



# CONTRACT FOR USE OF ROOMS IN COLUMBIA CENTER

Organization/Applicant \_\_\_\_\_ Phone (W) \_\_\_\_\_  
 (Contact Person) \_\_\_\_\_ Phone (H) \_\_\_\_\_

Address \_\_\_\_\_  
 (street)

(city)

(state)

(zip)

Date(s) of Function \_\_\_\_\_ Date of Application \_\_\_\_\_

Type of Function \_\_\_\_\_ Approx. # People Attending \_\_\_\_\_

Beginning time \_\_\_\_\_ Ending time \_\_\_\_\_

Room(s) Requested (circle all that apply) Auditorium Board Conference (K/R) Sustainer

**For the non-profit rate, please enclose an IRS non-profit status letter or other proof.**

TOTAL COST:	Room(s) Fee (\$ an hour)	\$ _____
	+ Security Deposit if applicable	\$ _____
	<hr style="border-top: 3px double #000;"/>	
	Total	\$ _____

Payment in Full is expected at time of application. Method of Payment: Check or Money Order only. Payable to: Junior League of Cincinnati.

Columbia Center is a completely non-smoking building. Smoking is allowed only outside the building, no exceptions (including the bathrooms).

The Junior League of Cincinnati requires proof of non-profit status as determined by the Internal Revenue Service in order to offer the non-profit rate. (See policy 25.)

Use of Columbia Center is governed by the Columbia Center Policies which are attached to this Application, Contract and Policies page.

There are limited kitchen facilities available at Columbia Center, but no cooking or heating equipment. You are permitted to bring in food and beverages. Catering is allowed. No alcoholic beverages may be sold on the premises unless proof of proper license accompanies application. (See policy 14.)

YOUR RESERVATION IS NOT CONFIRMED UNTIL WE RECEIVE YOUR APPLICATION AND PAYMENT IN FULL, AS WELL AS THE PROOF OF NON-PROFIT STATUS, IF REQUIRED.  
 (see reverse side)

REFUND/CANCELLATION POLICY. Cancellation accepted with full refund (of room, security deposit and applicable custodial fee) when written notice of cancellation is received up to and including 15 days prior to date of event. For cancellations less than 15 days prior to the event, only the security deposit will be refunded unless the room is rented .

Security Deposit will be returned up to 30 days after event, pending inspection.

Special requests for room set-up (easels, chair and table placement, etc.). Please describe below or on separate sheet. (Note that easel paper and markers are not included)

Audio/visual equipment needed (circle all that apply)

tv/vcr/dvd    computer projector (computer not included)    overhead    slide projector    screen

I acknowledge the receipt of and have read the Columbia Center Policies. I have the authority to enter into this contract and have read and accept this agreement in full and assume financial responsibility for the use of Columbia Center.

\_\_\_\_\_ Date \_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_ (Title of Applicant)                      \_\_\_\_\_ (Name of Organization)

Detach and mail "Contract" page to: Junior League of Cincinnati  
3500 Columbia Parkway  
Cincinnati, Ohio 45226

**Our phone number is (513) 871-9339.**

For office use only:

Application, Contract and Policies page acknowledged by Junior League of Cincinnati.

\_\_\_\_\_ Date \_\_\_\_\_  
(Officer, Junior League of Cincinnati)

Date Confirmed \_\_\_\_\_ Amount received Rental \_\_\_\_\_

S. Dep. \_\_\_\_\_

Sec. Dep. Returned (date) \_\_\_\_\_

## COLUMBIA CENTER POLICIES

Columbia Center, hereinafter, will be referred to as the "Center" and the Junior League of Cincinnati will be referred to as "JLC." "Applicant" is the individual or organization (or both) seeking to use rooms at the Center.

Columbia Center is located at the corner of Columbia Parkway and Delta Avenue at 3500 Columbia Parkway, Cincinnati, Ohio 45226. The phone number of the Junior League is (513) 871-9339.

In endeavoring to serve members, non-members and community organizations who desire to use the facilities of the Center for their functions, the following regulations have been established for the efficient operation of the building, protection of its property, conformance with safety regulations and codes, and to avoid conflict with other activities and programs conducted in the facility.

1. No conduct shall be permitted on the premises which violate any Federal, State or local law or any regulation, rule or ordinance of Cincinnati, Ohio. The applicant assumes full responsibility for the behavior of all persons on the premises during the period of the contract and for a reasonable time before and after. Proper supervision must be provided for events involving minors.
2. Only the specified rooms which are agreed to in the signed Application & Contract are available to the applicant. All other areas of the Center are off-limits. In common areas, applicant will show consideration for the other persons using the premises and abide by the policies herein.
3. The applicant shall provide JLC a certificate of insurance in the amount of \$1,000,000 covering bodily injury and property damage. The certificate must be provided prior to the date of use, and shall show that the insurance is in full force and effect.
4. IMPORTANT: In addition to paragraph 3, the applicant using the Center shall be held responsible for any loss, breakage, or damage to equipment and/or physical property arising at any time during the use of the Center and shall be billed for any such loss, breakage, or damage. The applicant agrees to indemnify and save the Center and JLC harmless from any and all claims for loss, injury, and damage to any person or property while anywhere on the premises, including counsel fees and expenses in connection therewith in any instance.
5. The Center and JLC assume no liability or responsibility for damage to or loss of personal property of any kind brought into the building or while on the Center and JLC premises. All such personal property including motor vehicles brought or left on the premises shall at all times be at the owner's risk. The Center and JLC shall not be liable under any circumstances for any loss, theft, or damage to any motor vehicles or any part thereof or the contents of said vehicle brought or left on said premises or while being driven to or from said premises however caused. The Center and JLC assume no liability or responsibility for personal injury caused by the negligence of the applicant or any persons attending the applicant's function at the Center.
6. The custodian must be present for after-hours use. Arrangements may be made by contacting the Center.

(continued on back)

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7. If applicant remains in the Center longer than the contracted time, room rental fees will increase. See rental information attached.
8. The Junior League reserves the right to require additional security person(s) at events where it is deemed necessary.
9. All applicable fire and safety regulations, including limits on number of occupants, shall be observed by applicant. All exit doors must be left free and unobstructed from view and access.
10. All publicity material or printed matter regarding use of the Center and its facilities must be submitted in writing to the JLC for approval, in advance of release. All calls for information about the function should be directed to the applicant, not the Center or the JLC.
11. If there is to be a speaker at a function held at the Center, the speaker and the topic to be discussed must be cleared with the JLC before any publicity is issued.
12. Permission to bring in special equipment for any function must be requested in writing from the JLC, and such equipment must be removed immediately after the function unless other arrangements are approved prior to the function. The Center and JLC assume no responsibility for equipment left on premises.
13. No equipment of the Center is to be loaned or removed from the building at anytime by any individual or organization.
14. Applicant assumes full responsibility for any food or beverages brought onto the premises. No alcoholic beverage of any sort may be served to minors. No alcoholic beverage may be sold on the premises, unless proof of proper license accompanies application. A license is needed for any function for which a fee is charged (at the door or in advance). A license must be applied for at least 20 days before an event.
15. If a caterer is used, applicant must submit with application (or at least 7 days before use of facility) proof that caterer has current worker's compensation coverage, Board of Health certification and \$1,000,000 bodily injury and property damage insurance. Applicant and/or caterer shall assume all responsibility for food and beverage provided on the premises.
16. Consumption of food and beverages must be limited to the room(s) rented.
17. Upon completion of the function, applicant will properly dispose of all garbage and trash. Custodial charges may be incurred if clean up is inadequate. It is requested that liquids be disposed of in the sink and not in garbage cans. There is a "recycle" garbage can for soft drink cans and plastic bottles in the mail room on the first floor.
18. Applicant understands that other groups may be using other meeting rooms in the Center at the same time as applicant's use. The members of the JLC and all persons using the Center are requested to conduct their meeting or function to avoid disruption to other meetings and functions.

19. Decorations may be applied to doors, walls, and windows only by use of special removable tape (like that made by Post-it or Scotch Brands). If necessary, tape may be requested from the JLC office. Applicant will be assessed for damages to doors, windows, and walls caused by application or removal of decorations.
20. No confetti-type materials, or rice, or bird seed or glitter should be scattered either inside or outside on Columbia Center property. These materials are difficult to clean up. If this is done, extra clean-up charges will be assessed.
21. A map will be supplied upon request showing the available parking on the street and in the area. Any group wishing to hire valet parkers may do so at its own expense and risk.
22. No firearms are allowed on the premises.
23. No signs may be hung or displayed on or around the Center except inside those rooms rented for use
24. The JLC reserves the right to limit access to the Center to those groups whose purpose does not conflict with the Mission and Position Statements of the Junior League of Cincinnati and the Association of Junior Leagues, International.
- 25. Because the JLC rents to non-profit organizations at a reduced rate as part of its commitment to the community, the JLC requires proof of non-profit status from the Internal Revenue Service (such as an IRS 501 (c)(3) letter) for organizations renting at the non-profit rate. This proof is to be sent in along with the contract.**
26. Evening rental will be no later than 12:00 midnight.
27. REFUND/CANCELLATION POLICY. Cancellation accepted with full refund (of room, security deposit and applicable custodial fee) when written notice of cancellation is received up to and including 15 days prior to date of event. For cancellations less than 15 days prior to the event, only the security deposit will be refunded unless the room is rented .

Hours of Operation    Mon.-Thurs. 9:00 a.m.-9:00 p.m.  
                                  Fri., Sat., Sun. Available at special request only. First come,  
                                  first served basis, plus applicable custodial fees.  
                                  **Evening rental will end at 12:00 midnight.**