

Information

for

Event Planning

at

**Physics Research Building
(PRB)**

Prepared by
Facility Engineering

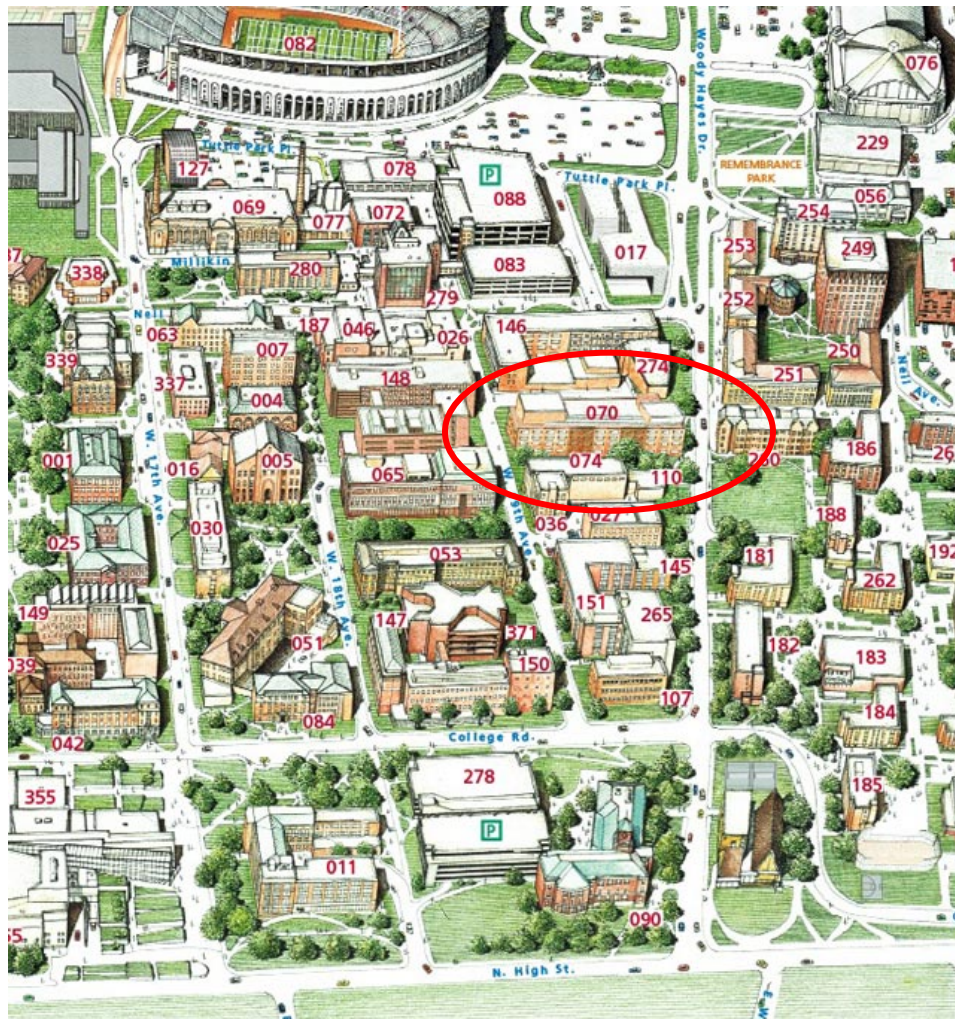
Physics Research Building Event Planning

Overview

This document describes to event planners the various features and attributes of the Physics Research Building (PRB). Additionally, this document identifies the limited services that are available within the Physics Department to support such events.

Facility Locations

The Physics Research Building is located at 191 W. Woodruff Ave. The building and its relative location within Campus are shown below.



Position of PRB within Campus

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Event Space Options

The three most popular areas within the PRB for events have been the Atrium, the Smith Seminar Room, and the Executive Conference Room. Several smaller conference rooms are also available, but have not been frequently used for events and are not included herewith.

Event planners should consider event overlap when reserving these spaces and be mindful that noise or traffic from an overlapping Atrium reservation may impact a Smith Seminar Room reservation. If the event cannot accommodate such an influence, then both spaces should be reserved.

Atrium and Vernier Commons

The Atrium (Room X100L) spans the complete north-south axis of the PRB and separates the office side (east) from the laboratory side (west). This area also includes the adjacent room 1030 which leads to the east side patio and is more commonly known as the Vernier Commons area.

The gross square footage of this space is 7497 sq. ft. which can theoretically support a maximum occupancy per code of 1071 occupants. This number represents an unreasonable density for an event but does provide awareness of upper-end limitations. Events have been held in the Atrium with attendance as high as 400. Depending on event type, higher occupancy can be contemplated.



Plan View - Atrium and Vernier Commons - Ground Floor

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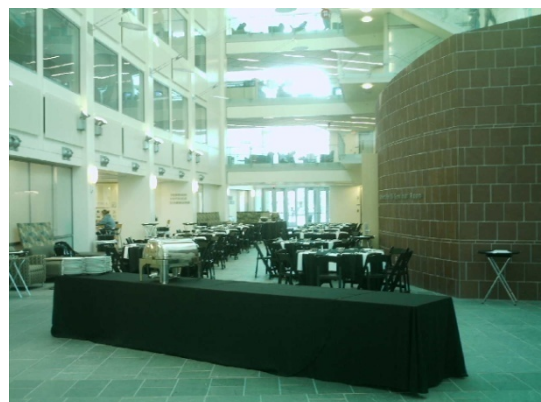
Atrium and Vernier Commons (cont.)



View of Atrium Looking South



View Looking North - Entrance to SSR Visible

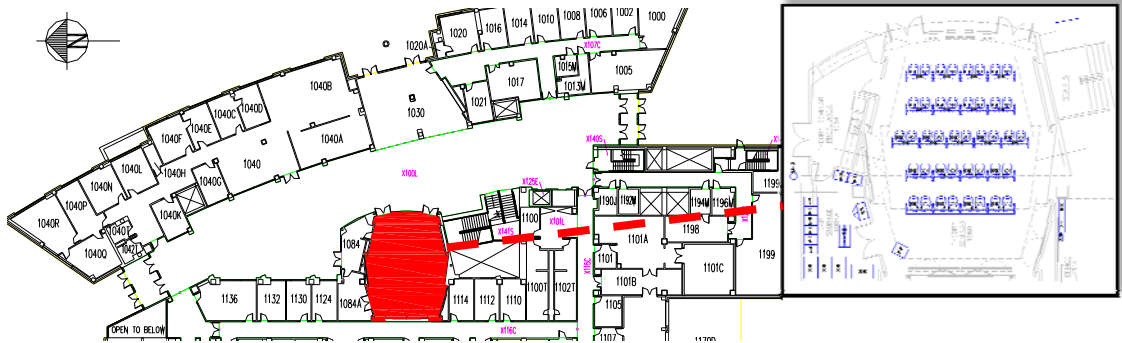


View Looking South - At Ground Level

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Smith Seminar Room (SSR)- 1080

The SSR (Room 1080) has 1359 sq. ft. with a maximum occupancy of 90. Seating capacity in the room is 42 when configured as single rows at tables. (see enlarged view below). A total of 84 chairs are available in the room and can be arranged in a double row configuration with every other row not having a table in front of the seated occupant. Advanced A/V capabilities are available in the SSR, contact John Langkals (langkals.1) for details. Event planners should note that the table arrangement in the SSR is fixed. Tables cannot be rearranged or removed. Light refreshments up to and including boxed lunches are allowed, but not a full buffet style meal.

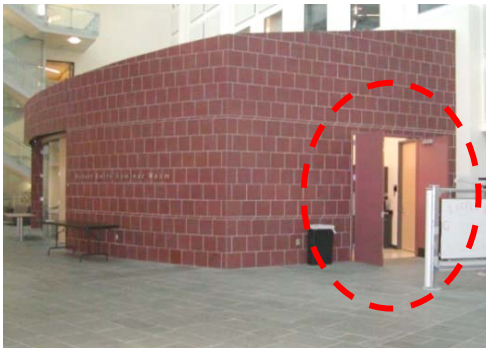


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SSR Kitchenette- 1084

The SSR kitchenette (Room 1084) is available for staging of catering with the following limitations:

- Area must be fully cleaned and returned to "As Found" condition after the event.
- Refrigerator space is not available as this is usually full of Department sponsored event items. (if there is space it can be used, but there are no guarantees that there will be space).
- Microwave and Coffee Pot belong to private individuals and are not to be used for events.
- Sink with garbage disposal is available but should be used sparingly to avoid drain clogging.
- Instant hot water is available in small quantities via an "insta-hot" water faucet.
- A small amount of counter space is available as seen in the photos.
- Room is locked and access is restricted. Gaining access to room before, during and after events must be part of the detailed coordination required for a successful event. The Physics Dept. does not loan out keys or provide lock/unlock services to accommodate event needs. Front desk staff in room 1040 have keys and can unlock the door during normal business hours for event planners holding current reservations.



Kitchenette position relative to SSR



Entrance to Kitchenette



View inside Kitchenette

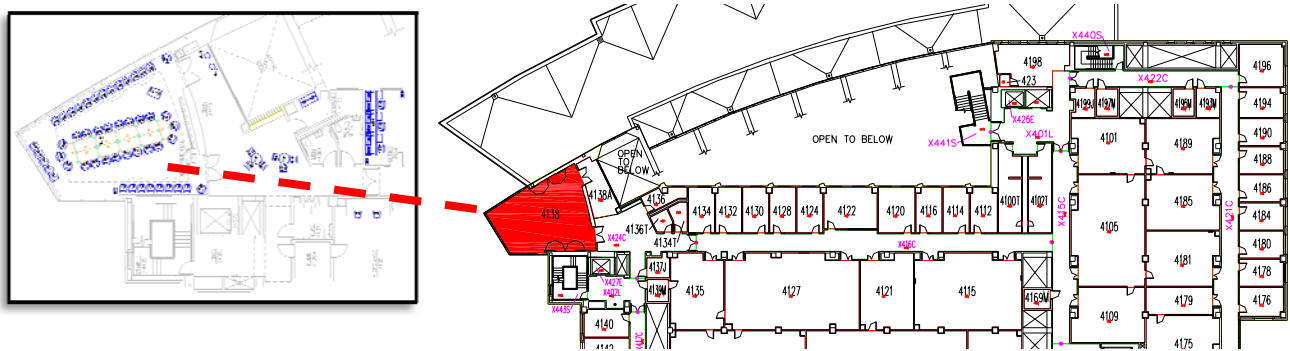


View inside Kitchenette

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Executive Conference Room - 4138

The Executive Conference Room (4138) is located on the fourth floor, north end with gross square footage of 956 sq. ft. Theoretical maximum occupancy per code is 63 occupants. Current seating capacity in the room is 50 (see enlarged view below). For presenting, there are A/V capabilities.



Plan View - Executive Conference Room - Fourth Floor



Views within Executive Conference Room - Fourth Floor



Exterior Location - North End



Entrance to Exec. Conference Room

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Physics Department Support for Events

The Physics Department has very limited capacity to support outside events and therefore may require hourly fees when assistance is required beyond what is listed below. Because of these limitations, it is important for event planners to take full responsibility for the detailed planning and labor required for a successful event. Items that can be arranged by the Department are as follows:

- Modification of Building Schedule for automatic door lockdown. Details for how to make a request are shown under "Other Considerations" section.
- Room reservations and approvals
- A/V Technical Support (hourly fee-based)
- Use of Loading Dock (for temporary offloading only - no extended parking is allowed)
- Use of Scissor-Lift (during normal business hours and by appointment only)

Sample of Items Not Available from the Physics Department

Although the Physics Department allows the use of the PRB for approved events, it is important for event planners to recognize that the Physics Department is not in the "Event Business". Items that are frequently requested but not allowed or available are as follows:

- Extended parking in the loading dock area is not allowed. OSU T+P will ticket vehicles not pre-approved for extended parking. This is particularly important during normal business hours and for the east loading dock bay which houses a frequently used scissor-lift. Event crews can use the loading dock and lift to off-load items, but then must find parking elsewhere.
- The Physics Department does not provide set-up assistance, tables, chairs, or other related gear of any kind. Such needs should be arranged directly through University Catering Services, or others.
- The Physics Department does not provide furniture relocation services for events. The Atrium has many sofas, chairs, and tables arranged throughout the space. These furniture items should not be moved as frequent damage has occurred to these items from past event manipulation.
- The Physics Department does not provide event clean-up, event trash collection receptacles, or special preparatory cleaning services prior to events. Such needs should be arranged directly through FOD. The expectation is that events will leave the building in equal or better condition to how it was found.
- The Physics Department does not provide power cords, extension cords, or other special electrical equipment. A limited number of 115 VAC wall outlets are scattered throughout the rooms and Atrium. Events requiring extensive power should visit the PRB and plan accordingly.

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Sample of Items Not Available from the Physics Department (cont.)

- The Physics Department does not provide signage, announcement boards, or other print media locations for announcing events and/or directing event foot traffic or vehicle traffic.
- The Physics Department does not provide event coordination with other University groups such as Traffic and Parking, Public Safety, Event Planning, or others.
- The Physics Department does not provide secure storage before, during, or after an event. Delivery times for such items should be arranged with an awareness of this limitation. Events using tables and chairs from catering vendors can arrange with the facility team for short term storage within the PRB, but this is in unsecured areas and responsibility for any lost or damaged items remain with the event and not with the Physics Department.

Other Considerations

- The PRB is operated as a 365 / 24 / 7 research facility. Researchers depend on the facility to adequately house, enable, and protect their programs. Researchers come and go at all hours of the day and night according to the needs of their research programs. The Physics Department considers the fundamental purpose of the PRB as a place of advanced research endeavors and respectfully insists that event planners be mindful of this core mission of the facility.
- A reservation for an event does not imply that ongoing operational needs for the facility will be suspended. Consequently, it is important for event planners to communicate a clear plan on how event logistics are foreseen. Event crews should not simply show up and expect to be accommodated. Event activities need to be integrated with the daily operations of the facility.
- If events are to be held outside of normal business hours, arrangements need to be made to have doors unlocked by reprogramming the automatic system. The normal open hours for the building are Monday through Friday 6:30 am to 6:00 pm. Three staff members within the department are authorized to request building schedule changes and can assist event planners with this step. Please contact one of the authorized staff below for assistance:

Phil Davids
(primary contact)

Facility Engineering Manager

davids.13@osu.edu

Robin Prothro
(secondary contact)

HR Associate

prothro.1@osu.edu

Mark Reed
(tertiary contact)

Building Coordinator

reed@physics.osu.edu

Schedule changes are processed by Key Card control after the department representative submits a request. Event planners need to request changes to building hours a minimum of 7 working days before an event. This is to allow time for the Physics Department to process the request and to meet the 5 day minimum notice required by the OSU Key Card Control group.

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Other Considerations (cont.)

- When seasonally available, the patio allows for up to 80 occupants and is accessible through the Vernier Commons area.
- One popular caterer configuration is to use the Vernier Commons and the SSR Kitchenette as service staging and the atrium as table service.
- Wireless and limited wired Internet accessibility is available in the SSR and can be arranged in the Atrium and executive conference room 4138.
- Traffic flow through the Atrium must be maintained. Table arrangements must consider the need for occupants to continue to travel through the Atrium before, during, and after the event.
- The PRB has a higher than average rate of building system problems. Event planners should be mindful that heating and/or cooling disruptions can occur. Maintenance activities required to bring such systems back in function by necessity, must override the needs of events. Additionally, the PRB has elaborate research equipment in function throughout the laboratory side of the facility. Consequently, it is possible that with such equipment in operation and a mechanical system failure, fire alarms can be set off and a building evacuation called for. Although it is not expected that such problems will occur during an event, contingency plans should be part of the event planning.
- The Atrium was not designed for enhanced acoustics. Events using amplified microphones or podium mounted speakers should take this into consideration. Background and reflective noise is high, and sound travel is limited. Rear and/or additional speakers may be required for guests seated at the rear of the table configuration.