

# The Ohio State University Airport

## Room Rental and Reservation Policy

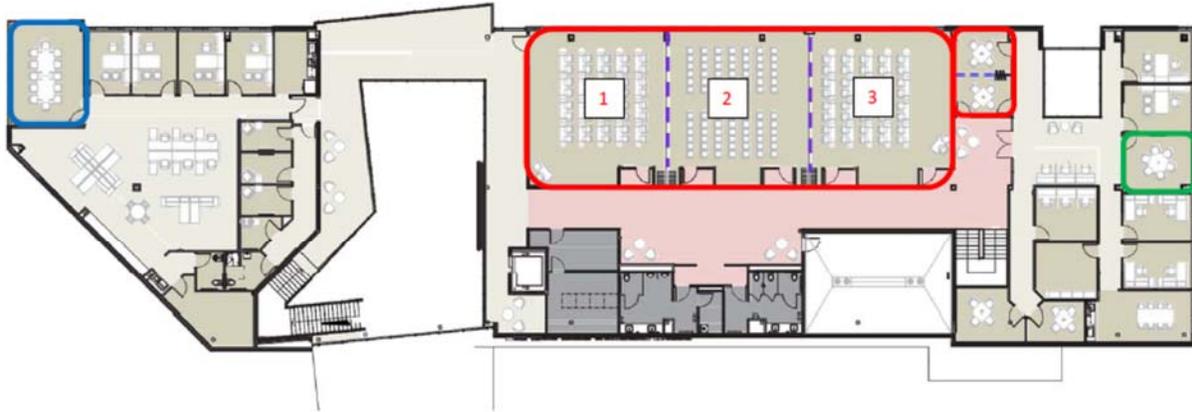
The primary purpose of the University Airport's meeting and event facilities is to support learning, discovery, and engagement opportunities for university staff, university students, and the general public. To help achieve this purpose, the airport makes meeting and event space available for use on 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 University Airport does not provide set-up or tear down of the rental space. This is the responsibility of the rental group, and should be accounted for in determining the length of time for which the space is being rented.

8. 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.
9. 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.
10. Groups renting the facility will be held financially responsible for any damages, maintenance, and/or repairs needed resulting from the event.
11. 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.
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.
14. All university properties, including the University Airport, are smoke-free facilities.
15. 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-APT-Marketing@osu.edu](mailto:ENG-APT-Marketing@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	Hourly Rate	Hourly Rate	Hourly Rate
Classroom 1	235	941	\$85.00	\$60.00	\$45.00
Classroom 2	245	893	\$85.00	\$60.00	\$45.00
Classroom 3	255	957	\$85.00	\$60.00	\$45.00
Administration Board Room	210	385	\$75.00	\$56.00	\$42.00
Breakout Room	261	204	\$50.00	\$38.00	\$28.00
Flight Ed Conference Room	275	161	\$50.00	\$38.00	\$28.00
Hangar 1		7200	\$250.00	\$190.00	\$140.00
Hangar 5		8536	\$250.00	\$190.00	\$140.00
North Ramp			\$200.00	\$150.00	\$112.00

*Notes:*

*Classrooms 1, 2 & 3 and Hangars 1 & 5 require a 2 hour minimum rental*

*Room rental includes tables and chairs.*

*Room set up and tear down are the responsibility of the renter and need to be accounted for in the rental period*

*AV technical support is an extra \$15/hr.*

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.

Rental fees include availability of tables and chairs present in the space and all existing AV equipment. 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

OSU reserves the right to require appropriate liability insurance, and proof thereof, to be furnished and paid for by rental group. If the university does not receive a certificate of such insurance in advance of rental group's scheduled use of the rental space, the university may terminate upon notice to rental group, their use of the rental space. Failure to obtain a certificate of insurance will not constitute a waiver by the university of such insurance (applicable to non-OSU entities only).

## Food Service

The University Airport has identified University Catering ([www.universitycatering.osu.edu](http://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.

## Beverage Service

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.

Groups must obtain prior approval from The Ohio State University if it wishes to serve alcohol at an event at the OSU Airport. To arrange for such approval, the Host must submit a request to OSU at least ten weeks before the intended event at the OSU Airport. Considerations for all events are required permits, insurance, potential liability and managing the risks.

**Liquor Privileges:** If approval is obtained to use the OSU Airport for the intended event, the Host is responsible to contact the Ohio Division of Liquor Control for approval to serve or furnish beer, wine and/or liquor at the Event, as it is the only entity that can approve liquor privileges. For more information about the types of liquor privileges that may be available, please consult the ODLC's website at <http://com.ohio.gov/liqr/>. While no liquor permit is required for a "private party" where attendees are only invited guests, and no fee is collected or charged for attendance to the event or for the alcohol, a liquor permit is required if a qualified organization intends to provide beer, wine, mixed beverages, and/or liquor either for sale by the drink or through the use of a cash bar, or another fee that will gain entrance into the event (e.g. entrance fees, cover charges, seminar fees, tickets, door charges, donations, raffles and silent auctions or any other similar charges are required of attendees to attend the event). Please note that if a temporary permit is needed for the Event, ODLC suggests filing the application at least 30 days in advance of the event.

**Insurance, Liability and Risks:** Evaluation will include a review of insurance coverages to assure that bodily injury and property damage arising from the Event, is properly covered by insurance. Because liquor is being served or furnished at the Event, there is an additional consideration about liquor liability insurance. Consideration of whether security resources would be helpful at the Event is also required. Additionally, Host agree to indemnify, defend and hold harmless OSU from claims and damages that may arise from the Event may be necessary.

**Application:** In order to obtain approval from OSU to use the OSU airport for the Event, the group must submit a Request to Serve Alcohol to OSU. Please send a copy of the signed form to [ASArequests@osu.edu](mailto:ASArequests@osu.edu). No additional cover letter is necessary, as long as all information on the form is provided. The Host will also need to submit a **permit application, supporting documents and filing/permit fees to the ODLC for the grant of liquor privileges for the Event**. By proceeding with an event the group warrants that it has fully investigated whether a liquor permit was required, and if required, was secured prior to the Event, and that it (if a person or entity that is not a public person/entity) will indemnify, defend and hold harmless OSU from all losses, claims, demands, citations, damages, judgments, causes of actions, fines, fees, charges, costs or expenses of any nature, including but not limited to attorneys' fees.

Room reservations requesting alcohol service will not be finalized until a copy of the approved Authorization to Serve Alcohol Request form, temporary state liquor permit, and insurance certificate are received by the Airport Outreach Office, 2160 West Case Road, Columbus, OH 43235; fax 614-292-5020; email: [ENG-APT-Marketing@osu.edu](mailto:ENG-APT-Marketing@osu.edu); Attn: Airport Outreach Coordinator.

## 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.

## Deliveries

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.

## Security

Security service, if required, must be coordinated through the Ohio State Department of Public Safety (<https://dps.osu.edu/planahead>). All events at which alcohol will be served must have on-site security throughout the duration of the event.

## Parking

Free public parking is available at the airport on a first-come, first-serve basis. Parking in any grass areas in and around the Facility or airport grounds is strictly prohibited. Aircraft parking must be prearranged with the FBO.



## Policy Exceptions

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