

Chapter 7 – Building & Parking Regulations

Definitions: For the purposes of this policy, unless noted otherwise, the following definitions apply:

Faculty: Law School tenure/tenure-track, legal writing, clinical, or adjunct professors, professors emeriti, and visiting scholars.

Staff: Law School administrators and support staff.

Students: individuals enrolled in any degree (JD, LLM, MT, and MLS), certificate program (Paralegal or Life Care Planner), or other educational program at the law school.

Employees: Capital University faculty and staff.

7.1 Facilities

7.1.01 Law School Building Hours

The established Law School hours of operation are 7:00am – 11:00pm Sunday through Saturday. The building and classrooms are locked from 11:00pm-7:00am Sunday through Saturday.

- A. During weekend hours of operation, faculty, staff and students must use their law school ID to enter the building.
- B. Building hours of operation may be altered during reading and exam periods. Students may use classrooms to study on a first-come, first-served basis when the room is not being used for exams.
- C. Faculty, staff and students must wear and keep visible their law school ID at all times when in the building. Security officers may request any building occupant whose ID badge is not visible to present proper identification.
- D. Non-Law School Capital University employees must wear and keep visible their Capital University ID badge at all times when in the building. Security officers may request any building occupant whose ID badge is not visible to present proper identification.

7.1.02 Building Visitor and Guest Policies

- A. Visitors (defined as individuals who are not faculty, staff, students or employees but who are at the Law School on official business):
 - 1. Must show proper identification.
 - 2. Must sign in/out at the capital street security desk.
 - 3. Must display a visitor/guest badge while in the building.
 - 4. Must be escorted by the appropriate department staff while in the building.

- B. Guests (defined as family, friends and acquaintances of faculty, staff or students who are not at the Law School on official business):
 - 1. Must sign in/out at the Capital Street security desk.
 - 2. Must display a Visitor/Guest badge while in the building.
 - 3. Must not be disruptive to others while in the building.
 - 4. Must not be brought to class without the approval of the professor teaching the class.
 - 5. Must be approved by department heads, if guests of employees.
 - 6. Are not allowed in the building outside of established business hours, if guests of students.
 - 7. Are not allowed in the Law Library, if guests of students.
 - 8. Are not allowed in the Computer Lab.
 - 9. Must be escorted while in the building.
 - 10. May not use a Law School ID to enter the building or rooms within the building.

- C. Event participants (defined as non-Capital University individuals attending a Law School event or program):
 - 1. Must be included on a list given to Security prior to the start of the event
 - 2. Must check in at the Capital Street entrance (either with Security or at the event registration table)
 - 3. Must display a nametag or Visitor/Guest badge while in the building

- D. Visitors to the Law Library must follow the established Library policies (see below). Any exceptions to these policies must be approved by the Library Director.

7.1.03 Regulations on Law Library Access

The Law Library is available during law school hours of operation upon the conditions noted below. Any violation of the following rules may result in loss of privileges.

- A. Public. The Law Library and its services are not available to the general public.
- B. General Requirements. Law Library patrons must comply with all provisions of §§7.1.01 and 7.1.02 as they apply regarding the display of identification and with §7.1.08 with regards to food and beverage.
- C. Alumni Bar Exam Study. The Law Library is available to Capital University Law School graduates preparing to take the bar exam, who will have the same access to the Law Library as that granted to current students until they take the bar exam. After taking the bar exam, a graduate's status converts to Attorney-Alumni status (see E below). Graduates who do not pass the bar exam may request an extension of student access to the library through Professor and Director of Bar Services. These requests will be considered on a case-by-case basis by the Law Library Director.
- D. Attorney-Alumni. The Law Library is available to Capital University Law School alumni, and members of the bar and bench (or their designee) during the hours the library is open. Access includes print materials and any databases available for on-campus use at one of the library computer terminals that do not require passwords (LexisNexis and Westlaw are not available). In order to access the Law Library, Attorney-Alumni patrons are required to present identification at the Law School Security Desk and receive a Visitor badge. Attorney-Alumni patrons must present a Visitor badge to the Desk Attendant at the Circulation Desk on the fourth floor for admittance to the Law Library. Walk-in reference is currently not available on Saturdays and Sundays to visitors. If special consideration is needed on a weekend, the visitor should place a request with the Law Library Director at least 48 business hours in advance. The Law Library Director will consider these special requests on a case-by-case basis. Attorney-Alumni patrons are not authorized to access other parts of the building.
- E. OhioLink Patrons. Non-University OhioLINK patrons are permitted to visit the Law Library for the purpose of checking out or returning OhioLINK materials. In order to access the Law Library, OhioLINK patrons are required to present identification at the Law School Security Desk and receive a Visitor badge. OhioLINK patrons must present a Visitor badge to the Desk Attendant at the Circulation Desk for admittance to the Law Library. In order to check out Law Library materials, OhioLINK patrons must present acceptable documentation as determined by Law Library staff. OhioLINK patrons are not authorized to access other parts of the building.
- F. Capital University employees. Faculty, staff, and students from Capital University and Trinity Lutheran Seminary are permitted to access the Law Library during the hours the library is open.
- G. Requests for access to the Law Library by other law schools' students will be considered by the Law Library Director on a case-by-case basis.

- H. Study Rooms: Study rooms are available on a first-come, first-served basis to Capital University Law School students during the hours the Law Library is open. This policy may be changed under special circumstances, such as for remote bar exam administrations or for pandemic use changes.
- I. Law Library Hours. Law Library hours may vary during holidays and intercessions. Notice of changes in hours will be provided to faculty, students, and staff via an email announcement, a post on the Law Library website, and flyers on the bulletin boards outside the 4th floor library doors.

7.1.04 Use of Facilities

All reservations for space in the Law School will be made through the Program Assistant for the Office of Student Affairs. These facilities may be used by any registered student organization, academic and administrative department of the Law School, individual members of the Law School community, and the general public.

- A. Recognized student organizations may reserve the Law School facilities for their activities. There is no charge for space except when special equipment or labor is needed. Reservations should be made at least five business days in advance using the Event Reservation Form, available on the student organization website. All questions on the form must be answered before space for the meeting or event can be reserved. Incomplete forms will be returned without reservations. Failure to follow proper procedures and/or failure to notify security of events at least 72 hours in advance will result in loss of privileges for that student organization.

It is the student organization's responsibility to check the Law School's web calendar **BEFORE** setting the date for a special event or speaker to avoid conflicting with a previously scheduled event.

- B. Outside vendors, individual members of the Law School community, and the general public may reserve space at the Law School by contacting the Office of Student Affairs. The date, time, expected number of attendees, and room needed must be specified. Extra time before the event begins for set-up, rehearsal, etc. may also be requested. Any need for equipment not normally in the room, (whiteboard, PA system, projector, TV/DVD, room arrangement, lobby signs, tables, etc.) should be included as part of the room reservation so that appropriate arrangements can be made. Final set-up arrangements must be made **at least one week prior to the event**. If the scheduled activity is canceled, the Office of Student Affairs should be notified as soon as possible. This allows time for another group to schedule the room and also for the notification of Law School personnel. Parking in the law school parking lots is not included with rental of meeting space. Paid parking is available at various lots and meters near the law school.
- C. Law School academic and/or administrative departments may reserve space in the Law School by using the electronic Outlook calendar. The Program Assistant for the Office of Student Affairs

will confirm the reservation and reply with questions regarding visitors and set-up for the event. If the scheduled activity is canceled, the Program Assistant should be notified as soon as possible.

- D. Any arrangements for food should be confirmed at least three (3) working days before the event. ***IF BEER/WINE IS TO BE SOLD AT AN ON-SITE EVENT, (ACCORDING TO STATE LAW) A PERMIT MUST BE OBTAINED AT LEAST FIFTEEN (15) WORKING DAYS BEFORE THE EVENT.*** It is the responsibility of the sponsoring organization to secure the permit. Information about beer/wine permits is available from the Assistant Dean of Student Affairs. For more information, see the Policy on Alcoholic Beverages.
- E. Some events will require the presence of security personnel. These include events that are all-school or open to the public; require the organization to be in a building after the regular hours when the building is open; or at the request of the security office. A list of those attending may sometimes be required by the security office. Arrangements for additional security personnel will be made at the discretion of the Office of Business Services.
- F. Sponsoring organizations are responsible for equipment and facilities, proper clean-up and return of all equipment and supplies. Individuals and organizations WILL BE CHARGED for the repair and replacement of facilities and equipment, and are also responsible for any and all expenditures.
- G. Capital University Law School assumes no liability for the loss of, or damage to, personal or organizational property that occurs during the rental or use of the facilities.

7.1.05 Animals

Due to health and safety considerations, animals are not allowed in the building, with the exception of service dogs.

7.1.06 Decorations

Any group desiring to decorate for a special function must obtain special permission from the Office of Business Services. Safety and fire regulations must be followed.

7.1.07 Display Cases and Posting

A variety of display cases and bulletin boards are available for use by students and for academic and administrative departments, and are marked for use. All advertisements and postings must be approved by the Office of Student Affairs prior to installation. Materials may only be posted in display cases or on bulletin boards. No items shall be posted on any other surface, including (but not limited to) walls, doors, elevators, etc. Violations in posting may result in loss of privileges. The Law School is not responsible for items placed in any of the display cases or on bulletin boards. Please see the Assistant Dean of Student Affairs for questions related to the posting of items.

7.1.08 Food

Eating is restricted to designated areas, i.e., dining areas and special activity areas. Items from vending machines must be kept in the immediate areas and all refuse should be placed in appropriate containers. During class sessions, food is not allowed in the classrooms, except that snack food may be permitted at the discretion of the professor. Nonalcoholic beverages are allowed in closed containers.

Snack food that is not distracting to others and nonalcoholic beverages in spill-proof containers are allowed in the law library with the following restrictions:

- Food cannot be messy, smelly, or loud.
- Students must clean up their sitting area and dispose of food waste in the appropriate receptacle located outside of the library elevators on the 3rd and 4th floor before leaving the library.
- Students must notify library personnel of spills immediately and take mitigating steps, such as using paper towels to clean up the liquids. Library personnel will report the issue to housekeeping for additional cleaning and safety precautions.
- Should food or beverage waste get onto library materials, students should return the materials to the circulation desk immediately and notify the circulation attendant of the issue.
- Students may not eat or drink while using law library electronic equipment, such as computers or printers.
- Students will be responsible for replacement costs of materials or electronic equipment that they damage.

No one using Law School facilities may contract or provide their own food service without the express written approval of the Office of Business Services.

Guidelines on Closed Containers for Use in Classrooms

The Law Council approved the consumption of non-alcoholic beverages in classrooms during class time subject to the following approved guidelines. Special events for which beverages are to be served must be approved as with all special events. In approving the following guidelines, it is with the view to permit beverage consumption during class while minimizing the chance for damage to the property of the law school or of others, or an increased amount of work for the custodial staff.

Although the notion of a "spill-proof" container is in most respects a misnomer, some containers are more spill-proof than others. A container with a broad base and screw-on or snap-on lid is generally preferred over other types of containers. However, it is recognized that many forms of beverage containers are now commercially available and are used by students. To be effective, the

student should keep the lid or cap closed when the container is not in actual use.

- A. *Acceptable Containers*
 - 1. *Water or pop/soda in bottles that contain a screw-on cap (e.g., bottled water, pop or soda in plastic bottles, etc.)*
 - 2. *A beverage container with a screw-on or snap-on lid (e.g., coffee cups similar to those purchased in coffee shops, those distributed by the law school during orientation, etc.)*
- B. *Unacceptable Containers*
 - 1. *Pop/Soda in a can*
 - 2. *Cups made of paper, waxed-paper, or Styrofoam (those received at most fast-food establishments), whether or not they contain a plastic or paper lid.*

7.1.09 Lobby Tables

To assist in communicating student organizations' purposes, services, and events, display tables are available in the Huntington Commons hall for use by the organizations. The tables are available by reservation only. Student or student organization use of tables without reservations is not permitted. Reservations for a table on behalf of a student organization should be made at least 24 hours in advance by emailing the proper, completed reservation form to studentorgevent@law.capital.edu. The use of audio equipment and the selling of food, services, or goods must be approved by the Assistant Dean of Student Affairs. All student organization fundraising events must be approved by the Assistant Dean of Student Affairs.

A representative from the student organization that has reserved the table must be at the table within 15 minutes of the start of the reservation. If a representative is not at the table within 15 minutes, the organization forfeits the table reservation and another organization may use the table, with the permission of the Office of Student Affairs.

7.1.10 Law School Solicitation Policy for Solicitors Representing Groups or Companies Which Are Not Connected with Capital University

- A. Solicitation will only be allowed with approval from the Office of Business Services. The only exception shall be if an organization specifically requests a solicitor to be present at one of its meetings.
- B. Sales and/or solicitation on public sidewalks or on non-University areas must comply with city

regulations.

- C. Appropriate rental fees may be assessed to approved solicitors.
- D. Vendors may reserve tables in designated areas within the Law School and will be limited to two one-hour blocks per week at designated times during the academic year. Specifically, vendors are permitted to reserve a table for two peak hours per week: one midday (noon to 1 pm) block and one evening (5-6 pm) block. Other non-peak hours will be available on a space-available basis, with prior reservations. Vendors should contact the Program Assistant for the Office of Student Affairs to reserve tables. Priority will be given to Law School organizations.
- E. All publicity shall be subject to existing [regulations](#). There shall be no advertising distributed to student, student organization, or other law school mailboxes.
- F. In order to use the facilities, a vendor shall be required to register with Security at the time of his/her arrival. At the time of registration, the vendor shall state with whom he/she has an appointment, the company or group he/she represents, and the length of time he/she shall be in the building. All solicitation shall be by reservation only. When the appointment is finished, the vendor shall sign out at the Security desk.

7.1.11 Bar Review Courses

Capital University Law School realizes the value of bar review courses. However, because they are not sponsored by Capital University Law School and because they are profit-making, they are considered solicitors.

- A. Approved bar review course solicitation will be permitted during two peak hours per week, specifically, one midday (12-1 p.m.) and 1 evening (5-6 p.m.) reservation per week. Other non-peak times per week will be permitted on a space-available basis, with reservations. A rental fee will be assessed for pre-approved additional days during peak (12-1 pm and 5-6 pm) hours. The rental fee will be \$50 for each additional peak hour per week. At all times, priority will be given to student organizations. Bar review courses will not be charged for an additional peak hour when a student organization table request displaces a bar review course vendor reservation.
- B. Courses materials or incentives given away or sold will be approved by the Assistant Dean of Student Affairs.

7.1.12 Lost and Found

The Law School maintains a "Lost and Found" at the security desk. All unclaimed items will be disposed of at the end of each semester.

7.1.13 Smoking Policy

- A. Smoking of any kind, including electronic cigarettes, is prohibited inside the building, and near any public entrance to the building.
- B. Three outside smoking areas have been designated on Law School property. Smoking of any kind, including electronic cigarettes, should be limited to these areas. Cigarettes should be discarded in provided ash trays when finished. There is no excuse for littering on Law School or city property. The locations are as follows:
 - 1. South of Capital Street near parking Lot 1.
 - 2. Outside the Broad Street first floor entrance (near the General Litigation Clinic).
 - 3. At the base of the steps leading to the Broad Street second floor entrance.
- C. This smoking policy will be strictly enforced. Students who do not comply with these rules should be reported to the Associate Dean of Academic Affairs. A decision will then be made as to whether the incident warrants inclusion in the student's law school record.

7.1.14 Mail

- A. Students are responsible for communications they receive through their mailbox. The mailboxes are located in the Student Commons and are intended for intra-Law School correspondence. Mail delivered by the United States Postal Service should be addressed to the student at home rather than the Law School. The Law School reserves the right to return to sender any mail addressed to students.
- B. Contents of student mailboxes are the property of the student to whom the mailbox has been assigned. Any removal or review of the contents of any mailbox without the permission of the student to whom the mailbox has been assigned or the Dean of the Law School or the Dean's delegate will be deemed a violation of the Capital University Student Code of Conduct.

7.2 Capital University Law School Traffic and Parking Regulations

Capital University Parking Regulations may be found at <https://www.capital.edu/safety/>.

7.2.01 Student Printing in Computer Lab

Students may use the printers in the computer lab under the following conditions:

- A. Students are permitted to print up to 1000 pages without charge. All printed pages above 1000 will be charged to the student at the rate of fifteen (15) cents per page.
- B. Except as provided herein, all students will be billed at the end of the summer session.
- C. Students with charges in excess of \$100 may have printing privileges terminated pending

payment of the charge.

- D. Students graduating in May will be billed on April 15 and again at the end of the spring term.
- E. Students graduating in December will be billed on November 15 and again at the end of fall term.
- F. Any graduating student with outstanding printing charges will not receive his or her diploma.
- G. Each year's printing allocation commences at the beginning of the academic year, except that of any student with an unpaid printing charge will not commence for the academic year until such charges have been paid.
- H. The University Student Accounts Department is responsible for billing.
- I. All questions regarding a student's printing charges should be directed to the University Student Accounts Department.