

# COLUMBUS STATE

## CONFERENCE AND EVENT SERVICES

### External Terms & Conditions

As a publicly-funded institution of higher education, Columbus State Community College is responsible to its students and taxpayers for the appropriate and effective use of its facilities. The college shall allocate these resources for college and community functions that advance the college's mission to educate and inspire.

The Columbus State Community College ("CSCC") Conference & Event Services (CES) **Facility Terms and Conditions** is an extension of the Contract and is designed to give Lessees a clear understanding of their responsibilities.

1. Lessee shall observe all applicable CSCC, CES and Columbus State policies, and follow all guidelines and instructions from the CES staff.
2. All food and/or beverages in the facilities will be provided by CSCC approved vendors. No other food than that provided by such approved vendors will be permitted. No on-site food preparation is allowed.
3. Please contact the CES staff for specific details on availability. For scheduling purposes, CSCC events shall take precedence over any other events, though still allow for community partnerships as deemed appropriate by the CES staff. The scheduling of events will be based on the facility availability. Room assignments will be made at the time of scheduling based on the date requested, the number of guests expected, and the type of function. CES reserves the right to reassign an event to a room different from that reserved if the space is more suitable for the number of guests guaranteed.
4. To secure a date on the CES calendar, Lessees must execute these Terms & Conditions, the Contract and submit an original copy of the Contract together with a deposit of 50% of the total rental fee. No dates will be held without the paid deposit and a signed Contract. Rental contracts will be accepted for up to one year prior to the event.
5. The facilities are available from 7:00 a.m. until 10:00 p.m., six days a week, based on availability and discretion of the CES staff. Requests for use beyond 10 p.m. will be considered individually and must obtain approval from the CES staff. As a part of the college, CES observes and adheres to the college's official calendar. No events will be booked when the college prohibits campus occupation.
6. Once a room is set-up by our staff, it cannot be changed. Facility access and use must be within the allotted and confirmed time as noted on the Event Order/Confirmation. (Each event is granted one hour access time prior to the event start time, unless otherwise arranged with the CES office.)
7. No person or organization shall be excluded from rental or use of CSCC facilities based on sex, race, color, religion, national origin, ancestry, age, disability, genetic information (GINA), military status, sexual orientation, and gender identity and expression.
8. CSCC reserves the right to deny usage of any CSCC facility which interferes with the normal operations and mission of CSCC, or which, in the opinion of the administration, is not in keeping with CSCC philosophy.
9. The use of all types of tobacco products are prohibited in all CSCC district buildings and on all CSCC owned properties including parking lots, garages and all outside areas.
10. No beer, wine or intoxicating liquor is permitted at the event or on the facility premises without the prior written approval of the CSCC President (or his/her designee), and without the appropriate liquor permit, as needed. All Alcohol purchase, handling, sale and service will be in strict accordance with CSCC Alcohol Use Policy No.
11. CSCC has Campus Police on duty at all times, 614-287-2525. Additional security may be retained for an additional fee. These staff members will be billed at \$45 per person/per hour (4 hour minimum).
12. Parking will be provided for Lessee and his/her/its invitees to the extent that facilities are available. The cost of parking is included in the rental fee. Lessee's invitees are to park in lots designated for special events. Parking lots are not available for purposes other than their intended use. The CES office can assist in coordinating shuttle transportation to load and unload such invitees at the front entrance of the building for an additional fee.

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13. The facilities are leased at lessee's sole risk, and the CSCC is not responsible for any lost, stolen, or damaged property belonging to the Lessee or his/her/its invitees utilizing the facility, and shall not assume any responsibility for personal injury which may occur during the use of the facility. Lessee agrees to indemnify, defend and hold harmless CSCC, its employees, personnel, vendors, and all agents of any and all claims, liabilities, judgments, liens, actions, causes of actions, taxes, fines, penalties, demands, costs and expenses (including but not limited to attorneys' fees) arising from or related to (a) the lease, use and possession of any part of the CSCC facility and/or property; (b) the purchase, handling, use, sale and/or service of Alcohol; (c) any breach of this Contract or the CSCC policies; (d) the disposition, storage, removal or use of any property abandoned in the CSCC property and/or facility; and (e) the event, including but not limited to any personal injury, death, property damage or any other claim arising from this Contract, the Lease and/or use and possession of any part of the CSCC property and/or facility.
14. All property belonging to the renter must be removed from the facility immediately following the rental period or it is deemed abandoned. CSCC reserves the right to remove and dispose of any property remaining on CSCC property and/or facility after the termination of this Contract, and Lessee is responsible to reimburse CSCC upon demand, for all cost and expense arising from or related to the removal, storage, disposal, sale or use of said abandoned property.
15. Lessee's vendor deliveries and pick-ups must be made the same day as the event unless prior arrangements have been made with the CES office. All deliveries shall be brought through the designated delivery dock entrance. Items may not be delivered prior to the contracted event dates unless approved by the CES office.
16. Items to be delivered before the contracted event start time must be approved by the CES office one week prior to the event. Shipping: Any materials shipped to the facility must be addressed to: Columbus State Community College, 283 Cleveland Ave., Columbus, Ohio. 43215. Attention: Event Coordinator. CSCC will not be held liable for deliveries made, or any property left, in the facility at any time.
17. The facility does not have available storage areas, and there will be no storage of rental items. All rentals must be picked up following the event.
18. Youth or children's groups shall be supervised at all times by responsible adults, and Lessee must strictly comply with the *Statement of Responsibility for Conduct and Damage*.
19. CSCC will bear no financial responsibility for any disruptions that may occur due to mechanical difficulties, emergencies, acts of God, or unanticipated events beyond the CSCC's reasonable control.
20. Lessee is responsible for any special cleaning, maintenance, or repairs resulting from the event. Lessee is also liable for any loss, damage, repair, replacement of CSCC equipment, or facilities resulting from the negligent and/or intentional acts of Lessee or its invitees or as a consequence of the use and possession of the facilities or property or caused by the event.
21. No political fund-raising groups, or those intending to use the facility for the purpose of making a political profit, will be permitted at the facility.
22. Basic facility rental fee includes:
  - Tables, chairs, and standard initial set-up (linen is not included)
  - Parking (based on availability)
  - Wireless Internet Access
  - 1 Microphone, Computer & LCD Package
  - Podium with wired Mic (Ballroom & Event Center only),
  - Please contact CES staff for additional a/v requirements
23. It is understood that any additional audio-visual equipment (not included in facility fee), technician charges, out-sourced event rentals and equipment vendor charges are additional charges and must be paid upon receipt of invoice.
24. Payment Policy: Acceptable forms of payment are checks, and credit cards; Discover, MasterCard or VISA. Checks must be made payable to Columbus State Community College. Checks must include the following: event name, date and invoice number. If paying by credit card, Lessee must contact the CES staff. The College restricts physical access to cardholder data. We follow PCI Data Security Standards to protect cardholder data. Final payment must be received within (30) days after the event.
25. Cancellation Policy: If the event is cancelled 90 days or more prior to the scheduled date of the event, the event deposit is 100% refundable; 46-89 days cancellation notice: 50% refund of deposit; 45 days or less cancellation notice: no refund of the deposit.

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26. Tax exemption: Rates may be subject to applicable state and local taxes. Such taxes will be added to the fees charged unless group is tax exempt and provides proper documentation.
27. Lessee shall obtain and maintain through the conclusion of the event (and provide evidence of such insurance coverages) as further defined below, and also name the Board of Trustees, and Columbus State Community College, as an additional insured on all insurance policies. Failure to submit this certificate of insurance prior to the event will void the Facility Use Agreement.
  - Commercial General Liability - \$2,000,000 per occurrence, including coverage for products liability and contractual liability.
  - Workers Compensation - Statutory Limits Commercial Umbrella – to be determined on a case-by-case basis.
  - Liquor Liability Insurance - If alcohol will be sold, or served during the event, then liquor liability insurance in an amount not less than \$1,000,000 per occurrence.
28. Signage & Decorations: In an effort to protect the integrity of the building, the CES staff must approve all decorations prior to event set-up. No decoration, structure, or equipment may be affixed to any portion of the building without prior permission of the CES office. Under no circumstances will the use of tape or any kind of wire, nails, screws or other fasteners that are inserted or affixed to the physical structure of the building be permitted. Plans for décor, including signage and use of candles must be submitted for pre-approval at least three weeks in advance of the event date. Material, such as confetti, glitter, or helium balloons, rice, sand or bird seed may not be used. All décor, promotional materials, supplies, and rental equipment must be removed immediately following the event. Lessee is to surrender the leased facility in broom clean condition. Banners may not be displayed inside or outside the facility without prior written approval of CES staff.
29. CES Staff Participation: The CES office has final approval over all aspects of the event and will work directly with a single point of contact from the participating organization throughout the event planning process.
30. Promotional/Advertising Material: An agency or organization unaffiliated with CSCC but approved to use the college facilities may use CSCC's name only for reference to event location unless written approval for its use in some other way has been expressly granted by the President or his/her designee. Promotional advertising may not take place until Facility Use Agreement has been signed and the deposit received.
31. Arrangement for press and broadcast media coverage of an event must be handled in conjunction with and approved by Columbus State Marketing and Communications department at 614-287-2412.
32. Invitation/Program Design & Copy: The style and text of the invitation, program, and/or handouts must be submitted to the CES office and receive approval in writing prior to printing and/or publishing.
37. Outside Vendors: All outside vendors must be approved by the CES office. Outside vendors are requested to contact the CES staff at least two weeks prior to the event date and submit a detailed event timeline for review and approval to ensure coordinated delivery times, loading areas, set-up locations, and pick-up schedule. The facility does not provide staff or carts, hand trucks, etc. to move equipment.
38. Lessee is fully responsible for the actions and compliance of all attendees, vendors and service personnel to these Terms and Conditions for use of the facility.
39. Entertainment/Music: Music and Entertainment providers are to contact the CES staff at least one week prior to the event date event to review electrical lighting and other requirements. Music may continue playing until 10:00 PM. The band, vocal group, or DJ must comply with the CES staff volume control instructions.

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