

Ohio University Career & Leadership Development Center

Amanda J. Cunningham Leadership Center User Agreement

The purpose of this agreement is to hold University departments and registered student organizations accountable for events held within the Amanda J. Cunningham Leadership Center. The Amanda J. Cunningham Leadership Center space will be available to those utilizing the space for *leadership* oriented purposes with no exceptions. Additionally, student organizations must be registered according to the policies of the Division of Student Affairs.

<https://www.ohio.edu/involvement/studentorganizations/starting/steps.cfm>

Reservation Requests

All reservations for the Amanda J. Cunningham Leadership Center will be directed solely through the Career & Leadership Development Center staff. Allowance of *two (2) business days* while requests for the Amanda J. Cunningham Leadership space are being processed is required. Reservations are approved or denied based on space availability, event type, and discretion of the staff. Send your completed form to: careerandleadership@ohio.edu

The Career & Leadership Development Center reserves the right to cancel or relocate an Internal Reservation in order to serve the best interests of Ohio University and maintain the institutions primary mission.

Food & Beverages

The Career Leadership Development Center does not allowed catering (internal or external) in the Amanda J. Cunningham Leadership Center.

Cleaning

The room is set up classroom style. If you change this configuration we ask that you reset the room as well as remove any trash and clean the tabletops with the supplies provided.

After Hours Reservations

Due to staff, resources and security restrictions, the Amanda J. Cunningham Leadership Center is not permitted for after hours reservation without special review and consideration. The space can be reserved during the business hours of 8:00am and 5:00pm. For those events scheduled after hours, a key must be obtained from the Career & Leadership Development Center between the hours of 8:00am and 5:00pm and may be returned in person during office hours on the same day of the event or by noon the following day.

All facilities and spaces controlled by the Career & Leadership Development Center

Control over the use of the Venue and surrounding area shall at all times remain in the exclusive control of the Career & Leadership Development Center for the Amanda J. Cunningham Leadership Center which reserves the right to impose any limitations, restrictions and conditions in conjunction with the managed space, location and use of any equipment and equipment and materials. The Career & Leadership Development Center reserves the right to direct the User, or any other individuals directly associated with the

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Internal Reservation, to discontinue any activity constituting a violation of any Ohio University policies, Amanda J. Cunningham Leadership Center policies, or any federal, state, or local laws.

Damage Policy

Charges to recover the cost related to the repair or replacement of University or privately owned equipment or property that is damaged or lost as a direct or indirect result of actions by any individuals directly associated with the Internal Reservation or User, including User Membership, participants and audience. The extent of damage or loss will be assessed and estimates for the repair or replacement, either utilizing internal or external services, will be used to determine the final charge for damage. Payment for any damages caused to the Amanda J. Cunningham Leadership Center's property or facility will be due within five (5) business days from damage assessment results.

- a. In the event of misplacement or non-return of an Amanda J. Cunningham Leadership Center key, charges will be assessed for the total re-coring of all doors and replacement keys. A minimum of \$100.00 will be charged once costs are assessed, which is subject to change at any time.

User Obligations

The User will provide the names and contact information of specific members authorized to schedule any Internal Reservation on behalf of the User. Any changes to such information must be communicated to The Career & Leadership Development Center in writing.

Additionally, the User shall identify a primary and secondary contact for each Internal Reservation who has authority regarding decisions related to that specific Internal Reservation and who will be in attendance at the Internal Reservation. This may include individuals not authorized to schedule Internal Reservations on behalf of the User at the time of the scheduling of the Internal Reservation.

The User is expected to make good faith efforts to communicate all relevant information regarding the Internal Reservation to the Career & Leadership Development Center in a timely manner, and recognizes that penalties may apply for untimely communication or late changes to the Internal Reservation.

At no time shall the User enter into a contract or other binding agreement with any performer, artist, vendor, sub-contractor, company or other individual or agency to provide performance or Internal Reservation related services in direct support of the Internal Reservation without the express consent of the Career & Leadership Development Center. All contracts related to the Internal Reservation must be reviewed by the Career & Leadership Development Center and appropriate revisions and venue-specific riders required by the Amanda J. Cunningham Leadership Center be attached to the final contract(s) as appropriate.

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Event Name/Title: _____.

Date/Time of Event: _____.

Registered Student Organization/Department Name:

_____.

Registered Student Organization/Department Address:

_____.

University Account Number: _____.

***In the event there are charges to recover the cost related to the repair or replacement of University owned equipment, or property that is damaged or lost.*

Only the individuals listed below may make or cancel reservations in spaces controlled by the Career & Leadership Development Center on behalf of your organization/department.

Name _____ Title _____.

Email _____ Phone _____.

Name _____ Title _____.

Email _____ Phone _____.

For registered student organizations only:

President _____ / _____ Date _____.
(print name) (signature)

Treasurer _____ / _____ Date _____.
(print name) (signature)

Advisor _____ / _____ Date _____.
(print name) (signature)