

# COLUMBUS STATE

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## CONFERENCE AND EVENT SERVICES

### Internal 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 designed to give internal clients (Lessees) a clear understanding of their responsibilities.

1. Lessees 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. No Show Policy: In order to be respectful of the needs of our CSCC Community and best serve them, please be courteous and call promptly if you no longer need the meeting space. To cancel your reservation, we require that you call at least 48 business hours in advance. For example, if your reservation is at 2:00pm on Monday, you will need to cancel by 2:00pm on the Thursday prior. Late cancellations will be considered as a "no show". Multiple (two or more) "no shows" will be addressed accordingly.
5. Meeting/Event space requests will be accepted for up to 12 months prior to the event. Reoccurring meetings will be accepted 6 months in advance.
6. The facility is available from 7:00 a.m. until 10:00 p.m., six days a week. Requests for use beyond will be considered individually and must obtain approval from the CES staff.
7. 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 staff. **Once a room is set-up by our staff, it cannot be changed.**
8. No person or organization shall be excluded from rental or use of college facilities based on sex, race, color, religion, national origin, ancestry, age, disability, genetic information (GINA), military status, sexual orientation, and gender identity and expression.
9. CSCC reserves the right to deny usage of any College facility which interferes with the normal operation of the College, or which, in the opinion of the administration, is not in keeping with College philosophy.

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(Client Initials)

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 Policy.

11. The use of all types of tobacco products is prohibited in all Columbus State district buildings and on all College-owned properties including parking lots, garages and all outside areas.

12. Columbus State 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).

13. Columbus State is not responsible for any lost, stolen, or damaged property belonging to the members of the rental groups utilizing the facility, and shall not assume any responsibility for personal injury, which may occur during the use of the facility.

14. All property belonging to the Lessee must be removed from the facility immediately following the rental period. CSCC reserves the right to remove and dispose of any remaining property belonging to the Lessee at the expense of the renter at the termination of the facility use agreement.

15. Youth or children's groups shall be supervised at all times by responsible adults, provided by the rental organization, and must sign the Statement of Responsibility for Conduct and Damage.

16. No political fund-raising groups, or those intending to use the facility for the purpose of making a political profit, will be permitted to rent the facility.

17. 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 banners, decoration, structure, or equipment may be affixed to any portion of the building without prior permission of the CES staff. 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. Materials such as confetti, glitter, or helium balloons may not be used. All décor, promotional materials, supplies, and rental equipment must be removed immediately following the event. The CES staff is not responsible for any remaining items.

18. 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.

19. Promotional/Advertising Material: An agency or organization unaffiliated with the college but approved to use the college facilities may use the college'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 designee. Promotional advertising may not take place until Facility Use Agreement has been signed.

20. The Lessee is fully responsible for the actions and compliance of all attendees, vendors and service personnel to these Term and Conditions for use of the facility.

21. 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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