



Facility Rental Agreement

The Crawford County Board of DD (the Board) and _____
(Renter) agree that the Renter may use the Trillium Event Center on _____
(date of the event) pursuant to the following terms.

Reservations and Payment

Reservations require a 50% rental deposit payable by check or money order made out to Crawford County Board of DD at the time of booking, unless prior arrangements are made. The balance is due ___ days prior to the event.

In order to finalize a reservation, a signed Rental Agreement, with any additional documents required mentioned below, and rental deposit must be returned to Crawford County Board of DD. Verbal approval or partial submission of required documents or payments does not assure availability of the Trillium Event Center.

Facility Rules and Regulations

Renter Requirement: The Board (and/or its designee) reserves the right, pursuant to Ohio Revised Code 3313.76, to determine in its sole discretion whether any person/group seeking to use the Trillium Event Center is a "responsible organization" within the meaning of Ohio law; and the Board reserves the right to decline to rent the Trillium Event Center to any person/group not meeting this requirement.

Security: Security may be required at certain events as determined by the Trillium Event Center Administration in its sole discretion. Required security shall be obtained by the event center administration and paid for by the Renter. The security fee (if required) shall provide security for one hour more than the actual event to allow coverage prior to and after the event.

Insurance: Unless waived in writing by the event center administration, the Renter must provide proof of \$1 million liability insurance coverage for scheduled events. All insurance shall be at the Renter's expense. The Board shall be included as a "named insured" on the Renter's insurance policy. If alcohol will be sold or consumed, Renter must provide a copy of a Certificate of Insurance that includes "Host Liquor Liability" (liquor provided but not sold) or "Liquor Liability" (liquor sold on premises), with limits of at least \$1 million per occurrence.

Alcoholic Beverages: The sale or consumption of alcoholic beverages is prohibited unless the Renter, the event caterer, or the event sponsor has (or obtains) a liquor license from the Ohio Department of Commerce. When alcohol is involved, the Renter shall comply with all liquor laws and regulations.

Smoking/Drug Free: Smoking or use of any tobacco product is not allowed inside the event center building or in any entrances, exits or other areas immediately adjacent to the event center. A designated outside smoking area is located at the rear (north side) of the building. The use or possession of any illegal drugs or substances is strictly prohibited.

Firearms and Weapons: Possession of any firearms, weapons or ordnance is prohibited on the Trillium Event Center property unless the person is a law enforcement officer authorized to carry weapons at the time of the event. This can include a security officer hired for the event by Trillium Event Center administration.

Indemnification: The Renter agrees to indemnify, defend, and hold the Board and its employees harmless from all cost and expense resulting from any claims, suits, or liabilities of any kind, including attorney fees, arising from or purporting to arise from the conduct, activity, or any other transaction involving Renter, its guests, invitees, or any other person on the Trillium Event Center premises at the request or invitation of the Renter or Renter's guests or invitees. This provision of the Rental Agreement shall survive the Renter's scheduled departure date from the Trillium Event Center.

Damaged Property: The Renter will be responsible for the full cost of cleaning and/or repairing of any stains or damage, above and beyond normal wear and tear, of the event center property. This includes damage caused by the Renter, Renter's guests, Renter's service providers or any individual(s) connected to the Renter's event. A refundable Damage/Security Deposit of \$250.00 will be charged as part of the rental fee. If such damage occurs, it will be assessed and deducted from the deposit. The Renter will be billed for any additional amount that exceeds the deposit.

Decorations: Candles may be used with prior approval of the Trillium administration and must be the dripless type. Glitter, confetti, sand or any substance that causes litter or debris inside or outside the building or on the grounds is prohibited. Tape and adhesives must be approved by the Trillium administration. No pins, tacks, nails, or any other puncturing devices are allowed.

Facility Access: All decorations, equipment and other materials brought in for the event by the Renter must be removed from the event space by the end of the event hours unless previous arrangements have been made with the Trillium event center administration.

Contact Person: The Renter shall designate a person as the contact person who will have final say for decisions related to the Renter's use of the facility.

Removal for Unruly Behavior: Failure to comply with security or management requests, excessive noise, foul language, violation of rules and regulations, or unruly behavior may result in the Renter's removal from the premises and/or the contacting of law enforcement agencies.

Premises Use: Overnight camping on Board property is prohibited.

Cancellation or Postponement:

1. Cancellation by Renter must be in writing and a cancellation fee equal to the amount of the rental deposit will apply.
2. If the Renter and the Trillium administration agree that the event must be postponed due to emergency, act of God, civil disturbance, or similar unforeseen circumstance, the Trillium administration will re-schedule the event on a space-available basis and the rental deposit will be transferred to the re-scheduled booking. The Board is not liable for any additional costs incurred by the Renter as a result of the postponement.

By signing below, I signify that I am authorized to execute this Rental Agreement and I have read and understand the terms above.

Signed this ____ day of _____, 20__.

Renter

Trillium Event Center

(Name of Organization-Please Print)

By _____

(Name of Authorized Representative-Please Print)

Title _____

(Signature)