

Chapter 7 – Building & Parking Regulations

2024-2025 – Effective August 19, 2024

Definitions: For the purposes of this chapter, 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. This does not include students who are teaching assistants, research assistants, or student workers.

Students: Individuals enrolled in the J.D. program or any non-J.D. program, or other educational program at the Law School.

Employees: Capital University faculty and staff.

7.1 Facilities

7.1.01 Law School Building Hours

- A. The Law School's hours of operation are 7:00 am – 11:00 pm Sunday through Saturday. The building and classrooms are locked from 11:00 pm – 7:00 am Sunday through Saturday.
- B. During weekend hours of operation, faculty, staff, and students must use their law school ID to enter the building.
- C. 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 or other scheduled events.
- D. Faculty, staff, and students must wear and keep their law school ID visible when in the building. Security officers may request that any building occupant whose ID badge is not visible present proper identification.
- E. Non-Law School Capital University employees must wear and keep their Capital University ID badge visible when in the building. Security officers may request that any building occupant whose ID badge is not visible present proper identification.

7.1.02 Building Visitor and Guest Policies

- A. If you are a visitor at the Law School (defined as individuals who are not faculty, staff, students, or employees but who are at the Law School on official business), please
 - 1. Show proper identification at the Capital Street security desk;
 - 2. Sign in/out with Security;
 - 3. Display a visitor/guest badge while in the building; and

4. Remain with the person you are visiting while in the building.
- B. If you are a guest at the Law School (defined as family, friends, and acquaintances of faculty, staff, or students who are not at the Law School on official business), please
1. Sign in/out at the Capital Street security desk; and
 2. Display a Visitor/Guest badge while in the building.
- C. All event participants (defined as non-Capital University individuals attending a Law School event or program) shall
1. Be included on a list given to Security before the start of the event (unless the event participant is a late registrant);
 2. Check-in at the Capital Street entrance either with Security or at an event registration table; and
 3. Display a nametag or Visitor/Guest badge while in the building.
- D. Unless otherwise provided, visitors, guests, and event participants may not:
1. Disrupt others while in the building.
 2. Attend a class without the approval of the professor teaching the class.
 3. Enter or remain in the building outside of established business hours, unless accompanied by faculty or staff.
 4. Enter or remain in the Law Library unless accompanied by faculty or staff or otherwise allowed to use the Law Library under section 7.1.03.
 5. Use the Computer Lab.
 6. Use a Law School ID to enter the building or rooms within the building.
- E. Unless otherwise stated, visitors, guests, and event participants shall be approved by department chairs or other administrators and escorted while in the building.
- F. Visitors to the Law Library must follow the established Library policies (see section 7.1.03). 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 sections 7.1.01 and 7.1.02 as they apply regarding the display of identification and with section 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 D below).

- 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. One terminal provides access to a Westlaw Public Access account that may be used by visitors. Visitors must request that a student worker or library staff member sign them into the computer. LexisNexis is 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 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. Digital resources and reference services are not available to OhioLINK patrons. OhioLINK patrons are not authorized to access other parts of the building.
- F. Capital University employees and students. Faculty, staff, and students from Capital University and Trinity Lutheran Seminary are permitted to access and use the Law Library during the hours the library is open. Due to licensing restrictions, the Law Library cannot provide access to passworded databases, such as Lexis and Westlaw, beyond what is available to visiting attorneys (See section D).
- 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 to Capital University Law School students during the hours the Law Library is open. Students may use the online reservation system to reserve a room for no more than three hours per day up to two weeks in advance or may stop by the circulation desk to see if any rooms are available. 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 email, signs posted in the library, and social media.

7.1.04 Use of Facilities

- A. All reservations for space in the Law School will be made through the Program Assistant for the

Office of Student Affairs unless otherwise provided. 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 (with permission).

- B. 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.
- C. 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.
- D. 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 unless otherwise provided. 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.
- E. Law School academic and/or administrative departments may reserve space in the Law School by using the electronic Outlook calendar or by emailing roomreservations@law.capital.edu. 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.
- F. 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 the building after the regular hours when the building is open; or at the request of the Public Safety or Security. **S e c u r i t y m a y r e q u i r e** a list of those attending. Arrangements for additional security personnel will be made at the discretion of the Dean and the Assistant Dean of Administration & Strategic Initiatives.
- G. 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.
- H. 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

Only Service Animals are permitted in the Law School as provided in the Service Animal Policy at <https://www.capital.edu/media/pojdipsj/service-animal-policy.pdf>. Students may voluntarily register their Service Animal with Accessibility Services. Emotional Support Animals are not permitted in the Law School as provided in the Emotional Support Animal Policy at <https://www.capital.edu/media/sjnkq43m/emotional-support-animal-policy.pdf>. Please direct all questions and inquiries about Service Animals and Emotional Support Animals to AccessibilityServices@capital.edu.

7.1.06 Decorations

Any group desiring to decorate for a special function must obtain special permission from the Assistant Dean of Student Affairs. 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 student and outside entity advertisements and postings must be approved by the Office of Student Affairs before 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 & Beverages

A. Generally

1. Food and non-alcoholic beverages are allowed throughout the building at any time.
2. Food should not be distracting and therefore should not be messy, smelly, or loud.
3. All individuals should use beverage containers that mitigate spills. A container with a broad base and screw-on or snap-on lid is generally preferred over other types of containers.
4. Professors have the discretion to permit or limit eating during class sessions.
5. All individuals must clean up and dispose of food waste and beverages in the appropriate receptacle.
 - a. Pouring food into sinks and toilets is not an appropriate method of disposal.
 - b. Pouring beverages into water fountain drains or the ice machine is not an appropriate method of disposal.
 - c. If an individual must rinse a container in a sink, the individual should take care to clear the sink of any waste.
6. All individuals must take mitigating steps when food or beverages are spilled, such as picking up items or using paper towels to clean up liquids. Where there is a major spill, all individuals are required to report the issue via the maintenance and housekeeping system (<https://www.myschoolbuilding.com/sso/default.aspx?acctnum=924322674>).

B. Law Library

1. Snack food that is not distracting to others (messy, smelly, or loud) and nonalcoholic beverages in spill-proof containers are allowed in the Law Library.
2. 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 floors before leaving the library.
3. 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.
4. 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.
5. Students may not eat or drink while using law library electronic equipment, such as computers or printers.
6. Students will be responsible for replacement costs of materials or electronic equipment that they damage.

C. Alcoholic Beverages

1. Alcoholic beverages may be served in the Law School building at pre-approved events.
2. Law School Departments, Offices, Staff, or Faculty:
 - a. Inform the Assistant Dean of Administration & Strategic Initiatives.
 - b. If beer/wine will be sold at an event, the Law School department, office, staff or faculty member must also comply with any applicable state and local laws regarding the sale of alcohol and secure a permit if required.
3. Student Organizations:
 - a. Must submit a form requesting permission to serve beer/wine to the Assistant Dean of Academic Affairs.
 - b. All student organizations must comply with policies on alcohol in section 2.2 of the Law School Student Organization Handbook.
 - c. If the student organization intends to sell beer/wine at an event, it must submit a request for permission to sell these items to the Assistant Dean of Student Affairs. The student organization must also comply with any applicable state and local laws regarding the sale of alcohol and secure a permit if required. For more information, please see the University's Policy on Alcoholic Beverages at <https://www.capital.edu/media/xd4pabhs/student-handbook.pdf> or contact the Assistant Dean of Student Affairs at the Law School.
4. Non-University Organizations:
 - a. Must submit a form requesting permission to serve beer/wine to the Assistant Dean of Administration & Strategic Initiatives.

- b. If a non-university organization intends to sell beer/wine at an event, it must submit a request for permission to sell these items to the Assistant Dean of Administration & Strategic Initiatives. The organization must also comply with any applicable state and local laws regarding the sale of alcohol and secure a permit if required.
5. For more information, please see the University's Policy on Alcoholic Beverages at <https://www.capital.edu/media/xd4pabhs/student-handbook.pdf> or contact the Assistant Dean of Administration & Finance at the Law School.

D. Use of Refrigerators

1. Anyone who uses the refrigerators in the Huntington Student Commons, Library, the 5th Floor Staff Lounge and kitchenette, or the 3rd Floor Workroom is responsible for removing their leftover food, containers, and other items by the end of each week.
2. If housekeeping must intervene to clean out refrigerators not properly maintained, all contents including containers, lunch boxes, or bags will be thrown away.

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 72 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 Assistant Dean of Administration & Strategic Initiatives. 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 students, student organizations, or other law school mailboxes.
- F. In order to use the facilities, a vendor must register with Security at the time of their arrival. At the time of registration, the vendor shall state with whom they have an appointment, the company or group they represent, and the length of time they 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 bar review course vendors 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 (noon 1:00 pm) and one evening (5:00 pm - 6:00 pm) 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 (noon – 1:00 pm and 5:00 – 6:00 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. Course 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 or vaping, 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 or vaping, should be limited to these areas. Cigarettes should be discarded in provided ashtrays or smokers' posts when finished. There is no excuse for littering on Law School or city property. The designated smoking areas 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. The Law School will strictly enforce this smoking policy. The failure to comply may result in a report, investigation, and review under the Honor Code or the Student Code of Conduct.

7.1.14 Mail

- A. Students are responsible for communications they receive through their mailboxes. 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, including parking regulations at the Law School, are located at <https://www.capital.edu/safety/>.