

The Ohio State University Airport

Room Rental and Reservation Policy

The primary purpose of the University Airport's meeting and event facilities is to support learning, discovery, and engagement opportunities for university staff, university students, and the general public. To help achieve this purpose, the airport makes meeting and event space available for use 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 for the same time:




1. Non-University Customers
2. Non-Engineering University Units
3. Non-Profit and/or Aviation Organizations
4. College of Engineering Units and Student Organizations

This policy applies to ALL indoor and outdoor meeting and event space managed by the University Airport. Reservations are confirmed ONLY by following the room rental and reservation process after submitting the online Room Rental Request Form at least one week in advance of the proposed event.

Meeting and event spaces available for rent at the university airport are shown in the following diagram, and include the Knowlton Flight Center, Hangar 1, and Hangar 5.





-  Administration Conference Room
-  Teaching and Conference Center; Breakout Room
-  Flight Education Conference Room

Groups may identify their preferred event space in the comment section on the Room Reservation Request Form, but the Airport staff reserves the right to assign space based on availability, type of event, and size of group.

General Rental Guidelines

1. Any event considered by the University Airport to be potentially harmful to the public image of The Ohio State University or University Airport will not be allocated space.
2. The University Airport reserves the right to determine the potential harm to facilities and may reject said request.
3. The scheduling of events will be based on space availability and approval by the University Airport. The University Airport reserves the right to refuse any rental request.
4. All events will be negotiated by the University Airport, which will determine the extent of Ohio State personnel required to safeguard the university's interest.
5. Meetings held at the University Airport must not disturb normal airport operations, nor constitute a risk to air navigation. The University Airport reserves the right to disallow or stop events that are disruptive to normal airport operations.
6. The University Airport must receive payment prior to a room being reserved for the 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. Groups renting the facility will be held financially responsible for any damages, maintenance, and/or repairs needed resulting from the event.
10. Groups renting space are required to observe all applicable policies of the University Airport and The Ohio State University, as well as all local, state, and federal laws.
11. University Airport is not responsible for any lost, stolen, or damaged property belonging to the members of rental groups utilizing the facilities.
12. 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.
13. All university properties, including the University Airport, are smoke-free facilities.
14. Requests for use of space after hours will be evaluated on an individual basis. If request is approved, additional charges will apply.

Facility Request Process

Any use of the University Airport locations for functions must be scheduled through the airport's outreach office. Anyone wishing to check the availability of event space may email the airport business office at ENG-APTBusinessOffice@osu.edu. Please include "Event Space Availability" in the subject line.

Groups wanting to reserve spaces must submit their request online at least one week prior to the event. Special requests/larger events may require more processing time. Requests are processed Monday through Friday from 9:00 am to 3:00 pm. Once a request is made, expect a response within 3 - 5 business days.

Once the terms of the rental are discussed, the rooms will be held for your event/meeting. Within one week, you will receive an invoice for payment in full. Once you have paid the invoice, your room(s) will be reserved. Rooms are not guaranteed until payment or eRequest have been received.

If another request to reserve the space at the same time is made before you have completed this process, you will be notified and will have 2 business days to complete the transaction before the rooms are made available to the other party.

Rental fees are guaranteed for one year from the date of the signed contract. After one year, rental rates are subject to change. Confirmation of the request will be made by the University Airport once it is determined that the space is available and the requirements of the event are

satisfactory. For more information and the Rental Request Form, please visit <https://www.osuairport.org/community/event-space-rental>.

Units internal to the College of Engineering may schedule rooms up to three months in advance of their event. Units outside of the College of Engineering may schedule rooms up to one-year in advance of their event. The University Airport reserves the right to limit the number of rooms and/or dates that can be reserved at one time, or within a one-month period.

Rental Fees

The FY19 room rental rate for the University Airport meeting and event space is shown in the following table:

The Ohio State University Airport
Room Rental Fees

Spaces Available for Rent			Non-University Rates			Non-Engineering University Rates			Non-Profit/AVN Org Rates		
Room	Room #	SQ FT	Full Day (8 hours)	Half Day (4 hours)	Hourly Rate	Full Day (8 hours)	Half Day (4 hours)	Hourly Rate	Full Day (8 hours)	Half Day (4 hours)	Hourly Rate
Classroom 1	235	941	\$ 650	\$ 325	N/A	\$ 487.50	\$ 243.75	N/A	\$ 365.63	\$ 182.81	N/A
Classroom 2	245	893	\$ 650	\$ 325	N/A	\$ 487.50	\$ 243.75	N/A	\$ 365.63	\$ 182.81	N/A
Classroom 3	255	957	\$ 650	\$ 325	N/A	\$ 487.50	\$ 243.75	N/A	\$ 365.63	\$ 182.81	N/A
Administration Board Room	210	385	\$ 375	\$ 188	\$ 75	\$ 281.25	\$ 140.63	\$ 56.25	\$ 210.94	\$ 105.47	\$ 42.19
Breakout Room	261	204	\$ 300	\$ 150	\$ 50	\$ 225.00	\$ 112.50	\$ 37.50	\$ 168.75	\$ 84.38	\$ 28.13
Flight Ed Conference Room	275	161	\$ 250	\$ 125	\$ 50	\$ 187.50	\$ 93.75	\$ 37.50	\$ 140.63	\$ 70.31	\$ 28.13
Hangar 1			\$ 2,000	\$ 1,000	\$ 250	\$ 1,500.00	\$ 750.00	\$ 187.50	\$ 1,125.00	\$ 562.50	\$ 140.63
Hangar 5			\$ 2,000	\$ 1,000	\$ 250	\$ 1,500.00	\$ 750.00	\$ 187.50	\$ 1,125.00	\$ 562.50	\$ 140.63
North Ramp			\$ 1,250	\$ 625	\$ 200	\$ 937.50	\$ 468.75	\$ 150.00	\$ 703.13	\$ 351.56	\$ 112.50

Notes:

Half day only available 8am to noon, 1pm to 5pm, or 6pm to 10pm

Hourly rate for Hangars 1 & 5 requires a 2 hour minimum rental

Pricing categories are as follows:

Non-University Entity: Any for-profit company or private individual.

Non-College of Engineering University Office/Department/Academic Unit/Student

Organizations: Any official Ohio State University office or department with a university budget, or student organization registered with the Ohio State Office of Student Life that is not associated with the College of Engineering.

University departments/academic units must pay with an internal eRequest.

Non-profit/Aviation Organization: Any group that is registered as a non-profit entity with the State of Ohio, or any organization that directly supports the advancement of the aviation industry.

The length of the rental period includes preparation, set-up, and tear down/clean-up times. If a group uses space for a portion of an hour, they will be charged for the full hour. Rental fees are guaranteed for one year from the date of the signed contract. After one year, rental rates are subject to change.

In addition to the rental fee, groups renting space are responsible for all set-up, tear-down, clean-up, any additional equipment needed for the event (i.e. special tables, etc.), and any special services (i.e. security, etc.) that may be needed for the event.

Additional Charges

Event Operation Charges: Rental groups will be responsible for any additional costs incurred by the University as a result of the event. These costs may include, but are not limited to: facility operations staff, security staff, IT staff, and cleaning staff. Rental groups will also be charged for any special cleaning, maintenance, or repair resulting from the event.

After Hours Charges: In addition to the rental and event operation fees, any group that schedules an event outside of the facility's standard business hours must pay an additional charge. The University Airport reserves the right to limit rentals to its posted public hours of operation.

Equipment Charges: Additional charges may be assessed for use of any equipment, e.g. PA systems, podiums, tables, chairs that is not standard to the room. These items may need to be rented from an outside vendor with approval from the University Airport.

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.

Cancellation Fees

The termination of a rental agreement will incur the following charges:

- If the rental group terminates an agreement greater than sixty (60) days before the event, they will receive a full refund, minus any agreed upon expenses incurred by the University Airport in preparation of the anticipated event.
- If the rental group terminates the rental agreement less than sixty (60) days before the event, they will forfeit 50% of the rental charge plus any agreed upon expenses incurred by the University Airport in preparation of the anticipated event.

If the University Airport cancels at any time due to unforeseen circumstances, the deposit will be refunded in full.

Outstanding Balances

Any group with an outstanding balance that exceeds 30 days from the end date of the group's last rental will not be allowed to utilize space until the outstanding balance is paid in full. Any outstanding balances that exceed 90 days will be sent to the Ohio State University Department of Accounts Receivable for collection. A finance charge of 1.5% per month, or an annual rate of

18%, will be charged to all outstanding balances. Any group whose outstanding balance exceeds 90 days may be denied future use of the facilities.

Liability

Rental groups shall indemnify and hold harmless the University Airport, The Ohio State University, its Trustees, officers, employees, agents, programs and entities against all damages, claims, liability due to loss of the property of others or any other liability arising out of its use of any University Airport facility (applicable to non-OSU customers only).

Food Service

The University Airport has identified University Catering (www.universitycatering.osu.edu) as the preferred caterer for events taking place in its meeting and event space. Alternative caterers are permitted to service events at the airport at the discretion of the rental group. The rental group should work directly with their caterer of choice regarding menu, set-up, and any other requested services.

A catering site fee equal to 20% of the catering bill will be added to all catering orders placed through University Catering and paid directly back to the University Airport. A catering site fee equal to 25% of the catering bill will be added to all catering orders placed through alternative caterers and paid directly back to the University Airport.

Alcohol

Alcohol is not permitted to be served in any airport facility without the prior approval of The Ohio State University. Group and individual behavior concerning service of alcohol is governed by Ohio Division of Liquor Control rules, state and local laws, and The Ohio State University Policy on Alcohol (<http://studentlife.osu.edu/pdfs/osu-policy-on-alcohol.pdf>).

Alcohol service must be conducted by a professional bartender. In an effort to maintain the health and safety of the event guests, alcoholic beverages may not be served in the following manner:

- a) Pitchers of beer. All beer will be provided in individual servings.
- b) Pitchers of mixed drinks. All drinks will be provided in individual servings.
- c) Double servings of alcohol with single mixers.
- d) Multiple drinks per person. All drinks must be served to the individual consuming them.

All individuals purchasing and/or consuming alcohol must be a minimum of twenty-one years of age. Bartenders are required to refuse alcohol service to anyone who cannot provide proper identification to verify age.

Guests may not remove alcohol from the room where the event is taking place.

University staff reserves the right to remove any guest who purchases and supplies alcohol to a minor or to anyone who has already been refused service.

Bartenders are required to refuse alcoholic beverage service to anyone who appears intoxicated.

University staff reserves the right to confiscate any alcoholic beverages brought in from sources other than the approved provider.

University staff reserves the right to remove guests, discontinue all alcohol service, or discontinue an entire event for failure to abide by Ohio laws, Ohio State University regulations, and/or instructions of the university staff. Should any of these actions become necessary, no refunds will be given.

Sufficient quantities of non-alcoholic beverages (in addition to water) and food must be available and prominently displayed at all times during an event at which alcohol is served.

Requests for alcohol service at an event must be received by the University Airport at least 90 days prior to the scheduled event date, using the Alcohol Request for Catered Bar Service form.

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

All guests must abide by the university's no smoking policy.

All deliveries must be coordinated through the University Airport. The University Airport does not have the ability to store event items for long periods of time before or after an event. The University Airport cannot assume any responsibility for items left by a caterer, rental company or facility user.

Signage and Decorations

No signage or decorations are permitted without the prior approval of the University Airport. Tape, tacks or nails are not allowed on any walls, woodwork, tables, monitors or screens. Facility users will be billed for any damages that occur during their event.

Walk-through Viewing

Rental groups are encouraged to do a walk-through of the rental space during administrative business hours prior to reserving space for their event. During the walk-through, rental groups can check the appropriateness of the space for their particular event, and determine if the setup will suit their needs.

Vending

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

Outdoor Facilities

- The University Airport does not guarantee alternate indoor facilities, or rain dates, in the event of inclement weather; however, it will make every effort to find space or alternate dates.
- If the University Airport cancels due to unforeseen events, deposits will be refunded in full.
- If the rental group terminates the rental agreement less than five (5) days before the event, they will forfeit the full amount of the rental charge plus any agreed upon expenses incurred by the University Airport in preparation of the anticipated event.

Parking

Free public parking is available at the airport on a first-come, first-serve basis.

Policy Exceptions

Any exceptions to this policy require the approval of the University Airport.