

CBEC Room Reservation Policy

Facility Request Process

It is recommended that any party wanting to use the facility should submit the CBEC building coordinators at least eight weeks prior to the event. Confirmation of the request will be made by the coordinators once it is determined that the facility is available and the requirements of the event are satisfactory.

Overview of Rental Policy

The primary purpose of this facility is to provide for the activities and needs of the Department Chemistry and the William G. Lowrie Department of Chemical and Biomolecular Engineering (CBE). As time allows, we will honor requests for reservations for other groups on a first-come first-served basis. However, we will use the following priority list in determining who is granted reservations in the event that two groups request the room at the same time:

- 1) Faculty and Staff from Chemistry and CBE
- 2) Administration from College of Engineering (ENG) and College of Arts & Sciences (ASC)
- 3) Industry liaisons and sponsors of Chemistry and CBE
- 4) All other ENG and ASC departments

General Rental Guidelines

Any event considered by the Department of Chemistry or the William G. Lowrie Department of Chemical Engineering to be potentially harmful to the public image of The Ohio State University, the College of Engineering, the College of Arts & Sciences or the Departments within will not be granted a reservation. Chemistry and CBE reserve the right to reject any event requests that may cause potential harm to the facilities.

The scheduling of events will be based on facility availability and approval by CBE and Chemistry.

The rental group must leave the room in the condition it was prior to the event.

The following checklist will be used after each event to determine if a cleaning fee will be charged:

- 1) All tables and chairs are returned to the original positions (all chairs are pushed under tables).
- 2) Table tops and chairs are clean.
- 3) Carpet is free of visible dirt, trash, spills, and stains.
- 4) Dry erase board is erased.
- 5) Trash is confined to waste receptacles

If additional cleaning is needed after the group has returned the room, the Chemistry or CBE will request billable cleaning services first from Facilities, Operations, and Development (FOD) or from an outside

vendor if FOD cannot attend to the request in the time required. These charges will be passed on, dollar for dollar, to the rental group.

Groups renting the facility will be held financially responsible for any damages, maintenance, and/or repairs needed resulting from the event.

Groups renting the facility are required to observe all applicable policies of the Chemistry and CBE and The Ohio State University, as well as all local, state, and federal laws.

Chemistry or CBE is not responsible for any lost, stolen, or damaged property belonging to the members of rental groups utilizing the facilities.

Groups must be free of unresolved issues related to prior use of the facility.

Rental and Associated Fees for Shared Spaces (CBE and Chemistry)

Fee	Group			
	1	2	3	4
Room Rental Hourly Rate	No charge	\$100	\$300	\$600
Room Rental Daily Rate (12 hrs max)	No charge	\$1000	\$1800	\$4000
After hours basic staff	\$20/hr	\$20/hr	\$20/hr	\$20/hr
After hours advanced staff	\$40/hr	\$40/hr	\$40/hr	\$40/hr
AV Rental	No charge	\$75	\$75	\$75
Administration fee	No charge	\$35	\$35	\$35
Cleaning fee	\$30-\$50/hr	\$30-\$50/hr	\$30-\$50/hr	\$30-\$50/hr

Group 1---College of Engineering and College of Arts & Sciences Administration

Group 2---Engineering/ASC Departments; Chemistry and CBE Sponsors and Industry Supporters

Group 3---OSU Departments, Centers, Associations, and Offices

Group 4---General Public

Rental and Associated Fees for Spaces owned by CBE

Fee	Group			
	1	2	3	4
Room Rental Hourly Rate	No charge	\$100	\$300	\$600
Room Rental Daily Rate (12 hrs max)	No charge	\$1000	\$1800	\$4000
After hours basic staff	\$20/hr	\$20/hr	\$20/hr	\$20/hr
After hours advanced staff	\$40/hr	\$40/hr	\$40/hr	\$40/hr
AV Rental	No charge	\$75	\$75	\$75
Administration fee	No charge	\$35	\$35	\$35
Cleaning fee	\$30-\$50/hr	\$30-\$50/hr	\$30-\$50/hr	\$30-\$50/hr

Group 1---College of Engineering

Group 2---Engineering Departments

Group 3---OSU Departments, Centers, Associations, and Offices

Group 4---General Public

Room Rental Fees: The length of the rental period includes preparation, set-up, and teardown/clean-up times. If a group uses the facility for a portion of an hour, they will be charged for the full hour, unless they have rented the facility for the day (i.e. Chemistry and CBE will bill in one hour increments, if an event is two and one-half hours long, the group will be billed for three hours).

After Hours Charges: In addition to the rental fees, any group that schedules an event outside of the facility's regular operating hours must pay the personnel costs incurred in keeping the facility open. The Department of Chemistry and Chemical and Biomolecular Engineering's regular business hours are 8am to 5pm Monday through Friday. Weekends and University holidays are subject to

after-hours charges. Chemistry and CBE will determine the level of support needed for the event but will always default to basic staff support when possible.

AV Equipment Rental Charges: Includes computer, projector, and screen and does not include support or troubleshooting.

Administration Fee: Covers staff time spent on reservations, billing, and building/room access.

Cleaning Fee: Applicable only if the room is not returned in the condition upon which it was prior to the event. See checklist under General Rental Guidelines section.

Charges for Damages, Maintenance, and/or Repairs: The rental group is responsible for all charges for damages, maintenance, and/or repairs needed resulting from the event.

Deposits: University departments are required to submit a completed, signed 100W and rental contract at least 5 business days prior to the event. The event may be cancelled if not received. All other room rental fee paying groups (including general public, non-Engineering groups, sponsors, and industry supporters) are required to submit a 50% deposit of room rental fees at least 5 business days prior to the event. Failure to submit the deposit may result in cancellation of the reservation. All checks should be made out to THE OHIO STATE UNIVERSITY.

Final Payment Due Date: Rental fees and all associated charges will be due 30 days from the date of the final invoice sent to the rental group after the completion of the event.

Outstanding Balances: Any group with an outstanding balance that exceeds 30 days from the date of the invoice for the group's last rental will not be allowed to utilize the space until the outstanding balance is paid in full. Any outstanding balances that exceed 120 days will be sent to The Ohio State University Department of Accounts Receivable (OSU ARCS) for collection. OSU ARCS will assess a finance charge of 1.5% per month, or an annual rate of 18%, to all outstanding balances. Any group whose outstanding balance exceeds 60 days may be denied future use of the facility.

Cancellation Fees: The termination of a rental agreement by either party can only occur if notice is provided to the other party at least five 5 business days before the event begins. If CBE or Chemistry cancels due to unforeseen events, the deposit will be refunded in full. If the rental group terminates an agreement less than 5 days before the event, they will forfeit the full 50% mandatory deposit.

Food Service and Catering: Catering must be arranged by the rental group directly with the catering company. The rental group must choose their caterer from an approved OSU vendor. The serving of alcoholic beverages will only be permitted upon the receipt and approval of the "Authorization to Serve Alcohol Request Form."

NOTE: The University has an exclusive beverage contract with the Coca-Cola Company that must be complied with in all facilities at The Ohio State University.

Rental groups are not allowed to sell products, or contract with outside vendors to sell products without the prior written approval of CBE, Chemistry, and The Ohio State University.

Signage & Decorations: No signage or decorations are permitted without the prior approval of CBE or Chemistry

Policy Exceptions: Any exceptions to this policy require the approval of the Department of Chemistry or the William G. Lowrie Department of Chemical and Biomolecular Engineering.