



## **Conference Center Rules and Regulations**

1. **Rental Agreement:** When possible, arrangements to use facilities should be made a minimum of 30 days prior to the scheduled event. The Rental Agreement must be on file with the ESC of Central Ohio (and additional documents, deposit, etc. if required) to constitute official approval of the scheduled event. Verbal approval or partial submission of required documents does not assure use of facility.
2. **Payment:** Full payment shall be due 30 days from the date of the invoice. A purchase order number is required when the Rental Agreement is completed.
3. **Billing:** The ESC of Central Ohio reserves the right to request all or part of the bill prior to the event. Any additional balance shall be paid 30 days from the invoice date.
4. **Cancellation:** Should events beyond the ESC of Central Ohio's control or the control of the customer, such as acts of God or civil disturbances which affects either party's ability to perform, this agreement shall be terminated without penalty.
5. **Cancellation by ESC of Central Ohio:** As required by law, ESC of Central Ohio reserves the right to cancel a rental agreement in the event the facility is needed for school related purposes on the scheduled date. If this should occur, the liability of the ESC of Central Ohio is limited to the amount of the rental deposit and will be refunded to the renter.
6. **Renter Requirement:** The ESC of Central Ohio Governing Board (and/or its designee) reserves the right to determine whether any group seeking to use facilities is a "responsible organization" within the meaning of Ohio law, and to deny access to any group not meeting this requirement (ORC 3313.76).
7. **Renter's Responsibility:** Renters may be required to provide proof of liability insurance coverage for scheduled events. This may include a requirement that the ESC of Central Ohio Governing Board be included as a "named insured" on the renter's policy. The renter shall be responsible for any/all damage done over and above ordinary wear of property and equipment. Renter agrees to indemnify, defend, and hold the ESC of Central Ohio harmless from all cost and expense resulting from claims, suits, or liabilities of any kind, including attorney fees, whether in part, contract, or otherwise arising or purporting to arise out of the conduct, activity, or other transaction involving renter, its guests, its invitees or other person on the ESC of Central Ohio premises at the request of the renter or renter's guests or invitees. This provision of the contract shall survive renter's scheduled departure date.
8. **Security:** May be required at certain events as determined by ESC of Central Ohio. If required, security shall be obtained by ESC of Central Ohio and the renter shall pay an hourly fee determined by ESC of Central Ohio for such security. Security shall be for one hour more than actual event to allow coverage prior to and after the event.
9. **Meeting Room Arrangements:** Meeting rooms are assigned by the guaranteed maximum number of people indicated by the renter. Renters must designate the room setup when submitting the Rental Application. Otherwise, reconfiguring of meeting room(s) is applicable to a service charge. Scheduled event time shall be honored and use of areas other than those designated for the scheduled event shall be prohibited.

10. Smoking/Drug Free: Smoking or use of any tobacco product and the sale or consumption of alcoholic beverages is strictly prohibited on the grounds and inside the property of 2080 Citygate Drive.
11. Concealed Weapons: Are strictly prohibited on the ESC of Central Ohio premises.
12. Removal for Unruly Behavior: Failure to comply with security or management requests, excessive noise, foul language, and violation of rules and regulations may result in removal from premises and/or the contacting of law enforcement agencies.
13. Underage Adults: Activities involving children must have proper adult supervision.
14. Animals: No animals may be brought into the ESC of Central Ohio premises or grounds without the expressed written consent of the ESC of Central Ohio other than dogs specially trained for the assistance of disabled persons.
15. Menus/Guarantees: Menus, room arrangements, audio visual requests, and other details pertaining to your function must be submitted to your event coordinator 10 working days prior to event date. A final guarantee for the number of guests is due to the event coordinator two days before the event.
16. The guarantee is not subject to reduction after the 10 working day deadline.
17. Deliveries: Arrangements must be made prior to the arrival for all equipment, goods, displays, or other materials which will be sent, delivered, or brought to the ESC of Central Ohio premises.
18. Materials: All materials must be removed from meeting rooms by the time specified as "ending" on the Rental Agreement unless previous arrangements have been made.