



Ohio Association of School Business Officials  
 98 Commerce Park Drive, Westerville, Ohio 43082  
[www.oasbo-ohio.org](http://www.oasbo-ohio.org) 614.431.9116

### FACILITY USE AGREEMENT

Thank you for considering the facility of the Ohio Association of School Business Officials (OASBO) located at 98 Commerce Park Drive, Westerville, Ohio 43082 (the OASBO Facility) for your organization’s activity. The use of the OASBO Facility shall be limited to organizations, groups or individuals within the Westerville community, or to organizations or groups whose program is of direct value and interest to a significant segment of our members (the Organization or Organizations).

The OASBO Facility is available for such use for *professional purposes only*. Such use must not interfere with OASBO activities. It is the responsibility of the organization renting the facility to supervise all attendees at their event and must follow the rules and requirements outlined in this Facility Use Agreement (the Agreement). Please take time to read the information below before signing the Agreement.

A request to use the OASBO Facility should be made at least one month in advance of the requested use date. When such requested use is made by an organization or group within the Westerville Community, or to organizations or groups whose program is of direct value and interest to a significant segment of our members, and is in accordance with these rules, the **Executive Director** may grant the use of the OASBO Facility, provided such use does not conflict with OASBO activities.

A request to use the OASBO Facility on a regular basis (i.e., weekly, monthly, quarterly or annual use) may submit one application if the use of the OASBO Facility is for the *same purpose*; however, any conflict with OASBO activities may cause a regularly scheduled event to be cancelled.

### OASBO FACILITY AVAILABLE FOR USE

**Conference Center:** The Conference Center consists of approximately 5,800 square feet and is a large open space that can accommodate 65 people. The Conference Center includes a galley for food and beverage distribution, two bathrooms, audio/visual capabilities, WIFI and the use of an outdoor patio. In addition, there is a small conference room that can sit 10-12 people. Please note that the Conference Center excludes the OASBO administrative and staff offices, which are not available for use. The company or individual renting the facility is responsible for bringing their own laptop and related accessories for presentation purposes. HDMI cords will be provided.

There 75 parking spots available for use pursuant to the terms of the Agreement. No charge for parking lot when renting the facility.

### FEE SCHEDULE

	<u>Category I</u>	<u>Category II</u>	<u>Category III</u>	<u>Category IV</u>
<b>Conference Center (Including galley, outdoor patio, audio/visual and WIFI)</b>				
M-F* (Excluding Holidays)	\$0	\$35/hour	\$70/hour	\$140/hour
Weekends & Holidays	\$0	\$75/hour	\$110/hour	\$180/hour
<b>Small Conference Room (Includes audio/visual and WIFI)</b>				
M-F* (Excluding Holidays)	\$0	\$10/hour	\$20/hour	\$40/hour
Weekends & Holidays**	\$0	\$10/hour	\$20/hour	\$40/hour

\*Normal working hours 8:00 – 4:30 p.m. (Weekend & Holiday rate applies before and after normal working hours)

Note: **Two-hour minimum:** must add half hour prior and subsequent to event time to open and close/secure the OASBO Facility.

\*\*Weekend & Holiday usage of small conference room is only available for an additional fee with the rental of the Conference Center. Small conference room is not available for rent on weekends and holidays as a stand-alone rental.

**Catering:** Arrangements for food and beverage as well as plates, cups, napkins, utensils, etc. are the responsibility of the organization as these items will not be provided, ordered or facilitated by OASBO.

**Staffing:** OASBO will provide an Event Manager for all rentals outside of OASBO’s normal working hours.



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### REGULATIONS FOR USE OF OASBO FACILITY

Organizations using the OASBO Facility assume full responsibility in case of damage to property and/or equipment and agree to pay any charges assessed.

**THE ORGANIZATION AGREES TO INDEMNIFY AND HOLD HARMLESS THE OASBO BOARD OF DIRECTORS, THE ADMINISTRATION AND EMPLOYEES OF OASBO FROM ALL LIABILITY, CLAIMS, DEMANDS, ACTIONS, DAMAGES OR COSTS FOR, OR ARISING OUT OF THE USE AND OCCUPANCY OF THE OASBO FACILITY PURSUANT TO THIS AGREEMENT.**

**ORGANIZATIONS USING THE OASBO FACILITY SHALL BE REQUIRED TO FURNISH A CERTIFICATE OF INSURANCE NAMING THE OHIO ASSOCIATION OF SCHOOL BUSINESS OFFICIALS AS AN ADDITIONAL INSURED IN THE AMOUNT OF ONE MILLION DOLLARS (\$1,000,000). IF AN ORGANIZATION RECEIVES PRIOR WRITTEN APPROVAL FROM THE EXECUTIVE DIRECTOR TO PROVIDE ALCOHOL AT AN EVENT (SEE BELOW), THE ORGANIZATION SHALL ALSO PROVIDE HOST LIQUOR LIABILITY INSURANCE.**

**THE ORGANIZATION UNDERSTANDS THAT OASBO ACTIVITIES WILL TAKE PRECEDENCE OVER ALL OTHER ACTIVITIES. NORMAL WORKING HOURS OF OASBO IS MONDAY-FRIDAY, 8:00 A.M. – 4:30 P.M. (EXCLUDING HOLIDAYS).**

All persons reserving the facility pledge their group to:

1. Leave the facilities in condition they found them (Rental fee includes normal clean-up and trash removal).
2. Enter no other part of the OASBO Facility other than the area(s) reserved.
3. Enter only the entrance and exits prescribed by OASBO.
4. Alcoholic beverages are **not** permitted in buildings and on the grounds. (The Executive Director may waive this prohibition under certain circumstances. Please see the Executive Director with questions.)
5. Smoking is **not** permitted in the OASBO Facility. Designated smoking areas are located on the outside patio.
6. Open flames are **not** allowed in the OASBO Facility. This includes a candle for a ceremony and/or candles for table centerpieces.
7. Nothing may be affixed to walls, doors or ceilings.
8. Refrain from such activities as will reflect upon the dignity of OASBO.
9. Charge no admission other than that agreed upon by OASBO.
10. Allow no unauthorized persons to use the OASBO Facility.
11. All groups are expected to vacate the premises promptly on termination of activity.

Any group may have their reservation canceled at any time if such reservation conflicts with OASBO activities. In such case, any deposit made will be refunded.

A person must be designated as being “IN CHARGE” of any group using the OASBO Facility. This person will be held responsible.

I have read, understand and agree with the above regulations.

Signature: \_\_\_\_\_  
Person in Charge

Date: \_\_\_\_\_

Print name: \_\_\_\_\_



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**USE OF FACILITIES CONTRACT**

Contract # \_\_\_\_\_ Date \_\_\_\_\_

Organization \_\_\_\_\_

Person in Charge \_\_\_\_\_

NAME	ADDRESS	CITY, ST, ZIP
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Phone # \_\_\_\_\_

HOME	BUSINESS	EMAIL ADDRESS
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Billing Address \_\_\_\_\_

NAME	ADDRESS	CITY, ST, ZIP
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Purpose for activity/event: \_\_\_\_\_

Number of people attending / participating: \_\_\_\_\_

Day(s) & Date(s) Requested: Beginning: \_\_\_\_\_ Ending: \_\_\_\_\_

Time(s) To Be Used: Beginning: \_\_\_\_\_ Ending: \_\_\_\_\_

**\*\*Two-hour minimum:** must add half hour prior and subsequent to event time to open and close/secure the OASBO Facility.

**Conference Facility: (Check Appropriate Items Below)**

\_\_\_\_\_ Meeting Room \_\_\_\_\_ Galley \_\_\_\_\_ Outdoor Patio \_\_\_\_\_ Audio/Visual \_\_\_\_\_ Small Conference Room

=====

**FEE & DEPOSIT**

Rental Fee: \_\_\_\_\_ Total Fee: \_\_\_\_\_

Deposit: \_\_\_\_\_ (A deposit equal to 100% of the estimated rental is required at the time of application)



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### **INVOICING**

Any charge for the use of OASBO facilities will be in compliance with policy established by the OASBO Board of Directors. A deposit equal to 100% of the estimated cost will be charged at the time application is made. OASBO will accept Mastercard & Visa as the only method of payment (Exceptions may be provided with approval by the Executive Director). Invoicing for facility usage will be forwarded to the person-in-charge. If additional fees are incurred, your credit card will be charged at the conclusion of the event.

Please note: If the organization needs to cancel an available session, they must notify OASBO at least 24 hours prior to the event by emailing [communications@oasbo-ohio.org](mailto:communications@oasbo-ohio.org). If a notification is not received, the organization will forfeit their deposit.

In the event of inclement weather requiring OASBO to close the facility, the organization's person in charge will be contacted to either reschedule or obtain a 100% refund.

### **CREDIT CARD INFORMATION**

\_\_\_\_\_  
Cardholder's Name

\_\_\_\_\_  
Cardholder's Billing Address

\_\_\_\_\_  
Credit Card Number

\_\_\_\_\_  
Mastercard or Visa

\_\_\_\_\_  
Exp. Date

\_\_\_\_\_  
Code

\_\_\_\_\_  
Signature of Cardholder

THE ORGANIZATION AGREES TO INDEMNIFY AND HOLD HARMLESS THE OASBO BOARD OF DIRECTORS, THE ADMINISTRATION AND EMPLOYEES OF OASBO FROM ALL LIABILITY, CLAIMS, DEMANDS, ACTIONS, DAMAGES OR COSTS FOR, OR ARISING OUT OF THE USE AND OCCUPANCY OF THE OASBO FACILITY PURSUANT TO THIS AGREEMENT.

By signing this Facility Use Agreement, I agree to the terms and conditions set forth herein.

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Signature, Person in Charge

\_\_\_\_\_  
Print Organization Name

\_\_\_\_\_  
Print Name of Person in Charge

\_\_\_\_\_  
OASBO Executive Director/Designee

\_\_\_\_\_  
Date



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### **CHARGES AND PRIORITIES FOR USE OF OASBO FACILITY**

- A. Category 1: OASBO, OASBO Chapters/Committees/Affiliations, OASBO Joint Partnership Events**  
Official OASBO functions hosted by OASBO, OASBO Chapters/Committees/Affiliations, OASBO Board and OASBO Joint Partnership Events.

*Category 1 will not be charged fees for OASBO Facility use. Category 1 represents official OASBO events, chapter/committee/affiliation events and OASBO joint partnership events with other organizations/partners.*

- B. Category 2: OASBO Members, Sponsors and Partners**

OASBO members, sponsors and partners are defined as any dues paying member including those that are sponsors and partners including, but not limited to, professional members, associate members, retired members, service affiliate members, sponsors and partners.

*Category 2 will receive special pricing on facility rental.*

- C. Category 3: Private, Nonprofit Groups**

Private, nonprofit groups defined as those primarily comprised of City of Westerville residents who are requesting solitary or occasional scheduled use for an activity with educational, cultural, religious, or charitable goals, will be assigned third priority of available space.

*Category 3 will receive discount pricing on facility rental.*

- D. Category 4: Commercial Users & Regularly Schedule Rentals**

Commercial users, defined as private, for-profit businesses, vendors, or entrepreneurs will be considered. In addition, users requesting the facility more than 4 times per year will fall into category 4. However, when approval is granted, they will be a level four priority.

*Category 4 will be charged full pricing on facility rental.*

**Note:** Exceptions/Waivers may be granted upon approval by the Executive Director/designee.



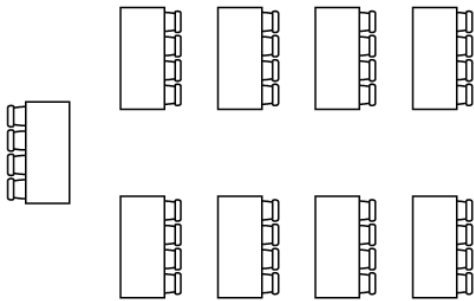
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Please select the facility layout based on the illustrations below:

Note: Some configurations may not be possible due to storage limitations.

\_\_\_\_\_ Classroom      \_\_\_\_\_ U-Shaped      \_\_\_\_\_ Other (Please Describe)

**Classroom**



**U-Shaped**

