

## **Facility Rules and Standards of Conduct Regarding Use**

Client shall further observe all of the following in Client's use of the Space:

1. Client shall not and shall not permit any conduct that unreasonably endangers health or safety.
2. Client shall not possess and shall not allow the possession of any weapon or other dangerous item or device, including any concealed weapon by any party utilizing the Space/Facility under this Agreement.
3. Client shall not use and shall allow the use tobacco in any form in or around the Facility. Smoking and the use of tobacco is prohibited in or around the Facility.
4. Client shall not engage in any conduct that would violate any OSU policy, or any federal, state or local law.
5. Client shall not and shall not permit any conduct that would interfere with the safe and orderly use, operation or administration of the Facility.
6. Fires, balloon releases, unmanned aerial systems, and other hazards to air navigation are strictly prohibited on the airport grounds. OSU's Airport Administration must approve any special experiences that you may wish to incorporate into your Event.
7. The rental group must leave the room in the condition it was prior to the event. For events held during business hours this will be verified by a checklist signed by a representative for the department and by the renter. This will be signed prior to the rental and after the rental. For events held after hours this will either be verified the following business day or by a subsequent renter if applicable. Signatures on the checklist will signify that the person agrees that the conditions and equipment count were as stated on the checklist.
8. Cleaning tools and supplies are available for rental groups to use including a vacuum, broom, dust pan, buckets, sponges, liquid cleaner, and paper towels at no additional charge. If additional cleaning is needed after the group has returned the room, the University Airport will request billable cleaning services from its janitorial contractor. These charges will be passed on dollar for dollar, to the rental group.
9. Requests for use of space after hours will be evaluated on an individual basis. If request is approved, additional charges will apply.
10. Groups renting the facility will be held financially responsible for any damages, maintenance, and/or repairs needed resulting from the event.
11. Client shall maintain a posture of security awareness and report suspicious or illegal activities to law enforcement personnel via 911 or 1-800-GA-Secure. Client shall not leave any airfield gates open and will cooperate with any security provisions deemed necessary by the OSU.
12. University Airport is not responsible for any lost, stolen, or damaged property belonging to the members of rental groups utilizing the facilities.
13. The University Airport reserves the right to deny use or continued use of its facilities to any person or organization not complying with applicable policies or procedures.

In addition, Client will, at its sole cost and expense:

14. Provide adequate signage, and barricades to manage individuals participating or attending the Event and to prevent unauthorized persons from entering the Space. If access to an aircraft ramp is requested, a barricade will be provided by OSU, through which passage is prohibited.
15. Provide adequate instructions and monitoring to its guests, employees, agents or other persons attending the Event to prevent any unauthorized access to any aircraft movement areas, disruption to airport operations, or infringement upon the peaceful and uninterrupted use of OSU's Airport by the traveling public.
16. Assume all risks associated with the Client's proposed use of the Facility, other than those arising from the OSU's gross negligence or intentional misconduct.
17. Ensure that no person shall, in any manner, obstruct, delay or interfere with the free movements of any other person, or seek to coerce any person or impede the conduct or any authorized business at OSU's Airport.
18. Ensure that any person participating in or attending the Event under the age of eighteen (18) years is accompanied and supervised by an authorized representative of Client's organization, or parent or guardian.
19. Receive prior approval from OSU for all sound equipment to be used at the Event, as well as the location and direction of sound and loudness.
20. Ensure that no person shall attach any sign to any part of the Facility or printed matter except such as is necessary to identify the Client's organization and directions to the Event and parking. All signage and printed material must be approved in advance of use by the OSU. All signs must be removed by Client immediately after the conclusion of the Event.

I have read and understand the airport's Room Rental Rules of Use.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date