..... | 12 |
| 2.3.1 | Strike System..... | 12 |
| 2.4 | Customer Service | 14 |
| 3 | EMERGENCY PROCEDURES | 15 |
| 3.1 | Active Shooter | 15 |
| 3.2 | Evacuation..... | 16 |
| 3.3 | Civil Disturbance/Demonstration | 16 |
| 3.4 | Fire..... | 17 |
| 3.5 | Medical Emergency..... | 17 |
| 3.6 | Severe Weather/Power Outage | 18 |
| 3.7 | Tornado | 18 |
| 3.8 | Hazardous/Infectious Material..... | 19 |

| | | |
|-----------|--|-----------|
| 3.9 | Earthquake | 19 |
| 3.10 | Power Outage..... | 20 |
| 3.11 | Suspicious Packages/Objects | 21 |
| 3.12 | Water Loss | 21 |
| 4 | ACKNOWLEDGMENT | 23 |
| | APPENDICES..... | 24 |
| 5 | JOHN CALHOUN BAKER UNIVERSITY CENTER | 25 |
| 5.1 | Baker Center History | 25 |
| 5.2 | Baker Center Floor Plans | 26 |
| 5.2.1 | 1 st Floor | 26 |
| | FLOOR PLANS – FIRST FLOOR | 26 |
| 5.2.2 | 2 nd Floor | 28 |
| | FLOOR PLANS – SECOND FLOOR | 28 |
| 5.2.3 | 3 rd Floor | 30 |
| | ADMINISTRATIVE OFFICES..... | 30 |
| | STUDENT ORGANIZATION SUPPORT..... | 30 |
| • | STUDENT ORGANIZATION OFFICES | 30 |
| | STUDENT MEDIA WING..... | 30 |
| | STUDENT PROGRAMMING OFFICES | 30 |
| | STUDENT GOVERNANCE | 30 |
| 5.2.4 | 4 th Floor | 32 |
| 5.2.1 | 5 th Floor | 34 |
| 5.3 | Amenities | 36 |
| 6 | TEMPLETON BLACKBURN ALUMNI MEMORIAL AUDITORIUM..... | 38 |
| 7 | MARGARET M. WALTER HALL..... | 38 |
| 8 | HELEN MAUCK GALBREATH MEMORIAL CHAPEL | 38 |
| 9 | STUDENT POSITION DESCRIPTIONS..... | 38 |
| 10 | MANUALS | 38 |
| 10.1 | Setup Manual | 38 |
| 10.1.1 | Stage Manual | 38 |
| 10.2 | Operations Manual | 38 |

| | | |
|-----------|-----------------------------|-----------|
| 10.3 | Baker Tech Manuals..... | 38 |
| 10.3.1 | Crestron Manual..... | 38 |
| 11 | VERSION HISTORY..... | 39 |

1 About Event Services

1.1 Contact Information

Mailing Address
347 Baker University Center
One Park Place
Athens, OH 45701

Telephone
Guest Services: (740) 593-4000
Baker Administration: (740) 593-4020
Reservations: (740) 593-4021
Memorial Auditorium: (740) 593-4467
Ticket Office: (740) 593-1780

1.2 Mission

Our mission this year is to create memorable experiences for Ohio University faculty, staff, and students, as well as our surrounding communities. In order to do so, we will provide the most outstanding customer service and innovative event solutions whenever possible!

1.3 Facilities Managed by Event Services

1.3.1 Baker University Center

Connecting the upper and lower campus, Baker University Center is a vibrant hub, welcoming and serving all members of our community including University students, faculty, and staff, parents, alumni, community members, and other campus visitors.

The Center offers state-of-the-art conference and event spaces, extensive support for students and their leadership development, exciting dining options, comfortable places to be, and service that will exceed your expectations.

1.3.2 Galbreath Chapel

Built in 1957, the Helen Mauck Galbreath Memorial Chapel welcomes people of all faiths. There is no permanent furnishing that would be identified with one religion or denomination and there are no restrictions on the type of service that may be conducted. Popular uses of the chapel include alumni weddings and induction services.

1.3.3 Templeton-Blackburn Alumni Memorial Auditorium

Located on Ohio University's historic College Green, the 2,000 seat Templeton-Blackburn Alumni Memorial Auditorium (MemAud, The Aud) plays host to a wide variety of events – from nationally-touring concerts, plays, and musicals, to new student admission sessions and keynote speakers.

1.3.4 Walter Hall Rotunda

Margaret M. Walter Hall consists of four lecture halls, two conference rooms, and governance meeting area, rotunda with catering kitchen, and various service and support areas. The building is designed to support a wide array of academic and non-academic functions including receptions, conferences, banquets, and other special events. Ohio University Event Services coordinates events in the Rotunda and Governance Room.

1.3.5 Outdoor Space

Event Services is also responsible for reservations and event management and production for several outdoor spaces. These spaces include: Alumni Gateway, Aquatic Picnic Grove, Baker University Center 1st and 4th floor entrances (including the outdoor tables), College Green, Emeriti Park, Howard Hall (site and table), Lindley Park, Morton Field, Ridges Auditorium Lawn, South Green Amphitheatre, Basketball Court, and Volleyball Court, Stocker Picnic Grove, Tailgate Park, Walter Hall Lawn, West Portico, Wilhelm Amphitheatre, and Wolfe Garden.

2

Expectations

2.1 For Event Services

2.1.1 Mandatory Training Sessions & Meetings

There will be mandatory staff training sessions held throughout the academic year, primarily at the beginning of each academic semester. These are paid sessions (unless CPR/First Aid Training) and attendance by all student employees is required.

Student staff members will meet as a group by position with their direct supervisor. These meetings will be determined based on student and supervisor schedules. These are meetings for which student staff will be paid and attendance is mandatory.

2.1.2 Commencement and Special Events Expectations

As a student employee in Event Services, staffing major annual events such as Commencement, Halloween, Family Weekends (including Mom's, Dad's, and Sibs) and Homecoming is required. Student employees should expect, and be available, to work during these times. Time off requests can be granted but will be reviewed and assessed based on staffing needs. Housing extensions can be granted to students living in the residence halls. Exceptions for Commencement obligations may be made for graduating seniors and those students pursuing summer internships.

In addition, certain areas of Ohio University Event Services remain open on holidays and breaks. Student staff members are expected to cover the scheduled shifts during these times. Students who work on a holiday will be paid at their regular pay rate.

2.1.3 Academics

The primary reason for working at Ohio University is to supplement in-class learning and offer the opportunity to both gain transferrable skills and a chance to earn money. If employment detracts from a student's studies or grades suffer, it is the expectation of Event Services that student staff members focus on academic success. As such, student staff members must maintain a 2.5 cumulative GPA to remain eligible for employment for Ohio University Event Services.

With students' permission, supervisors will monitor individual student employee's quarterly grades throughout the year. Should a student employee's semester or cumulative GPA fall below a 2.5, the supervisor reserves the right to reduce the number of scheduled work hours, issue a temporary leave of absence until the student employee raises his/her cumulative GPA to 2.5, or, should either semester or cumulative GPA fall below a 2.0, terminate employment.

2.1.4 On the job policies

2.1.4.1 Driving

Whenever possible, university owned vehicles will be made available for official use. Personnel driving a university vehicle must be licensed and are not permitted to utilize a cell phone while driving. Drivers are responsible for all fines associated with traffic or parking violations received while operating or responsible for any university or personal vehicles. All drivers of university vehicles are subject to Ohio University Policy & Procedure 47.001.

2.1.4.2 Alcohol and Drugs

The consumption of alcohol within 8 hours of the beginning of work is prohibited. The use of alcohol and other drugs on the job, reporting to work intoxicated or being under the influence of alcohol or drugs and use of or distribution of illegal drugs is prohibited. Noncompliance will result in disciplinary action up to and including termination.

2.1.4.3 Medications

If an employee is taking any form of medication that may induce drowsiness, affect job performance, or has the potential to alter mental status, it is requested (but not required) that they inform their supervisor prior to the start of their work shift.

2.1.4.4 Cell Phones & Texting

The use of cell phones/texting is prohibited during an employee's shift, unless the call is work-related or is an emergency call to the OUPD or the APD. It is expected that employees will not be utilizing their cell phones for personal matters. Communication devices will be made available to students through two-way radios, desk phones, or mobile duty phones.

2.1.4.5 Equipment

Student staff members may not use University equipment or supplies for personal use, classroom assignments or non-work related purposes. This includes the phone, printer, photocopiers, fax machine, computers, and general office supplies. Additionally, Event Services oversees a large inventory of audio, lighting, video, and furniture resources that are not to be borrowed for personal use without prior permission.

2.1.4.6 Computers & Email

Work computers are to be used for work purposes only. Student staff members may use computers to perform work related tasks such as e-mail, looking up information for guests, and to complete reports. Staff members are not permitted to utilize computers for Facebook, homework, personal e-mails, surfing the web, or playing computer games. Personal laptops are not allowed while on a work shift. Installing or downloading software on University computers without written permission is also prohibited.

2.1.4.7 Injury on the job

If a student is injured on the job during the performance of job duties, the supervisor should be consulted immediately and an occupational injury or illness investigation report should be completed.

https://www.ohio.edu/riskandsafety/docs/Incident_Form.pdf

2.1.4.8 Parking

Parking is not provided for student employees. During the academic year and intersession periods student employees are responsible for any consequences that may occur for parking on campus. Only students with valid commuter passes issued by Parking Services may utilize the commuter lots to park during the business day.

Should students choose to drive to campus, they may utilize the Baker University Center parking garage or any university or city metered spots near the building. Parking spaces are on a first-come-first-serve basis. All costs associated with parking in the garage or at meters are the responsibility of the student employee.

During summer intersession, student employees who are working for Event Services may receive a written letter from their supervisor confirming their employment which may then be shown to Parking Services. Parking Services will issue a parking pass at cost to the employee for the summer intersession only, which will only be valid in the commuter lots.

2.1.4.9 Press and Public Comment

When approached by a member of the press to comment on an event or other item, refer the press member to the Executive Director of Event Services or Ohio University Communications and Marketing.

2.2 Scheduling

2.2.1 General scheduling guidelines and expectations

WhenToWork.com is the primary tool for scheduling student staff across all of Event Services. Certain areas will use WhenToWork a little differently based on their needs, however, there are many expectations that apply across the board.

Event Services operates on a scheduling rotation that will always ensure that at least two weeks are published at any one time. For example, at the end of week 7 we will publish week 10 (weeks 8 and 9 already being published). Additionally, since events and scheduling tends to be very dynamic, we will occasionally have the need to schedule additional shifts after the main schedule has been published. We will not schedule any shift within 3 days of the shift without asking the employee first. Anything outside of 3 days can be scheduled without prior employee notification based on the employee's preferences.

Employees have the option to request to pick up more shifts and can request to drop/trade shifts if they are not satisfied with their schedule. This can be done through a WhenToWork's Tradeboard feature. It should be noted that **no trades are final until approved by your manager**. If the shift still has your name attached to it, we still expect you to be working here. You can try to expedite the process by communicating with your manager.

Trade requests are different from **Time Off Requests**. Time Off request are used for any times that you would like time off that is not a class (classes should be "cannot work" in preferences). These can be used for allowing time to study, visiting your hometown, scheduling a doctor's appointment, or almost anything else. Most time off requests will be approved with no question if they are put in before the schedule is filled provided there are others available to work during that time. However, should you need to ask for time off during a time you are scheduled, please use both a Time Off Request as well as putting the shift on the Tradeboard. This helps to get someone to cover the shift and allow us to approve the request quicker and also protects you from being re-scheduled during the time that you were able to drop a shift. Should a situation arise where you are absolutely unable to work during a time that you are schedule, follow the same procedure (place shift on tradeboard and submit a time off request, both with comments) and immediately contact your supervisor.

Please remember that you are responsible for all shifts in when to work that have your name attached to them. Students may be assigned to positions that are not their typical job and are expected to follow the same procedures that they would with any regularly scheduled shift.

More specific information on how to use WhenToWork can be found in the WhenToWork How To Appendix.

Tardiness

Tardiness is unacceptable. However, we realize that sometimes there are circumstances outside of our control that may cause it. If necessary, employees must inform an Administrator or the Student Leader (Stage Manager, Building Manager, etc.) on duty in advance of their late arrival. Any tardiness may be subject to disciplinary action.

Absence

Student staff members who must be absent from work must take the following actions to ensure that their shift is covered and that the Student Leader or Supervisor is informed of the shift change:

1. Post the shift on Tradeboard in WhenToWork
2. Find another employee to cover the shift, which then will "pick-up" the posted shift off of Tradeboard in WhenToWork
3. Call their respective supervisor prior to the shift to inform them of the shift change/absence
4. Contact supervisor of the shift change/absence immediately

In the event that a last-minute absence must occur, defined as notification less than 24 hours prior to start of shift, the employee must inform their direct supervisor as soon as possible. Disciplinary action may result if absence is considered unexcused. Forgetting to do homework or studying are not considered excused.

Absence from work should be avoided. Event Services understands that there are some occasions where something last minute will occur and an absence is necessary. Some reasons that can be excused (with proper documentation) include:

1. Personal injury or illness
2. Injury or illness of immediate family* which requires the personal presence of the employee
3. Death in the immediate family* (absence not to exceed 5 days)
4. Medical, dental, optical examination of employee or immediate family*
5. Exposure to contagious disease

*Immediate family is defined as grandparents, mother, father, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, son-in-law, spouse, child, grandchild, legal guardian, or "step relatives" of the same capacity

Absence without prior notification is considered absence without leave and may subject employees to severe disciplinary action. Please keep an open line of communication during any time of absence so that we can help in whatever way we can.

2.2.1.1 Holidays

Certain areas of Ohio University Event Services (i.e. Baker University Center, Memorial Auditorium) remain open on holidays (legal holidays are indicated on the official University calendar). Student staff members are expected to cover the scheduled shifts

during these times. Students who work on a holiday will be paid at their regular pay rate.

2.2.2 Payroll and Wages

A student staff member's pay rate is based on their title and years of service. However, all student staff members will be paid at least the federal minimum wage. On occasion, a department may recommend an increase in pay rate based upon merit and/or length of service. To inquire about a position specific wage, speak to a supervisor.

Student employees should not work more than 25 hours/week when classes are in session and no more than 28 hours during periods of non-enrollment. Student managers and student leaders will have the opportunity to work up to 28 hours/week.

Falsely reporting work hours is considered theft and is a serious crime. Those who commit this crime will be sanctioned by Ohio University Event Services and may be referred to Ohio University Office of Community Standards and Student Responsibility along with the Ohio University Police Department.

2.2.2.1 Swipe In/Out

Time clocks are located at the 4th floor desk of Baker Center and at the backstage door of Memorial Auditorium. Students are required to swipe in prior to starting work and swipe out immediately following a shift at one of these two locations. Should the shift location prevent you from using the time clocks, please manually enter your hours immediately following the shift.

2.2.2.2 Basic Workforce

See guide document located at <http://oues.info/docs/WFStudent.pdf>

2.2.2.3 Raises

A student staff member will receive an increase in their wage on an annual basis. The first raise will occur after completing one year of service with the department. If an employee receives a promotion, the increased wage will be effective upon notice of promotion.

2.2.2.4 Pay Periods

Students will accrue two weeks of payable work before submitting their timesheets to a supervisor for approval. Payment will occur two weeks after submission and approval of timesheets. Students are expected to be using the time clocks to swipe in and out of shifts when possible. This will automatically add the clock times to Workforce and enter them on a student's timesheet. Even if a student uses the time clocks to log shifts, they should still log into Workforce at the end of each pay period to verify their hours. All students are expected to use the "Sign and Submit" feature in Workforce for every timesheet. Timesheets that are not signed and submitted may be subject to errors. Any errors will have to be corrected by using a paper timesheet which will delay pay and also be subject to loss of points.

2.2.2.5 Sick Leave

Sick leave benefits are not extended to student staff members. If a student is ill, the student should notify his/her supervisor as early as possible on the day of each absence. The department may require a statement from a doctor for prolonged absence. The failure of a student to notify the department may be cause for disciplinary action.

2.2.2.6 Vacation Time

Vacation benefits are not extended to student staff members. The student may arrange for time off without pay by logging their availability/preferences or by putting a scheduled shift onto the "trade board" in WhenToWork. NOTE: Student is still responsible for covering a scheduled shift if time off is not approved or picked up via trade board.

WhenToWork can also be used to make time off requests. Note that these are requests and are at the discretion of your supervisor.

2.2.3 Breaks and Meal Periods

Students who work more than four consecutive hours in the same department are entitled to a 15-minute paid work break during the course of a four hour shift. Students who work six or more consecutive hours are entitled to a 15 minute paid work break and at least a 30-minute non-paid meal break prior to the end of the six hours. When taking a **non-paid meal break, students must clock out and then clock back in after the meal is over.**

These breaks will be managed by either a student, graduate, or professional manager during the shift. Breaks and meal periods may not be accumulated and taken at the end of a shift, such as not taking a break and leaving early. The intent of a break is to provide a rest period during a shift in order to promote safety and productivity.

Breaks and meals should be taken in one of the retail venues (if in Baker Center) or outside of the regular work environment so that there is no question that the student is on a permitted break. Student breaks also should **not** interfere with the day to day responsibilities of their job (ie. Don't take a break right before lots of conference rooms will need to be opened).

2.2.3.1 Food

Food can only be eaten during breaks (either shift break or meal break)

Food should be eaten in one of the retail or food areas (W82 or Front Room)

Food should be stored in locker or back room if kept during shift.

Should use breaks as opportunity to eat or purchase food.

Food brought by staff to share (doughnuts as a reward, snacks, etc.) are permitted but should be consumed during one of an employee's breaks away from the working area.

2.2.3.2 Drinks

An individual can have ONE drink at their working location during their shift.

Drinks should be in a spill-resistant container (bottle, travel mug, or container with lid.)

Drinks should be thrown away in main trash containers, not containers behind desks or working areas.

2.2.4 Dress Code and Appearance

Dress and uniform requirements may differ by position. Specific dress code guidelines for your position will be addressed in the job specific training. However, general dress requirements still apply to all student employees.

- Each student staff member will receive one shirt. For most areas, the Ohio University Event Services polo must be worn at all times while at work.
- If you receive a name tag, it is considered part of the uniform and must also be worn at all times while on duty.
- Pants or shorts must be clean and free from holes, rips, tears, and cannot be oversized. Sweat pants and other athletic pants are not permitted.
- Shoes are to be clean and in good condition. While no specific color is required, loud, vibrant, or eccentric colored shoes should be avoided. **Open-toe shoes of any kind, including sandals, are not permitted.** Acceptable types of footwear include:
 - Dress shoes, tennis shoes, work boots (if properly covered by pants),
- As a staff member of Ohio University Event Services you represent Ohio University. Employees must respect basic personal hygiene to prevent body odor, bad breath, and any other unacceptable practices.

There may be times where exceptions to the dress code will be permitted. If you ever have a question about the dress code for your specific shift, please contact your supervisor as soon as possible to get any questions resolved.

Dress requirements may also vary based on the formality of an event being hosted in a space managed by Event Services. For shifts requiring student staff members to dress in formal or business casual attire advance notice will be communicated.

In addition to the dress code, overall appearance while on shift is also important. The high levels of interaction all student staff will have with customers require the following guidelines to be in effect:

- Hair must be neatly combed, trimmed, and always be controlled
- Beards and mustaches are acceptable, but must be kept trimmed
- Make-up, if worn, must not be excessive
- Hands must be kept clean; fingernails must be kept cleaned and trimmed.
- Hats and other headwear may not be worn
- Gum chewing and eating are not permitted

2.3 Performance management

2.3.1 Strike System

The revised OUES performance management system has been developed over the past several years through the point system, input from the student advisory board and administrative input in order to provide an effective system for tracking employees work performance with the intention of developing independent, responsible, accountable leaders and team members. The system is essentially a standard 3 strike system where student's performance is tracked via accountability/positive recognition entries. Should a student accrue enough entries to warrant one or more strikes, supervisors will work with the student in order to find ways to improve performance. If a student accrues three strikes, more severe disciplinary action will be taken such as suspension, termination, or reduction of their position/pay grade. Positive recognition entries will be taken in to consideration during the strike review process.

2.3.1.1 Strikes

Strikes can be issued to student staff for the following reasons (not limited to this list):

- Tardiness/absence/premature closing
 - Late arrival for shift
 - Call no show*
 - No call no show*
 - Closing prior to duties being completed
- Poor work performance
 - Negative attitude
 - Repeated inconsistency with trained skills
- Inability to follow departmentally issued instructions
 - Schedule management
 - Time off requests
- Dress code violations
- Incorrect clock in/clock out practices
- Incorrect usage of key vaults
- Negligent, abusive or incorrect usage of equipment**
- Disrespectful behavior towards admins, student staff or customers**
- Departmental or University policy violation (intoxication while working, misuse of university property, endangering others etc.)**

* Potentially an automatic 1 or 2 strike(s)

** Potentially an automatic 1, 2 or 3 strike(s)

2.3.1.2 Accountability/positive recognition tracking

- Anytime an issue is witnessed by or relayed to a member of the professional staff, they should verbally indicate to the student (and/or their supervisor if possible) that there is a concern (if verbal is not possible, informal text or email), and that it will be documented in their personnel file and may be reviewed for further action.
 - Accountability form should be filled out and submitted to GA for student development.
- Anytime a positive activity is witnessed by or relayed to a member of the professional staff, they should verbally indicate to the student (and/or their supervisor if possible) that they are doing a good job (if verbal is not possible, informal text or email), and that it will be documented in their personnel file.
 - Positive recognition form should be filled out and submitted to GA for student development.

2.3.1.3 Procedure for recommending a strike

- Fill out accountability form with recommended strike action and submit to student development manager for review at next standing operations meeting. Should the next operations meeting be longer than 1 week away, the student development manager should solicit feedback from the group via email.

2.3.1.4 Procedure for issuing a strike

- Once an accountability form or multiple forms are deemed strike worthy, the supervisor of the individual during the shift in which the infraction took place will send an email (partially a form email) to the student informing them of the decision made by the administrative review team, and will offer a meeting should the student like to discuss the situation further.
 - Other supervisors may ask to be included in communication to the student.
- Single strikes issued for repeated tardiness, dress code violations, or minor work performance issues do not necessarily warrant follow up meetings.
- If a student is receiving their 2nd or 3rd strike, a meeting with at least one supervisor is required. The content and resolution of this meeting should be documented within the accountability form.
- Should a student commit or be accused of committing a 3 strike infraction, the following procedure will be followed:
 - The student should be immediately called in for an initial interview regarding the situation. Regardless of the content of this meeting, the student should be temporarily suspended.
 - A group of at least 3 administrators will then interview any students or professional staff members that were involved.
 - Once enough information is gathered to confidently reach a verdict, the operations team will meet to discuss disciplinary actions.
 - The student will be notified of any disciplinary actions within 1 week of their suspension.

2.3.1.5 Appeals

Every employee has the right to respond to any disciplinary action. If an employee feels the discipline is unfair, unwarranted, or there are extenuating circumstances, the student employee may respond in writing and have that response included in their personnel file.

The student employee has the right to appeal if they feel a dismissal is unfair, unwarranted, or there are extenuating circumstances. The employee should forward a written statement appealing the dismissal to the Executive Director within 5 working days after received written notification of dismissal. The Executive Director will respond within 5 working days after receiving the dismissal.

2.4 Customer Service

Providing excellent customer service is a requirement of every student position within Event Services. Whether interacting with students, faculty, staff, alumni, or other University constituents we are aiding in the execution of their meetings and events in a variety of different ways and it is of absolute importance that we meet their needs within reason.

Quality customer service provides positive promotion for our operations and assists in retaining and attracting new clientele; our customers are vital to the organization and pleasant customers will make your job that much more rewarding.

Four things that you control in providing excellent service:

1. Your attitude

2. How you respond to customers and questions
3. Your ability to set aside personal issues
4. The choice to help make another's experience better

Five easy steps to provide each guest with a positive experience:

1. Welcome them using a warm and sincere greeting.
2. Carefully listen to their question or concern.
3. Validate their question or concern
 - Example: Yes sir, I see your point. Or, yes ma'am that is a good question.
4. Answer their question to the best of your ability, or help clarify their concern by providing helpful information
 - If unable to answer their question, seek out someone who can, or affirm that you will get back to them if necessary. DO NOT direct them to another department unless that is the best solution.
5. Give them a fond farewell
 - Example: Thank you for visiting, have a good day.

Things each employee should be aware of and make sure they incorporate into their customer service practice and employment:

1. Maintain good eye contact
2. Proactively help guests if they look lost, or appear to need help with something
3. Always use please and thank you
4. Smile, be genuine, honest, and sincere

3 Emergency Procedures

3.1 Active Shooter

An active shooter is a person who appears to be actively engaged in killing or attempting to kill people in a populated area. In most cases active shooters use firearm(s) and there is no pattern or method to their selection of victims. These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and mitigate harm to innocent victims.

Action Steps—Active Shooter Inside/Outside Your Building

- Proceed to a room that can be locked or lock the room you are in.
- Close and lock all windows and doors
- Turn off the lights
- If possible, get everyone down on the floor where no one is visible from outside the room
- Have one person call 911. Advise the dispatcher of your location and what is taking place
- Remain in place until the police or a campus administrator known to you gives the "all clear"

IMPORTANT: Unfamiliar voices may be the shooter attempting to lure victims from their safe space. Do not respond to any voice commands until you can verify the source.

Action Steps—Active Shooter Enters Your Office/Area/Classroom

- Try to remain calm

- Dial 911, if possible, and alert police to the shooter's location. If you can't speak, leave the line open so the dispatcher can listen to what's taking place because 911 can often determine a location without a caller speaking.
- If there is absolutely no opportunity to escape or hide and you can communicate, it might be possible to negotiate with the shooter. Attempting to overpower the shooter with force should be considered a last resort after all other options have been exhausted
- If the shooter leaves the area, proceed immediately to a safer place and do not touch anything that was in the vicinity of the shooter

IF YOU DECIDE TO FLEE DURING AN ACTIVE SHOOTER SITUATION:

- Do not attempt to carry anything
- Move quickly, keep your hands visible and follow instructions of any police officers you may encounter
- Do not attempt to remove injured people. Notify authorities of their location as soon as possible.

3.2 Evacuation

If a decision is made to evacuate a campus building, you will be notified by audible public address announcement, by telephone, or in person.

Once you are notified, evacuation is required.

Action Steps

- Remain calm
- Walk quickly, DO NOT RUN.
- Do not use elevators, except to assist a person with a disability when:
- Evacuation is urgent;
- Use of an elevator is necessary; or
- An elevator is operation by Fire Department personnel
- Quickly check restrooms, copy rooms, and storage rooms for people unaware of the evacuation
- Only take essential items with you
- Close doors behind you as you leave
- Assist and accompany persons with disabilities
- Move to a designated area at least 300 feet away from building
- Follow instructions by Police or Fire Department.

In the event of a campus-wide evacuation:

- LEAVING BY VEHICLE: follow traffic instructions
- LEAVING BY FOOT: leave campus by the most direct route.
- If being picked up, meet your party at a predetermined location
- PERSONS WITH DISABILITIES: Call 593-1911 for assistance

3.3 Civil Disturbance/Demonstration

Not all demonstrations are unlawful. The U.S. Supreme Court has ruled that certain activity is protected under the U.S. Constitution. However, any demonstration/protest on University property that interferes with the educational function of the institution or in which violence, property damage, or other unlawful behavior occurs is unlawful.

If you have a question about whether a demonstration is unlawful, call OUPD at (740) 593-1911.

If a disturbance appears to threaten the safety of faculty, staff, or students:

- Immediately call OUPD

- Avoid provoking or obstructing the demonstrators
- Lock doors as soon as possible and appropriate to isolate the disturbance.
- Take steps to protect your own safety and the safety of other faculty, staff, and students.
- Encourage people to leave the area
- Be prepared to give the following information:
 - The name of the group, if known.
 - The exact location of the group.
 - The size of the group.
 - Weapons involved, if any.

If a disturbance is outside and you are inside:

- Stay inside.
- Stay away from doors and windows.
- Continue with normal business operations, if possible.

3.4 Fire

In the event there is a fire in the Center, the following protocols are to be followed to ensure that the building is evacuated properly, and that no employee, student, or guest of the Center is harmed.

IF A FIRE ALARM IS ACTIVATED:

- EVACUATE building immediately ensuring you are ushering out as many patrons as possible along the way.
- DO NOT try to save belongings, files, or equipment.
- DO NOT use elevators.
- Shut all doors behind you as you go to prevent the quick spread of smoke.
- Help people with disabilities (non-wheelchair) leave building if possible.
- If disabled persons cannot be evacuated, lead them to the nearest enclosed stairwell and close the door(s) leading to the stairwell.
- Tell Fire personnel or Ohio University Police the location of disabled persons remaining in the building.
- Proceed to your designated exit point (approx. 300ft away from the building).
- Stay clear of firefighting equipment.
- MANAGER ON DUTY: meet with Fire and/or Police personnel to identify the location of smoke and/or fire.

3.5 Medical Emergency

If you experience or witness a medical emergency:

- Call 911 immediately.
- Remain calm.
- Be prepared to provide information about the emergency.
- Unless trained, DO NOT render first aid—wait for emergency personnel.
- IF TRAINED, use pressure to stop bleeding.
- IF TRAINED, use CPR if victim has NO PULSE and is NOT BREATHING.
- DO NOT move a victim unless safety dictates.
- Be prepared to provide OUPD with vital information:
 - You name and telephone number.
 - Location of the injured person (building, room, etc.)

- Type of injury or problem.
- Individuals present condition.
- Sequence of events leading to the emergency.
- Medical history and name of injured person's doctor (IF KNOWN).
- Stay on the phone with emergency personnel.
- Alert others of the emergency, if possible.

Medical emergencies may include any life-threatening situation, including the following:

- Broken bones
- Cessation of breathing
- Chest pain
- Compound fractures
- Excessive bleeding
- Eye injuries
- Head injury
- Heat stroke/ heat exhaustion/heat cramps
- Inhalation of a toxic substance
- Lacerations
- Seizure
- Serious allergic reactions
- Unconsciousness

3.6 Severe Weather/Power Outage

STEPS TO TAKE IN SEVERE WEATHER:

- Stay indoors and move to an interior room away from windows.
- Monitor the radio weather channel for Watch and Warning details.
- Encourage all staff and guests to also remain in the building.

In the event of a power outage, the back-up generators and emergency lights of Baker University Center should activate and the facility will remain fully operational.

- Stay calm.
- Contact Facilities Management to report the power loss.
- Check on BUC patrons and ensure everyone is okay and remaining calm.

In the event there is a fire in the Center, the following protocols are to be followed to ensure that the building is evacuated properly, and that no employee, student, or guest of the Center is harmed.

3.7 Tornado

WHAT TO DO IN A TORNADO WARNING:

- Remain calm.
- PROCEED IMMEDIATELY to a basement or the lowest level of the building
- USE ELEVATORS IF YOU HAVE A DISABILITY OR ARE HELPING A PERSON WITH A DISABILITY.
- Stay away from windows, glass, stairwells, and unsecured objects
- Crouch low with your hands covering the back of your head and neck
- Stay tuned to a media outlet for notification of an "all-clear."
- DO NOT contact the OUPD unless an emergency situation exists.

WHAT TO DO IN A TORNADO WATCH:

- Be prepared to seek shelter.
- Determine the location of the nearest shelter.
- Listen to TV or radio for further weather reports.
- Realize the next step could be a warning.
- Be aware of your surroundings.
- Advise others of severe weather conditions.
- If weather grows threatening, SEEK SHELTER even if you hear no tornado warnings.

3.8 Hazardous/Infectious Material

A hazardous material spill is a spill in which there is a significant amount of hazardous material released or one in which the release of the substance cannot be controlled. Examples of hazardous materials in quantities that would be considered a spill are: more than one gallon of bleach, more than 100 mL of sulfuric acid, over one gallon of gasoline, and any quantity of mercury. Examples of infectious materials include blood and other bodily fluids.

Action Steps

- Call 911 or 593-1911 immediately
- If the hazardous material comes in contact with your skin, immediately flush the affected area with copious amounts of water for at least 15 minutes, and then seek medical attention
- If possible, stop the source of the hazardous material
- Evacuate the immediate area, closing doors behind you
- Unless trained, DO NOT attempt to clean up the spill yourself
- Make yourself available to emergency personnel to supply critical information to aid in clean up
- Provide as much of the following information as possible:
 - Where has the hazardous material spill occurred? Specify the floor, room number, and location in the room
 - Has there been a fire and/or explosion?
 - Are there any injuries? If so, how many?
 - What material has been spilled?
 - What is the state of the material (solid, liquid, gas, combination)?
 - Is any of the hazardous material escaping from the spill location in the form of chemical vapors/fumes or running or dripping liquid?

Infectious Material Spill Response

- If the infectious material comes in contact with your skin, immediately wash with soap and water
- Unless trained, DO NOT attempt to clean up the spill yourself
- Contact OUPD at 593-1911
- Make yourself available to responding emergency and EHS safety personnel to supply information to aid in the clean up

3.9 Earthquake

While Ohio has not historically been a state prone to severe earthquake activity, the National Earthquake Information Center does note that the largest earthquake in Ohio was centered in Shelby County. That earthquake, one of several in the 1930s, caused moderate damage to

buildings and affected water, oil, and gas wells. Therefore, safety during an earthquake largely involves avoiding falling objects or power lines, and avoiding the use of cell phones or radio equipment that might spark fires from ruptured gas lines.

Action Steps—Indoors

- Stay inside, do not run outside
- Do not use elevators
- Take cover beneath a desk or table
- Protect your head and neck
- Stay away from windows and objects that could fall

Action Steps—Outdoors

- Get away from trees, buildings, walls, and power lines
- Assume a fetal position on the ground, with eyes closed, and arms crossed over back of your neck for protection
- Stay in fetal position until the shaking stops

After Shaking Stops

- Do not use regular or cellular phones except to call 911 or 593-1911 to report serious injuries
- Assist and accompany persons with disabilities
- Use battery-powered radios to follow instructions given by the Emergency Alert System
- Obey instructions/audio announcements by OUPD
- Evacuate if instructed to do so
- Do not enter any building that is deemed or looks unsafe

3.10 Power Outage

If a power outage occurs in your office or building, remain calm, and call OUPD (593-1911) or Facilities Management (593-2911) to report the loss of power.

Action Steps

- Remain calm
- Call OUPD or Facilities Management to report the power loss
- Help those in your area who may be unfamiliar with your space
- If in an unlit area cautiously move toward an area with emergency lights
- If in an elevator, stay calm. Use the emergency button or phone to contact OUPD or Facilities Management
- Evacuate the building if instructed to do so.

Action Steps—Downed Power Lines

- Distance is Your Friend
- Under normal conditions, power lines are not supposed to lie on the ground. However, there are circumstances, such as high winds and storms that can bring down power lines and other utility wires. Downed power lines can be dangerous because they carry an electric current that can instantly injure or cause death.
- There is no way for you to determine whether fallen power lines are energized or not because you can't smell, see, or hear electricity. Always keep your distance and presume a fallen wire is energized and dangerous
- Don't Guess, Stay Away
- Never touch a fallen wire no matter how harmless it may look. Power lines are not insulated or coated like power cords for home appliances. In some instances, power lines have a coating of weatherproofing material that may appear to be some form of insulation. It is not an insulating material and does not make the power line safe to touch.

- It is sometimes difficult even for professionals to tell the difference between energized power lines and other utility lines. Don't guess and stay away from all wires
- Keep Cars Clear, Too
- If your vehicle comes in contact with a downed power line, stay put. If you can, honk and lower your windows to alert passers-by. Caution them to stay away from the vehicle and ask them to call 911.
- If you must exit the vehicle, remove all loose items or clothing and jump clear of the vehicle. Avoid touching the car and the ground at the same time. Land with both feet together, keep your feet as close together as possible, and shuffle away from the car.

3.11 Suspicious Packages/Objects

If you receive a written threat or suspicious parcel, or if you find a suspicious object anywhere, call OUPD (593-1911) immediately to report the parcel. Never touch, move, or tamper with suspicious objects under any circumstances. Prevent others from handling it or going near it. Do not use cell phones or radio equipment within 100ft of the suspicious object as they might detonate explosives.

Write down everything you can remember about receiving the letter or parcel or finding the object. The police will need this information.

Recognizing Suspicious Packages and Objects

Be cautious of the following:

- Foreign mail, air mail, and special deliveries
- Restrictive markings such as "confidential" or "personal"
- Excessive postage
- Handwritten or poorly typed address
- Incorrect titles
- Misspelling of common words
- Oily stains or discoloration on package
- Excessive weight
- Rigid, lopsided, or uneven envelopes
- Protruding wires or tinfoil
- Excessive tape or string
- Visual distractions
- No return address

Action Steps—Suspicious Packages/Objects

- Call OUPD at 593-1911
- Keep others away from the object
- Do not use cell phones or radio equipment within 100 feet of the object
- Write down everything you can remember about receiving the letter or parcel or finding the object
- Be prepared to relay this information to law enforcement
- Follow instructions of OUPD and/or Fire personnel
- If instructed to evacuate, move at least 300 feet away from the building. Do not reenter the building until instructed to do so.

3.12 Water Loss

In the event that a loss of water occurs, or a boil alert has been issued, whether it is due to a water main break or similar, notification will be received. Buildings can operate as normal if they

do not rely on water for operation. If you are notified that water sources should not be used, there are several courses of action that need to be taken.

Action Steps

- Check all restrooms for patrons; inform them you must close the restroom due to the loss of water. Once all patrons have exited, close and secure each restroom.
- Cover all water fountains to restrict usage.
- Post signs on all doors (perimeter and restroom) to notify patrons of the actions taking place.
- Monitor _____ for status updates and remove signs, unlock bathrooms, and uncover water fountains when notification is received that they are safe to use

ACKNOWLEDGMENT

I acknowledge that I have received a copy of the Ohio University Event Services Employment Manual, and I do commit to read and follow these policies.

I am aware that if, at any time, I have questions regarding OUES company policies or procedures I should direct them to my manager or another Event Services administrator

I know that Ohio University Event Services company policies and other related documents do not form a contract of employment and are not a guarantee by OUES of the conditions and benefits that are described within them. Nevertheless, the provisions of such OUES company policies are incorporated into the acknowledgment, and I agree that I shall abide by its provisions.

I also am aware that Ohio University Event Services, at any time, may on reasonable notice, change, add to, or delete from the provisions of the company policies.

Employee's Printed Name

Position

Employee's Signature

Date



APPENDICES

5 John Calhoun Baker University Center

Commonly referred to as “Baker Center”. This appendix houses information specific to John Calhoun Baker University Center

5.1 Baker Center History

Named for Ohio’s 14th President John Calhoun Baker, the Center opened in January, 2007. It replaced the original Baker University Center which was located on the northwest corner of E. Union St. and College St. (across from the College Green). The building provides facilities, programs, services and amenities that serve the University community, the Athens community and visitors. It is operated by the Division of Student Affairs.

Baker University Center is named in honor of John Calhoun Baker, the fourteenth president of Ohio University, who served from 1945 through 1961. Dr. Baker was educated at Juniata College and Harvard University. Under his guidance regional campuses were created and an extensive Nigerian educational program was established. Many new programs, scholarships and committees were established. The Ohio University Fund (now Foundation) was established to foster private giving and the John C. Baker Fund to support faculty improvement and research efforts. During his tenure, numerous buildings, including most of the residence halls, were built. Upon retirement he continued to pursue his interests in educational business and international affairs. In 1995 he returned to the campus for a gala celebration of his 100th birthday. He died in 1999.

Baker University Center was completed in 1953. The Georgian Revival building contained six floors, with an eight lane bowling center, game room, ball room, 1804 lounge, and 1954 lounge. It also had a dining room and many administrative offices. Initially, the top two floors of the building served as residence hall space. Later the residence hall section of the building was renovated to provide additional meeting and office space. The former Baker University Center opened in 1954, when student enrollment totaled 5,200.

When the center was proposed in 1946, students agreed to an assessment of five dollars each quarter to help fund the project. The faculty, impressed by the students’ dedication, agreed to the same levy.

Upon the opening of the new Baker University Center in 2007 (construction began in March 2004), the former building was allocated to the Scripps College of Communication to allow for its expansion. The new Baker was re-dedicated to Dr. Baker as part of a grand opening celebration on February 10, 2007.

5.2 Baker Center Floor Plans

5.2.1 1st Floor

FLOOR PLANS – First Floor

Aminah Robinson Art Installation

Scenes from Ohio artist Aminah Robinson's life and times in Poindexter Village are permanently laid in the atrium floor.

Bobcat Student Lounge (formerly Billiards Lounge)

This multipurpose lounge overlooks the pond on the east side of the building, and has outdoor seating as well. Students play billiards or foosball for free with an OU ID or a photo ID. The lounge now houses a small stage area that is home to regular events such as weekly comedy shows and sees quite a few special events throughout the year.

Catering Office (Room 125)

This office serves those needing to arrange catering services in the building or elsewhere on campus. They can be reached by phone at (740) 593-4036.

Tech Depot/Computer Lab

This technology store is run by the Office of Information Technology. It features an ID center and a full service computer lab, as well as computer and technology accessory sales. They are generally open Monday - Friday - 8 a.m. - 8 p.m. and 11 a.m. - 7 p.m. on Saturday and Sunday. These hours are subject to change. The Tech Depot can be reached by phone at (740) 593-DEPO.

Admissions Tour Desk

Located on the 1st floor near Art Installation, this desk serves as the check in point for any Admissions related events

Latitude 39 Restaurant

Latitude 39, Ohio University's fine dining restaurant, features irresistible choices for lunch and dinner, served amidst striking views of campus which rests on the 39th parallel. For more information, call (740) 566-0939.

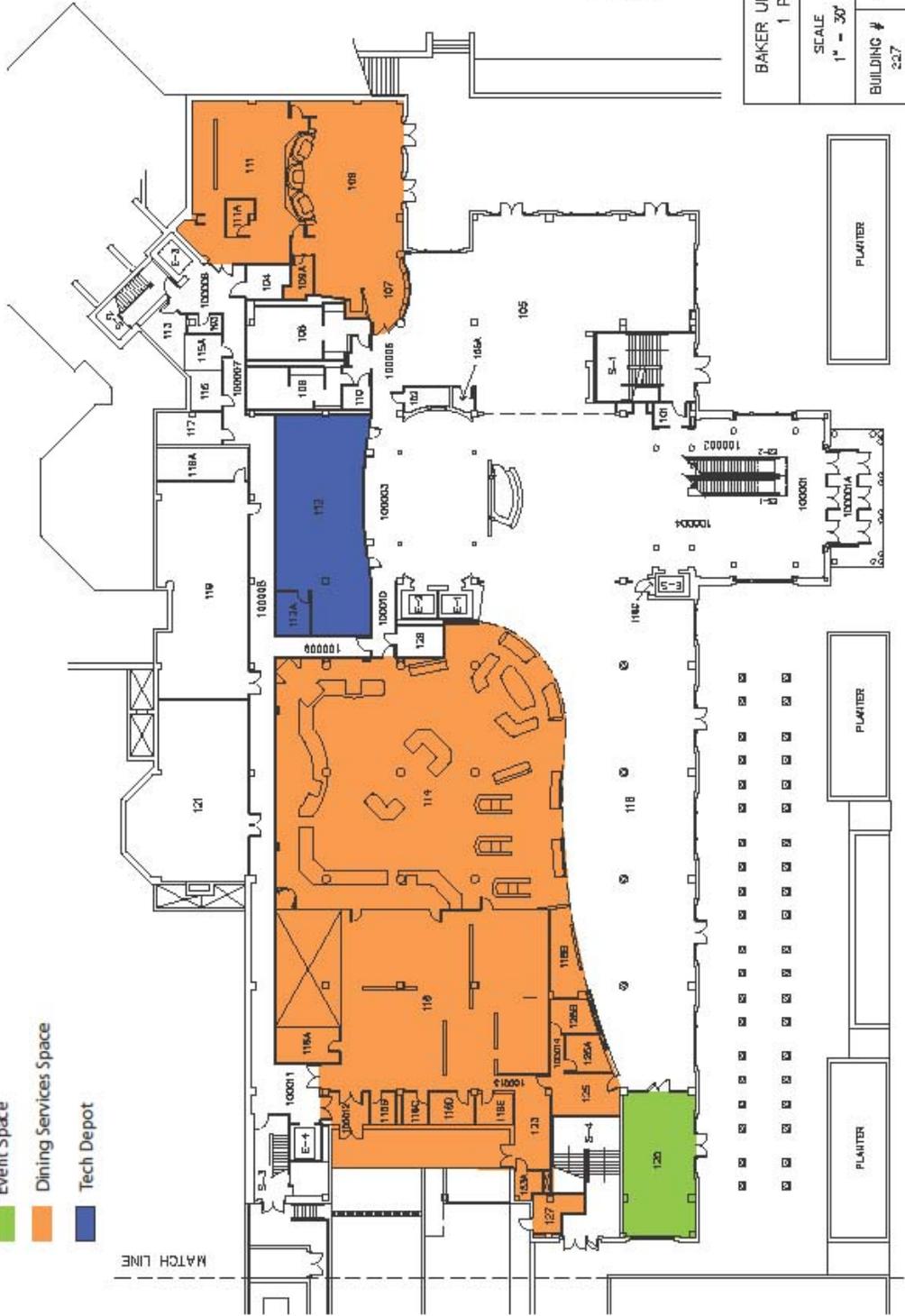
Maggie Davis Dining Room (Room 120)

Named for a former Ohio University luminary, this semi-private dining room is adjacent to West 82, where faculty and others can enjoy a quiet meal from West 82 (Food Court), or it can be reserved for special needs and events.

West 82 (Food Court)

Offering a casually-hip, fresh food quick-stop for students, faculty, staff, and guests, there are many unique food concepts all in one space. Food concepts in the space change periodically.

- Event Space
- Dining Services Space
- Tech Depot



FIRST FLOOR

| | |
|---|-------------------------|
| BAKER UNIVERSITY CENTER 1 PARK PLACE | |
| SCALE 1" = 30' | REVISION DATE 1-3-07 |
| BUILDING # 227 | SHEET # 3 |
| GROSS AREA 000,000 | |

PLATER

PLATER

PLATER

5.2.2 2nd Floor

FLOOR PLANS – Second Floor

Conference Rooms

There are 11 fully-equipped spaces that can accommodate groups from 12 to 100 people. Rooms are available in conference, meeting, and theater seating formats.

Multicultural Center

The former but expanded Lindley Cultural Center features an art gallery, multipurpose room, computer lab, and resource library. It also houses the Office of Multicultural Programs. 740.593.4027.

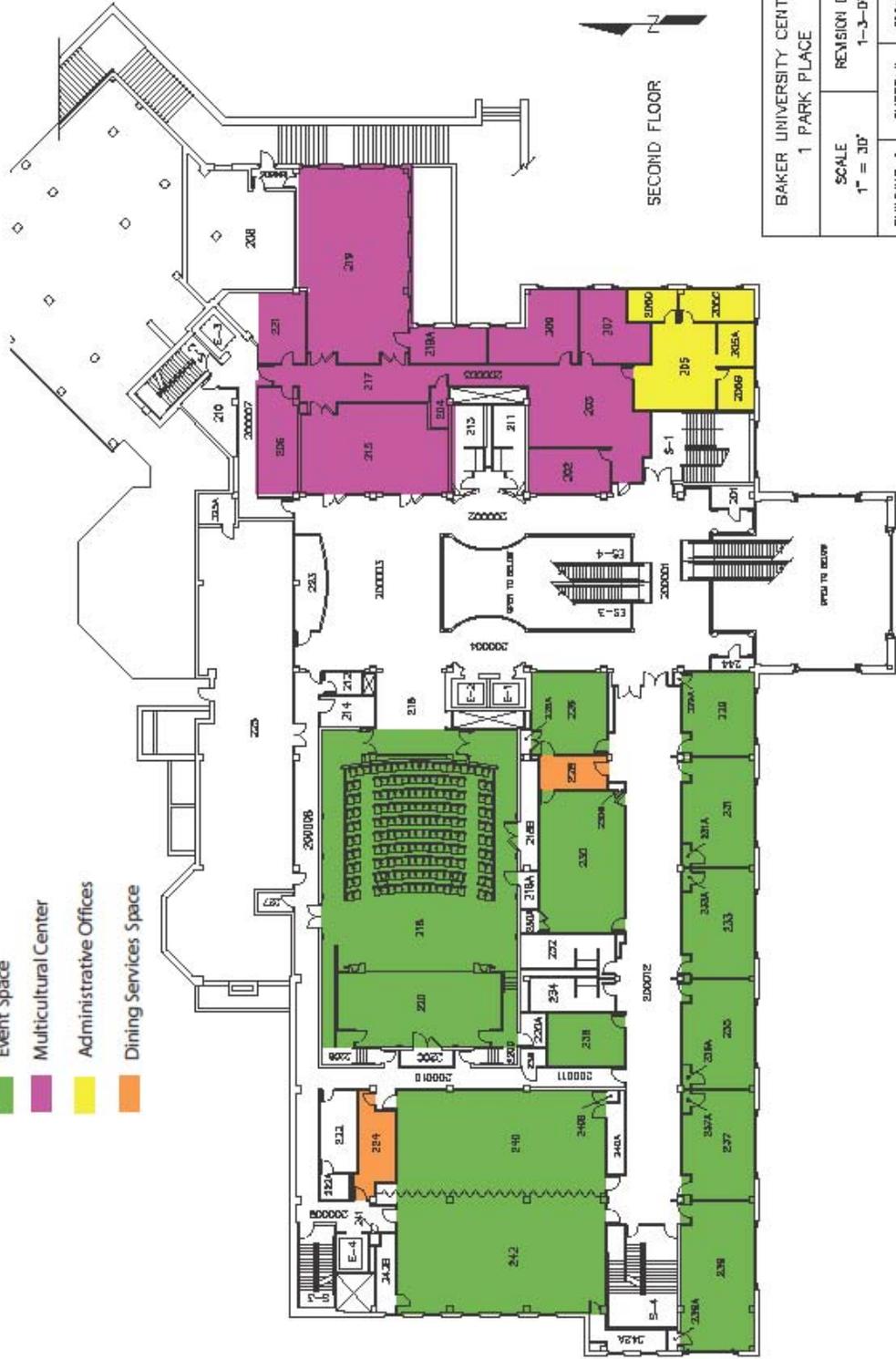
Multipurpose Room (240/242)

With a hardwood floor and the ability to be divided in half, this 3,000 square foot space can be used for everything from dances and banquets to meetings and performances.

Theater

This general purpose Theater has 240 seats and high-end audio-visual capabilities. It is most suitable for films, speakers, panel discussions, and formal presentations, as well as hosting a comedian or a concert.

- Event Space
- Multicultural Center
- Administrative Offices
- Dining Services Space



SECOND FLOOR



| | |
|---|-------------------------|
| BAKER UNIVERSITY CENTER 1 PARK PLACE | |
| SCALE 1" = 30' | REVISION DATE 1-3-07 |
| BUILDING # | SHEET # |
| | GROSS AREA |

5.2.3 3rd Floor

FLOOR PLANS – Third Floor

Conference Rooms

There are three fully-equipped spaces that can accommodate groups up to 20, and are available in conference, meeting, and theater seating formats.

Administrative Offices

- Baker University Center Administration –347
- Reservations –350
- Dean of Students – 345
- International Student and Faculty Services - 348
- Lesbian, Gay, Bi-Sexual Transgender Programs Center (LGBT) - 354
- Community Standards and Student Responsibility (formerly Judiciaries) - 349
- Campus Involvement Center – 339 & 355

Student Organization Support

- Amanda J. Cunningham Leadership Center
- Student Organization Mail Center
- Student Organization Offices

Student Media Wing

- All-Campus Radio Network (ACRN)
- Athena Yearbook
- AVW Productions
- *The Post*

Student Programming Offices

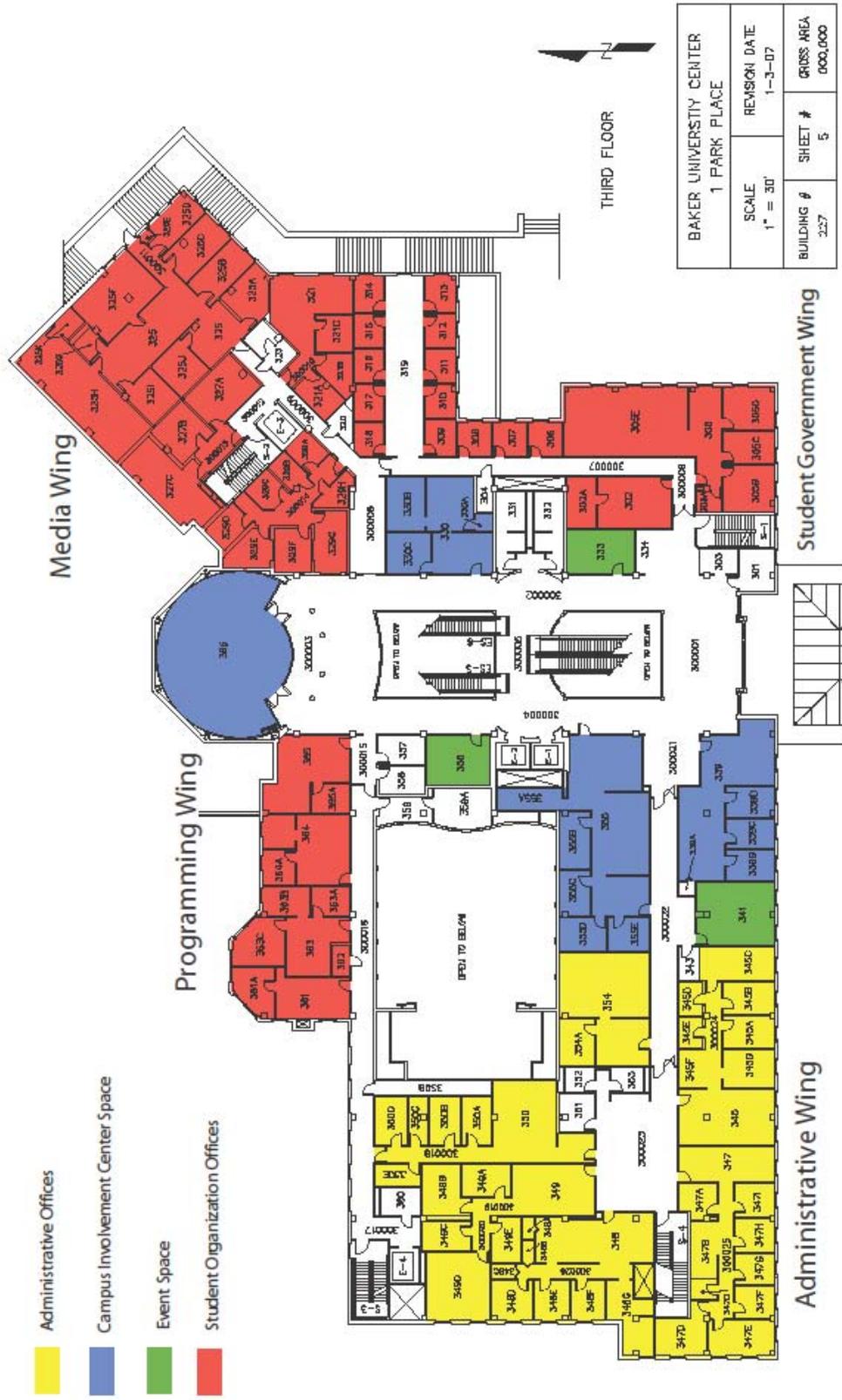
- Black Student Cultural Programming Board (BSCP)
- International Student Union (ISU)
- The Residents' Action Council (tRAC)
- University Program Council (UPC)

Student Governance

- Graduate Student Senate
- Student Senate
- Student Activities Commission (SAC)

Greek Governance Councils

- Interfraternity Council (IFC)
- National Pan-Hellenic Council (NPHC)
- Women's Pan-Hellenic Association (WPA)



5.2.4 4th Floor

FLOOR PLANS – Fourth Floor

Ballroom

The ballroom is the largest event space in Baker University Center. Its open floor plan allows it to play host to a wide variety of events from banquets to guest speakers. The ballroom can either be used as one whole large room or divided up in half. The ballroom has additional event support space in the form of a Prefunction Area, Outdoor Balcony area, and can easily use the Honors Collegium for additional space.

Bobcat Essentials

Featuring Bobcat apparel, gifts and souvenirs, students and guests of the University can find the perfect item to show their OU pride. Convenience items such as snacks, drinks, notebooks, and more are available as well. (740) 566-0934.

Front Room Coffeehouse

A campus classic, The Front Room, is a "home away from home" for students and faculty, serving an array of gourmet coffees, daily selections of sandwiches, soups, and baked goods. Guests can relax, study, and enjoy entertainment of live music, comedy, board games, or other events. (740)566-0936.

Guest Services Desk

This desk serves as a place to ask questions or get directions related to the Center, and is open during building hours.

Allen Student Help Center

The Student Help Center is where students can receive academic guidance, study skills assistance, and general help in solving problems. The Student Help Center is a function of University College. (740) 566-8888.

Honors Collegium

A quiet lounge off the College Green entrance to the building, this space honors academic achievement and scholastic excellence at Ohio University.

Trisolini Gallery

The gallery features regional and Bachelor of Fine Art Thesis Exhibitions.

US Post Office

Mail a package; get stamps, or other shipping supplies. Monday through Friday, 10:30am-5:00pm, closed 1:30pm-2:15pm for lunch (740) 592-4510

Women's Center

The Ohio University Women's Center is a focal point for education, awareness, and advocacy about women, gender, and diversity among faculty, staff, and students at Ohio University and beyond. It offers resources and programs that encourage partnerships, research, collaboration, leadership, and mentoring related to women, gender, and diversity. (740) 593-9625.



5.2.1 5th Floor

FLOOR PLANS – Fifth Floor

Conference Rooms

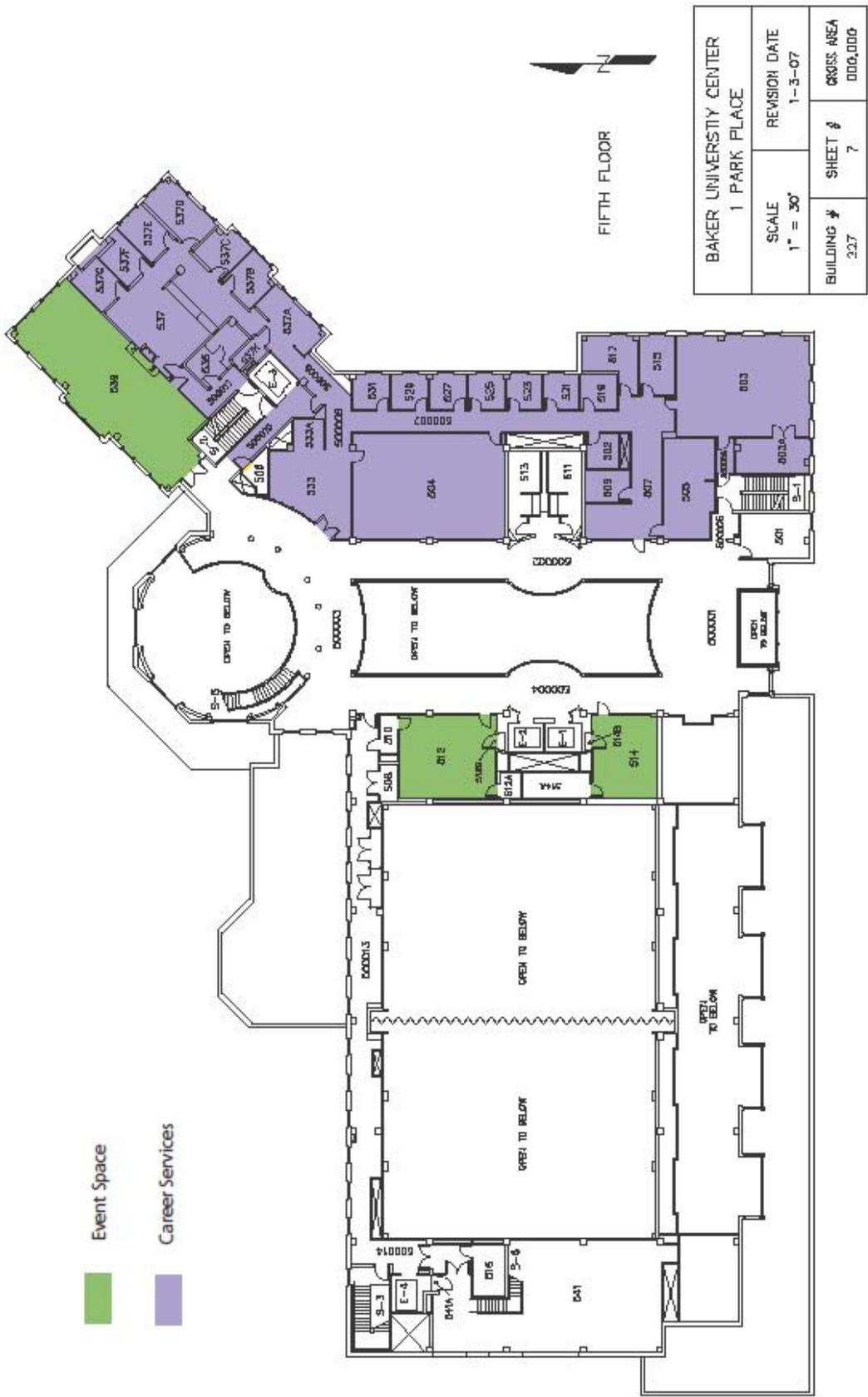
Two fully-equipped spaces host up to 20 people, and are arranged in a conference style format.

1804 Lounge

A long-time favorite in the original Baker Center; this formal lounge is perfect for receptions, and intimate gatherings.

Career and Leadership Development Center

This state-of-the-art center features a training room, computer resource lab, and interview rooms to serve visiting employers. It also includes a classroom, where large groups of students can learn about career, resume, and various other tips. It also houses the administrative offices of the Career and Leadership Development Center. (740) 593-2909.



Event Space
Career Services

| | | | |
|---|---------------|---------|------------|
| BAKER UNIVERSITY CENTER 1 PARK PLACE | | | |
| SCALE | REVISION DATE | | |
| 1" = 30' | 1-3-07 | SHEET # | CROSS AREA |
| BUILDING # | 227 | 7 | 000,000 |

5.3 Amenities

ATMs

This service is provided by the Ohio University Credit Union. There is a machine on the fourth floor adjacent to the entrance and on the first floor just past the escalator on the right.

Elevator from Parking Garage to first floor

This elevator serves only from the Parking Garage to first floor and back. Once on the first floor, walk further into the building to the other elevator or use the escalator.

Elevators

The main elevators are in the middle of the atrium and travels from floors one through five. To get to the Parking Garage, you need to walk toward the first floor entrance to the Parking Garage elevator.

Escalators

The escalators move from first through fourth floors only. To get to the fifth floor, take the stairs at the entrance or the elevator.

Lactation Room

Located on the 3rd floor, this space allows women to nurse their children in a private space. An additional room is also located in the Women's Center on the 4th floor.

Lounges and casual study space

There are lounges and study space throughout the building.

Newspapers

Many local and some national newspapers are generally available at each entrance.

Outdoor Seating

You can sit outside the Front Room Coffeehouse on the Park Place side or on the patio overlooking the Emeriti Park. Or you can sit outside the Bobcat Student Lounge on the first floor, also overlooking Emeriti Park, or outside the Food Court facing Oxbow Trail.

Parking Lot

The surface lot adjacent to Baker University Center is reserved for faculty and staff only. This lot is monitored 24 hours per day, 7 days per week and requires a Faculty/Staff Permit at all times.

Parking Garage

The Parking Garage, under the surface lot and the Center itself charges an hourly rate. There are also additional reserved spaces available for purchase through Parking Services. (740) 593-1917.

Public Copiers

There is one public copier, located in the atrium, adjacent to the Billiards Lounge, on the first floor. It is coin-operated and managed by Printing Services. (740) 593-1930.

Recycling

There are recycling containers throughout the Center. All campus recycling is managed by Recycling & Refuse. (740) 593-0231.

Student Organization Table Space

Registered student organizations and University departments can reserve a table through Event Services Reservations to distribute information or otherwise communicate with visitors of the Center. (740) 593-4021.

Television

There are public televisions in the atrium lounge on the first floor behind the Guest Services, in the West 82 Food Court and in the Bobcat Student Lounge.

Wireless Access

University account holders can access a wireless Internet connection throughout the building. This service is managed by the Office of Information Technology. (740) 593-1222.

6 Templeton Blackburn Alumni Memorial Auditorium

Commonly referred to as “MemAud” or “The Aud”

7 Margaret M. Walter Hall

8 Helen Mauck Galbreath Memorial Chapel

“Galbreath Chapel” or “The Chapel”

9 Student Position Descriptions

10 Manuals

10.1 Setup Manual

10.1.1 Stage Manual

10.2 Operations Manual

10.3 Baker Tech Manuals

10.3.1 Crestron Manual

