



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 Polymer Science and Engineering Building (PSE) 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. University community members do not need to preregister the use of the Commons, unless there is a significant concern for campus safety or a need for significant crowd control, noise amplification, or other characteristics which have a strong likelihood of disrupting the educational activities of the University. However, first priority for space will be given to groups or individuals that preregister.
2. University community members may request use of the **Commons** via the Space Request Form found in [RooConnect](#) no later than **three (3) working days before the scheduled event**. Academic and administrative departments may request use by sending the request to: sueventplanning@uakron.edu.
3. Requests from the general public (e.g., Soap Box Derby, Ohio Ballet, etc.) should be submitted via the Space Request Form found in [RooConnect](#) no later than **three (3) days before the scheduled event**.
4. 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.
5. 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.
6. The distribution and/or selling of all food on the **Commons** must be arranged and approved through the University Dining Services (330/972-7668).
7. 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 Department of Student Life.
8. Sponsoring organizations are responsible for any clean-up of the **Commons** necessitated as a result of their activities (during and/or after).
9. Amplified sound is permitted only when prior approval is received from sueventplanning@uakron.edu. However, any excessive sound which interferes

with academic pursuits is prohibited.

10. Physical setup of tables, chairs, risers, electrical needs, etc. on the **Commons** must be approved, arranged through the Department of Physical Facilities Operations Center (PFOC) (330/972-7415) and paid by the group. Activities must be completed (including set-up and tear down of tables, etc.) within the timeframe approved on the request form.
11. 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).
12. 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 10.3.19

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