

3520 Central Parkway
Cincinnati, Ohio 45223-2690

Office of Campus Event Scheduling
513-569-4123
eventscheduling@cincinnati-state.edu
www.cincinnati-state.edu

FACILITY USAGE AND RENTAL GUIDELINES

General Information:

The primary concern of the College is to foster education and study. Community, college related groups, clubs, organizations and associations may rent college space as available for functions provided such use does not cause undue interruption of the mission of the College and follows all organizational policies. The protection of the fundamental rights of privacy and personal security for all members of the College community is also of utmost importance. The Office of Campus Event Scheduling will assist you with determining if the College is appropriate for your intended event. Certain event restrictions do exist.

Rental Procedures:

1. Please contact the Office of Campus Event Scheduling at 513-569-4123 to determine availability of the facility and to ascertain the capability of the College to meet any event requirements.
2. If an event is accepted, an event proposal will be prepared and returned to you for review prior to confirmation of the reservation.
3. A contract will be drafted upon proposal acceptance notification.
4. The requesting organization's authorized representative must sign the Cincinnati State Facility Use Contract and return it along with payment to the Office of Campus Event Scheduling.
5. The lessee must provide a Certificate of Liability Insurance naming Cincinnati State Technical and Community College as an additional insured on their general liability policy. The required general liability limit is \$1,000,000 comprehensive single limit. The certificate must be on file with the Office of Campus Event Scheduling prior to the event.
6. Payment is required 10 days prior to the scheduled event. If the event is canceled seven days or more prior to the scheduled event, the College will refund 97% of the total cost.
7. All catering, food and beverages must be arranged through the Midwest Culinary Institute at 513-569-4981. No self-catering is permitted.
8. Cincinnati State Technical and Community College has a firearm/concealed weapon policy that must be adhered to by all guests, students, staff and faculty.
9. Terms and Conditions of Facility Rental are available upon request.