

NATIONWIDE AND OHIO FARM BUREAU 4-H CENTER RENTAL POLICIES AND PROCEDURES

- 1) USE:** Any use of the Nationwide and Ohio Farm Bureau 4-H Center for meetings and/or food functions must be scheduled through the State 4-H Office at 614.292.4444 or contact 4hreservations@ohio4h.cfaes.ohio-state.edu. Dances within the College of FAES are permitted if an advisor is present. No dances are permitted for groups outside the College of FAES.
- 2) SPACE:** Space will be reserved on a first-come basis and tentatively held until a signed contract and full deposit are on file in the State 4-H Office. First priority will be given to Ohio 4-H Youth Development, then faculty/staff/student groups and organizations within the College of Food, Agricultural and Environmental Sciences, space permitting. Groups must be a registered student organization within The Ohio State University and must have a faculty advisor present who will be responsible for the security, supervision and cleanup of each meeting. All events must vacate the building no later than 11:00 p.m. Exceptions will be made with prior approval of the State 4-H Office.
- 3) FOOD:** All food or beverage brought into the Nationwide and Ohio Farm Bureau 4-H Center must be contracted through one of our preferred caterers. A 15% Catering Site Fee will be added to all food and beverage by the caterer and paid directly back to the 4-H Center.
- 4) ALCOHOL:** The University values and encourages an alcohol free environment, but recognizes that alcoholic beverages may be available at some events. Beer and wine will be permitted for events without minors. Beer and wine will be permitted at weddings. All alcohol must be contracted through one of our preferred caterers. A 15% catering site fee will be added to all beverage purchases.
- 5) SMOKING:** The 4-H Center is a smoke-free environment. Smoking is permitted outdoors in the designated area.
- 6) DELIVERIES:** All deliveries must be coordinated through the Building Coordinator in the State 4-H Office. We do not have the ability to store event items for a long period of time. The State 4-H Office cannot assume any responsibility for items left by the caterer, rental company or facility user.
- 7) DECORATIONS:** Props, floral arrangements, live plants, and weighted helium balloons are welcome. Do not use tape, tacks, or nails on any walls, woodwork, movie screens or tables. You will be billed for any damages that occur during your event.
- 8) SET-UP/ CLEAN UP:** No banquet crew or janitorial service is provided. It is your responsibility to provide your own set-up and returning the room to the original set-up. Trash should be placed in the dumpster.
- 9) PARKING:** Limited parking is available in the lot adjacent to the 4-H Center. Overflow parking is available across Fred Taylor Drive in the Bill Davis Stadium lot.
- 10) DEPOSITS:** If event is cancelled less than 30 days prior to event, all deposits are non-refundable. If event is cancelled 45 days prior to event, client forfeits 50% of deposit. If client has submitted a 100W for payment, the 100W will act as a deposit and will be billed following the above guidelines.
- 11) CANCELLATION:** Room rental fees will be billed to the client if the event is cancelled less than 30 days before the event.
- 12) PAYMENT:** Acceptable forms of payment are check, cash, and budget transfers. If paying by check please make payable to The Ohio State University and mailed to 2201 Fred Taylor Drive, Columbus OH 43210.
- 13) LIABILITY:** Each facility user shall indemnify and hold harmless The Ohio State University, its Trustees, officers, employees, agents, programs and entities against any and all damages, claims, liability due to loss of the property of others or any other liability arising out of its use of the Nationwide and Ohio Farm Bureau 4-H Center facility. The facility user is responsible for the payment of any damages to or loss of the 4-H Center's property if it occurred as a result of the preparations or clean up for, or during the actual event itself.
- 14) COMPLIANCE:** The State 4-H Office reserves the right to deny use or continued use of its facilities to any person or organization not complying with applicable policies or procedures.