



# Rental Contract

Ohio School for the Deaf Alumni Association

1055 Colony Drive, Westerville, OH 43081

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

Today's Date \_\_\_\_\_

## Multi-Purpose Room

### Event Information

Date of Event \_\_\_\_\_ Type of Function \_\_\_\_\_

Number Attending \_\_\_\_\_ Event Start Time \_\_\_\_\_ Event End Time \_\_\_\_\_

Building Unlock Time \_\_\_\_\_ Clean-Up Start Time \_\_\_\_\_ Building Close Time \_\_\_\_\_

### Contact Information for Applicant

Renter Name \_\_\_\_\_ E-Mail \_\_\_\_\_

Business/Organization Name (if applicable) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell (\_\_\_\_) - \_\_\_\_\_ Other Phone (\_\_\_\_) - \_\_\_\_\_ VP: (\_\_\_\_)

**Is this is address where we will send the Security Deposit Refund?**  Yes  No

Alternative Contact \_\_\_\_\_ E-Mail \_\_\_\_\_

Cell (\_\_\_\_) - \_\_\_\_\_ Other Phone (\_\_\_\_) - \_\_\_\_\_ VP: (\_\_\_\_)

Does this person have permission to make financial decisions?  Yes  No

### Contact Information for all Vendors (decorator, caterer, etc.)

**Decorator Name** \_\_\_\_\_ Cell/Text \_\_\_\_\_

Permission to make financial decisions? Yes No E-Mail \_\_\_\_\_

**Arrival Time:** \_\_\_\_\_

**Caterer Name** \_\_\_\_\_ Cell/Text \_\_\_\_\_

Permission to make financial decisions? Yes No E-Mail \_\_\_\_\_

**Arrival Time:** \_\_\_\_\_

**Event P.O.Contact** \_\_\_\_\_ Cell/Text \_\_\_\_\_

Permission to make financial decisions? Yes No E-Mail \_\_\_\_\_

**Arrival Time:** \_\_\_\_\_

**DJ Name** \_\_\_\_\_ Cell/Text \_\_\_\_\_

Permission to make financial decisions? Yes No E-Mail \_\_\_\_\_

**Arrival Time:** \_\_\_\_\_

**Bartender Name:** \_\_\_\_\_ Cell/Text \_\_\_\_\_

Permission to make financial decisions? Yes No E-Mail \_\_\_\_\_

# Facility Terms and Conditions

*Please read the terms and conditions and initial next to each line.*

If Renter violates this Rental Agreement, they may be asked to leave the premises. If this occurs, the Renter will not be allowed to rent any facilities in the future. The facilities shall be subject to inspection at any time by an authorized representative of the Ohio School for the Deaf Alumni Association (OSDAA).

## SECURITY DEPOSIT

- A security deposit of \$200 shall be required to reserve the scheduled date/time for the event to cover any damage to the premises, clean up expense, or other damage resulting from failure to comply with the Agreement. **If Renter cancels the event, the deposit will not be refunded.** Once the event is held, if Renter complies with the Agreement, the deposit will be refunded within 30 days.
- If the premises are damaged, not cleaned up, or the Renter otherwise fails to comply with the agreement, resulting in monetary damage to Ohio School for the Deaf Alumni Association, the damages will be deducted from the security deposit. If damages exceed the deposit, Renter will be responsible for the balance.

## RENTAL FEES

- Agreed upon Rental Fees must be paid-in-full 30 days prior to the reserved date. A \$50 late fee will be added if full payment is not received by deadline date. \*If booking within thirty days of desired date, rental fees must be paid-in-full, along with the deposit, at the time of booking.\*
- In the event that you need to cancel, we must receive written notice to rentalhall@osdaa.org. If notice is received less than 30 days prior to reserved date, the facility cost (minus rental fee for tables, chairs, etc.) will be forfeited, as well as the deposit, to cover loss of revenue.
- In the event that you need to reschedule, the security deposit will be moved to the new date and a rescheduling fee will be charged: If notice is given 90 days or more prior to reserved date, the fee is \$50. If notice is given less than 90 days prior to reserved date, the fee is \$150.

## LIABILITY INSURANCE

- Renters must show proof of liability insurance 30 days in advance of event date for the reserved date and time. Renters may, but are not required, to apply to purchase insurance through Ohio School for the Deaf Alumni Association's insurance broker.
- The policy must name Ohio School for Deaf Alumni Association as an additional insured and the amount of insurance must be a minimum of \$1,000,000.
- Renter shall indemnify the Ohio School for the Deaf Alumni Association from all claims and expenses of defending claims arising out of its use of the premises which are not covered by insurance.

## FACILITY USAGE

- Renters are permitted to use the facility within the reserved time & for authorized purposes only.
- The available time is from 9:00 am to 9:00 pm daily. After the allotted rental period, extra hours will be charged at an additional **\$100/hour but ending by 11pm.**

- Renters should understand that if guests are found using any rooms that have not been reserved, they will be charged in full for the usage of the additional room.
- Renters will be charged for any damages inflicted to the facility or facility property during events.
- Renters agree to take full responsibility for their actions, the actions of their guests, and all vendors including caterers, cooks, planners/coordinates, decorators, and all other attendees and agree to abide by all rules and regulations. The applicant will be charged for any repairs or excessive janitorial services. (*Note: Music is not permitted in the Multi-Purpose Room*)
- This facility is tobacco-free within 20 feet of any entrance. Any evidence of tobacco use (including any type of e-cigarette or vape) inside the facility will result in forfeiture of the security deposit.
- Restrooms are available for their intended purpose only.
- For thermostat control, please contact event attendant for assistance.
- Property of Ohio School for the Deaf Alumni Association, such as tables, chairs and picnic tables, must not be removed from the building and shelter. Charcoal grills and fire pits are not allowed in the picnic area.

#### **PERIOD OF TIME**

- You will have access to the facility for the agreed period of time on the day of your event, which includes time for **decor/setup, the event itself, and clean-up**.
- It is highly recommended to purchase additional hours prior to the date of event to allow yourself ample time to complete your rental responsibilities before the end of your reservation time. If you need extra hours the day of your event there will be extra charges as listed below:
  - Renters are allowed a **15-minute grace period** after the end of their rental period before they are assessed a **\$50** fee for each 15-minute increment, maximum of three.
  - You can continue the event after the expected event time ends; however, it will be charged at the **current hourly rate plus \$50/hour for a “last-minute hours” fee.**

#### **PRE-SETUP / DECORATING**

- **Pre-Set-Up** defines drop off, observation and relocation after the tables & chairs have been set up, load into refrigerators/freezers, & brief decorating. The maximum is **3 hours** included in the rental fee; additional time required will need to be purchased at extra hourly rate.

#### **DELIVERY / PICKUP**

- Delivery, Pre-Set-Up, and Pick Up is included at no charge and can be done *during office hours*. Please check the office for specific hours.
- Chairs, tables, decor, supplies, etc. may be delivered in advance only if prior authorization is given by the agent of Ohio School for the Deaf Alumni Association and will be during office hours.
- All items must be picked up on the first business day after your event. **NOTE: If there is another event the day following a renter’s event, all items must be taken from the building the same day.**
- Excessive items left will result in additional fees or forfeiture of security deposit.

## **MUSIC**

- Music is not permitted for use in the Multi-Purpose Room as we do not wish to disturb the residents who live in the building. If your event requires music, please check out our three other rental locations.
- We do not have a sound system available for this room; you will need to provide your own if you need microphones for any presentations.

## **POST-EVENT / CLEANUP**

- By the end of the reservation time, the facility must be cleared of all guests and materials, all trash must be completely contained in appropriate receptacles (ex. closed/secured trashed bags that are not overflowing or too heavy to lift). Place the bags in the dumpster located outside of the loading area.
- All tables and chairs shall be wiped down and be in the same position as when you arrived.
- All furniture and other items belonging to the facility must be returned to their original locations.
- The kitchen must be cleaned and left in the same condition as the beginning of the event.
- Refrigerators and Freezers must be emptied and cleaned.

## **VEHICLES ON PREMISE**

- Renters must obtain prior authorization to bring horse and carriage, food trucks, extreme limousines, recreational vehicles, carnival equipment, etc. onto the premises.
- OSDAA is not liable for any lost, stolen or damaged items including any damage to vehicles, items stolen from vehicles, or fights/quarrels that may happen.

## **ALCOHOLIC BEVERAGES**

- **Alcohol is not permitted in the Multi-Purpose Room.** If you would like to have alcohol at your event please check out our other rental locations at the Community Center.

## **CHILDREN**

- Children must be supervised at all times and should stay in designated rental area. They are not permitted to be on other parts of the campus, as there may be another event happening at the same time.
- Children are not permitted to run around the Lobby area. Although this is a rental space, this building is also many senior citizens' homes. Renter shall keep that in mind, and be respectful to all of the residents and their home.
- Renter shall use reasonable care and precaution at all times for the protection of persons and property on the premises or facilities.
- Safety provisions of all applicable laws and ordinances shall be strictly observed.
- Renter shall notify parents for their children to comply with any and all rules and regulations relating to the facility.

## **ADDITIONAL FEES**

- If rental fee is not paid-in-full by 30 days before event date a late fee will be added.
- If any payment made by check does not clear the bank, a “**Non-Sufficient Funds**” fee of **\$50** will be charged and added to the final rental costs.
- If the facility rental rules & regulations are not followed.
- Large decorations such as Arch/Column Balloons were not removed after the event.
- Any items from anywhere including refrigerators and freezers were not removed.
- Kitchenette was not cleaned.
- Excessive cleaning is needed.
- **Payments accepted include card through Square (credit/debit/apple pay), personal check, cashiers check, cash, and money orders.**

## **PHOTO DISCLOSURE STATEMENT**

The Ohio School for the Deaf Alumni Association has my permission to use my photograph/photographs of my event publicly to promote the organization. I understand that the images may be used in print publication, online publications, presentations, websites, and social media. I also understand that no royalty, fee, or other compensation shall become payable to me by reason of such use.

Check here if you **do not want** photos of your event used.

How did you hear about us?  Friend/Family  Brochure  Website  Other \_\_\_\_\_

Name of Family/Friend who referred you \_\_\_\_\_  
and/or Date of Event you attended here before \_\_\_\_\_

## **Agreement**

*By signing below, I acknowledge that I have read and agree to the terms set forth in this Agreement, Facility Terms & Conditions and Rules & Regulations (page 2-5).*

### **Renter**

Printed Name

Signature

Date

### **Ohio School for the Deaf Alumni Association**

Approval By / Printed Name

Signature

Date