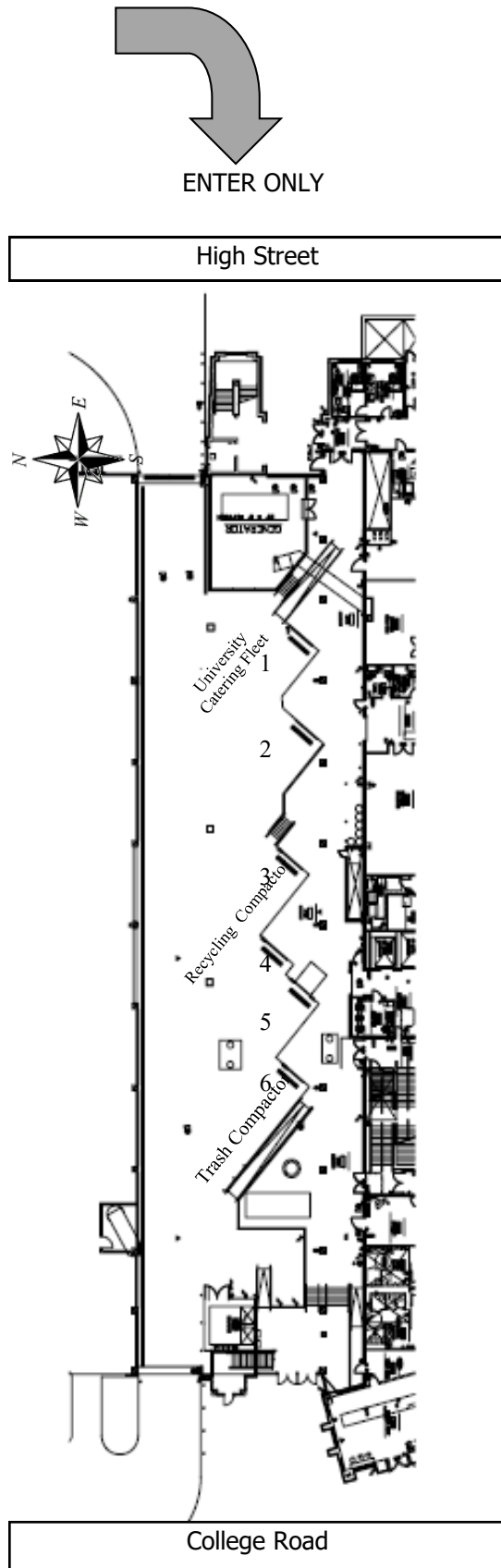


Ohio Union Loading Dock
1739 N. High Street
Columbus, OH 43210
614-247-7467 or 614-247-6242



**Ohio Union Loading Dock Procedures
for Vendors & Visitors**

- The loading dock operates Monday through Saturday from 530am until 5pm during the regular academic terms. Times can vary during other periods.
- All deliveries to the building are to be made through the main loading dock only and no other entrance unless otherwise preapproved. Access to the loading dock must be approved. Please direct any questions to the Shipping & Receiving Manager of the Ohio Union @ 614-247-7467.
- Ring the intercom to be granted access into the loading dock. **NOTE: ALL VEHICLES MUST WAIT UNTIL THE OVERHEAD DOOR IS COMPLETELY UP BEFORE ENTERING.**
- All vehicles must enter the loading dock via High Street and exit on to College Rd. **NOTE: All vehicles over 45 feet long must turn left only onto College Rd. according to Traffic & Transportation Policy.**
- All vehicles must pull up to designated bay.
- **All vehicles must turn off their engines.**
- No unattended vehicles are permitted in the loading dock area. The loading dock is not a parking area.
- Vehicles that require a dock leveler may use bays #2 or #5. We also have a ramp and plate if necessary.
- Vehicles cannot be any larger than 53 feet with a day-cab. Long-haul cabs are too long to turn into the dock.
- Vehicles cannot block any trash or recycling compactors, or electric Gem Cars.
- If all bays are full, all other vehicles will wait outside of the High Street gate until a bay has been vacated.
- Any deliveries that do not arrive during normal business hours must have preauthorization to enter the loading dock.
- Any driver/visitor that enters the Ohio Union loading dock is required to display his/her credentials at all times.
- Any persons entering the building via the loading dock must check in at the security office, and provide valid identification.
- In the event that a vendor is coming to the Ohio Union for maintenance or repair purposes, he/she must unload all tools/materials at the loading dock, then park service vehicle in the parking garage. Parking passes are available through Campus Parc.
- The Ohio State University is Tobacco Free and any form of tobacco or vaping is not permitted in the loading dock or any other areas on campus. Please refer to: <https://hr.osu.edu/wp-content/uploads/policy720-faq.pdf>
- Any specialized parking arrangements must be authorized by the Shipping & Receiving Manager.
- When exiting towards College Road, please proceed slowly as there can be pedestrian traffic in the area going to or coming from the parking garages.
- As always, drive slowly to avoid incident.
- Pedestrians, scooters, bicycles, and skateboards are strictly prohibited.

REV 5/24/2024-AG