



OHIO
UNIVERSITY
Chillicothe Campus

Rental Contract and Facilities Use Request

Effective: Winter 2011

PERMIT NUMBER: _____
(Entered by OUC Representative)

AGREEMENT

Name of Requestor/Organization: _____

This agreement was made this _____ day of _____, 20____ between the
Ohio University-Chillicothe Campus and _____.

I. The Ohio University-Chillicothe Campus agrees to furnish the use of the facility selected on the following dates and times specified below:

- | | |
|--|----------------|
| <input type="checkbox"/> Shoemaker Center | Date(s): _____ |
| | Time(s): _____ |
| <input type="checkbox"/> Bennett Hall Classroom(s):
List Rooms: _____ | Date(s): _____ |
| | Time(s): _____ |
| <input type="checkbox"/> Bennett Hall Lobby | Date(s): _____ |
| | Time(s): _____ |
| <input type="checkbox"/> Other: _____ | Date(s): _____ |
| | Time(s): _____ |

Intended Use of the Facilities: _____

- The University agrees to have a representative present during the event. They may be contacted through the operator at the Information Desk during regular business hours. The University agrees to furnish lighting, heating, and/or cooling for indoor events.
- It shall be understood and agreed that the Ohio University-Chillicothe Campus assumes no responsibility for any organization renting the building that may be using copyrighted materials contrary to law.
- University functions/events take precedence over any and all rentals.
- Rental Contract is valid from the event set-up start time to 11:59pm of the date of the event unless otherwise stated.

II. In consideration of the foregoing facts and promises, _____
agrees: *(name of requestor/organization)*

- To pay to the university the sum of _____ dollars prior to the set-up of the event.
- All checks should be made payable to Ohio University-Chillicothe.
- To pay to the University a sum adequate for the repair of any and all damages to the buildings, grounds, furniture, or fixtures during the time mentioned in Section I of this agreement.
- To provide for security at the discretion of the University. Security service used will require the approval of the University and may result in an additional charge beyond the rental fee.
- The Ohio University-Chillicothe Campus Dean reserves the privilege of canceling this contract by giving at least a 24 hour notice of his intention except in situations covered in Section IV of this agreement.

III. MANNER

The requestor agrees:

1. To follow the restrictions in Policy #42.550 of the Ohio University Policy & Procedure Manual.
2. That at no time shall passersby be verbally harassed, involuntarily stopped, or deterred.
3. That event activity must not block exits and/or egress paths or interfere with classroom and/or office functioning.
4. To attach a summary listing of items requested from Ohio University-Chillicothe for this event in order that approvals may be obtained. No guarantee of items requested is implied until approvals are obtained.
5. To remove at the conclusion of an event any and all non-University items, equipment, and/or supplies.
6. To assume all liability for employees, participants, guests, visitors who participate at this event as specified by this agreement.
7. To work with contact(s) listed at the end of this agreement only.

IV. CANCELLATIONS

In cases where the requestor cancels, deposits and/or payments will be refunded less any fees and expenses incurred by the University. The University reserves the privilege of canceling this agreement for any of the following reasons:

1. Any University function that requires the use of requested facilities.
2. The University is closed due to inclement weather.
3. Payment of Rental Fees is not rendered prior to the start of the event.
4. If at any time after the execution of this agreement it shall appear to the University that the use of the premises covered by this agreement might cause a riot or provoke violence, then the University, in the interest of protecting its property, may cancel this agreement.

STANDARD RENTAL FEES

These standard rental fees are subject to change. Deposits may be required at the discretion of the University. Rental charges for set-up prior to an event may apply and are at the discretion of the University.

SHOEMAKER CENTER \$1,200.00 per day for a rental (no concession used)

Note: Floor Covering is required for all Shoemaker Center rentals

BENNETT HALL \$ 10.00 per hour for rental of a classroom

(Multiple classrooms may be available on a limited basis)

Signature of Requestor/Advisor	Phone Number	Email Address
Address		City / State / Zip
<input type="checkbox"/> Security Required for this Event Provide details of security arrangements below (number of officers, etc.)		
<input type="checkbox"/> Ohio University-Chillicothe Sponsorship required (details of this must be attached).		
<input type="checkbox"/> Work with Ohio University-Chillicothe Contact(s) only - _____		

Approval Signatures

	Approved	Not Approved	Date
IT Director/Gallery Curator/SA Coordinator (if applicable)			
Director of Facility Management			
Dean			

Payments

	Date Received	Check No./ Payment Type	Amount
Deposit (if applicable)			
Payment			