



THE UNIVERSITY OF AKRON

Guidelines for Use of Buchtel, Coleman, and Corbin Commons

The University of Akron **Buchtel Common** (space between Buchtel Hall and Brown/Union Street), **Coleman Common** (space Student Union and Memorial Hall), and **Corbin Common** (space next to the PSE Building and West Hall) were designed for general use by the University community. It serves as a location for gathering with friends, relaxing, and enjoying the outdoor life of the University.

The **Buchtel Common**, **Coleman Common**, or **Corbin Common** may be reserved for appropriate special events organized by academic and administrative departments and registered student organizations. These special events on the **Commons** are intended to enhance the use of the area and should not interfere with its general use. The following guidelines apply:

1. Registered student organizations must request use of the **Commons** through the SOuRCe (330/972-2483) **no later than three (3) working days before the scheduled event**. Academic and administrative departments may request use through the Office of the Vice President for Finance and Administration/CFO, or his designee (330/972-7120).
2. Requests from the general public (e.g., Soap Box Derby, Ohio Ballet, etc.) should be submitted in writing, **no later than three (3) days before the scheduled event**, to the Office of the Vice President for Finance and Administration/CFO.
3. No vehicles are permitted on the **Commons** except for emergency or required maintenance vehicles or unless special permission has been obtained from the Vice President for Finance and Administration/CFO, or his designee.
4. Activities scheduled must not impede emergency vehicle traffic flow, disrupt services of the University food carts, create any noise problems or complaints, litter the **Commons**, or damage the brick and/or light poles.
5. The distribution and/or selling of all food on the **Commons** must be arranged and approved through the University Dining Services (330/972-7668).
6. Student organizations may be permitted to set up booths/tables on the **Commons** for the sale of miscellaneous merchandise for fundraising purposes. All such fundraising activities must first be cleared through the Office of Student Life, with final approval from the Office of the Vice President for Finance and Administration/CFO.
7. Sponsoring organizations are responsible for any clean-up of the **Commons** necessitated as a result of their activities (during and/or after).
8. Amplified sound is permitted only when sound system arrangements are made with the University's Public Address System Coordinator (330/972-6610). However, any excessive sound which interferes with academic pursuits is prohibited.
9. Physical setup of tables, chairs, risers, electrical needs, etc. on the **Commons** must be approved and arranged through the Department of Physical Facilities Operations Center (PFOC) (330/972-7415). Activities must be completed (including set-up and tear down of

tables, etc.) within the timeframe approved on the request form.

10. Sponsoring organizations expecting large (75+) crowds for their events may be required to meet with University Police (330/972-7123) and/or the Department of Environmental & Occupational Health and Safety (330/972-6866).
11. The Vice President for Finance and Administration/CFO, or his designee, reserves the right to limit the number of special events hosted on the **Commons**.

Updated 10/18/2011

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Request for Use of Buchtel, Coleman, and/or Corbin Common (and other reservable outdoor space)

Recognized student organizations must work with the SOuRCe to review this request prior to submission to the CFO.

Contact Person: _____

Phone Number: _____

Email: _____

Date of Event: _____

Time Requested: _____

Common Area Requested: _____

Group/Organization: _____

Event/Function: _____

Purpose: _____

Specific Details (i.e., tables, chairs, electric, sound, brochures, etc.): _____

Signature

Date: _____

APPROVED:

David Cummins
VP for Finance & Administration/CFO

Date: _____