



Rental and Overtime Policy

Ohio School for the Deaf Alumni Association

1055 Colony Drive, Westerville, OH 43081

(614) 890-5533 office • rentalhall@osdaa.org • (614) 423-6563 videophone

The renter agrees that the facility rental period **begins** at _____, **clean up begins** at _____ and everyone **must be off the premises** at _____. **NO EXCEPTIONS.** The reserved rental period must include all event activities, setup, cleanup, and removal of decorations, equipment, and personal property. All guests, vendors, and event participants must vacate the premises no later than the ending time listed in the rental agreement.

The Ohio School for the Deaf Alumni Association (OSDAA) strictly enforces rental end times. Any renter, guest, vendor, or attendee who remains on the premises beyond the contracted rental period may be subject to additional charges. The renter will be assessed an overtime fee per hour of \$200.00 before 11pm, and \$400.00 after 12am, for any unauthorized occupancy beyond the scheduled rental period, with the exact amount determined by OSDAA based on the circumstances, staff time required, and the length of the overstay.

OSDAA reserves the sole and absolute authority to determine whether an event or its attendees are in violation of facility rules. OSDAA representatives may require the immediate removal of any individual or group whose behavior is deemed disruptive, disorderly, unsafe, excessively loud, abusive, threatening, or otherwise inconsistent with the intended use of the facility. Failure to comply with instructions from OSDAA representatives may result in immediate termination of the event without refund.

The renter is responsible for ensuring that attendance does not exceed the number of guests stated on the rental application or approved by OSDAA. Bringing additional attendees beyond the approved occupancy limit may result in additional fees, immediate reduction of attendance, termination of the event, or removal of individuals from the premises at the discretion of OSDAA.

If any person refuses to leave the facility at the conclusion of the rental period or after being directed to do so by an authorized OSDAA representative, OSDAA reserves the right to contact local law enforcement to assist in removing individuals from the property. Any costs, damages, penalties, or fees incurred as a result of such actions shall be the sole responsibility of the renter.

By signing the rental agreement, the renter acknowledges and agrees that OSDAA retains full authority over the use of its facilities and may enforce all rental policies necessary to protect the property, its members, volunteers, staff, guests, and the surrounding community. Failure to comply with these policies may result in forfeiture of rental privileges, additional fees, and denial of future rental requests.

Signature

By signing below, I acknowledge that I have read and agree to the terms set forth in this Terms and Conditions.

Renter

Printed Name

Signature

Date