



FACILITY USAGE AND RENTAL POLICIES

(Adopted January 29, 1996) – (Revised September 21, 2009)

DECLARATION OF INTENT: It is the intent of the Muskingum County Convention Facilities Authority Board of Directors that the primary purpose of the Welcome Center is: *"to support and encourage economic growth of the community by attracting and serving tourists, for-profit organizations, not-for-profit organizations, and private groups."* Fees for the use of the exhibit halls, theatre and other meeting rooms shall be based on fair market value.

USAGE POLICY: In the use of the Welcome Center meeting facilities, priority will be given to activities that highlight community assets, promote the community, serve tourist and convention groups and otherwise fulfill the purpose of the facility as stated above. The exhibition and meeting facilities of the Welcome Center will be used as follows: *To showcase community, industry and special attractions through exhibits; to support conference/convention/meeting activities with possibilities for exhibits, breakout sessions, general sessions and receptions; to enhance activities during community festivals and events; to accommodate community/private social events at the discretion of management.*

RENTAL POLICY

Rental charges for use of (a.) an Exhibition Hall (Heritage or Ebenezer Hall), and/or (b.) a Conference Room (Zane Grey or Capital) at the Welcome Center will be as follows:

For-profit organizations = (a) \$300* for the first day, and \$200* each consecutive day or part thereof. (b) \$25.00 per hour or part thereof during business hours (Monday through Friday, 8:00 a.m. – 5:00 p.m.). After hours = add \$25.00* per hour or part thereof for Porter/Security.

Government or not-for-profit organizations = (a) \$225* for the first day, and \$125* each consecutive day or part thereof. (b) \$15.00 per hour or part thereof during business hours (Monday through Friday, 8:00 a.m. – 5:00 p.m.). After hours = add \$10.00* per hour or part thereof for Porter/Security.

Private Party = (a) \$500* for the first day, and \$250* each consecutive day or part thereof. (b) \$25.00* per hour or part thereof during business hours (Monday through Friday, 8:00 a.m. – 5:00 p.m.). After hours = add \$25.00 Porter/Security.

*NOTE: A Porter/Building Security Fee of \$25/hour is required for all events conducted outside of Welcome Center regular business hours of 8 am – 5 pm, Monday through Friday.

Rental charges include the following: Room rental, one time standard initial room setup of tables and chairs, room cleanup, negotiated event planning services, administrative time, podium, easel, basic audio visual equipment, food prep area, parking, public restrooms, and open catering policy, as well as normal janitorial/maintenance services, heat and/or air conditioning and standard lighting. Tables and chairs are only available within the limits of the inventory, subject to prior commitments. Any damage to equipment will result in a charge to the User of the actual cost of repair, or if necessary, of replacements.

Rental charges do not include AV assistance, nor the removal of bulk trash, left over food items, crates, lumber and packing materials, which are to be removed by the User not later than the end of the move-out period. An outdoor dumpster is located to the west of the building for User convenience. Any such accumulation removed by Welcome Center personnel will result in a charge to the User at prevailing rates.

Checks can be made payable to: Muskingum County Convention Facilities Authority. Cash, Visa, and MasterCard are also accepted forms of advance and final payment.

The MCCFA reserves the right to charge labor fees for greater than normal cleanup and/or setup. Rental rates do not include any special staffing and/or equipment services, sound and lighting operators, exhibit/booth equipment or license fees.

Exhibit space, conference and banquet rooms are assigned by the MCCFA according to the guaranteed and expected number of participants. The MCCFA reserves the right to change groups to a room more suitable in size should the contracted minimum increase or decrease. The MCCFA reserves the right to charge a service fee for setup of meeting and banquet rooms with extraordinary requirements. Changes made within 48 hours of the event will be billed to the customer on a time and material basis.

Customer may only apply approved decorations in leased rooms(s), which does not include hallways, lobby areas, rest rooms or any other non-leased area. Any damage to the facility or MCCFA property as a result of self-adhesive materials (masking tape, double sided tape, etc.) will be charged to the customer. The cost for cleanup of such adhesive residue is substantial and will be billed back to the customer. Following the close of the event, the customer must remove all decorations and any approved tape, unless other arrangements for removal have been made prior to commencement of the event. Any damage to walls, floors, windows, or another surface or furnishing will be corrected at the expense of the customer.

A deposit of 50% of the agreed rental charge is required in advance. The deposit will be applied to room rental charges. (The deposit will be refunded only if written notice of cancellation is provided to Welcome Center Management not later than sixty (60) days prior to the first scheduled date of use.) Any balance for services rendered is payable not later than the day of the event, unless direct billing privileges have been arranged and approved by Welcome Center Management or the MCCFA.

Rental charges include move in/out times and dates. The Welcome Center Management, based upon the complexity of the arrangements and the special requirements of the User, will negotiate specific move-in/out time. Overtime labor charges will be applied if an event does not end and move out at the scheduled time.

The Welcome Center honors an open catering policy. The Welcome Center offers refreshment services; a menu of services and prices will be provided to the User upon request. The Welcome Center Management will maintain and provide to the User a list of preferred, local caterers upon request.

Any charge(s) for catering will be the direct responsibility of the User. All equipment, excess food and other materials related to food/beverage services owned by the caterer must be removed immediately at the conclusion of the event. Refreshment services provided by the MCCFA are to be placed at the time of scheduling. No purple, orange, or red-colored punch/soft drinks, nor confetti are permitted.

Rental charges exclude catering and linen services; however, quality linen service is available at The Welcome Center. Table linens are available on a rental basis of \$5.00 per linen; linen napkins at \$.25; table skirting or floor-length cover at \$10.00 per table. Once ordered, amounts requested cannot be reduced even if your guaranteed count is lower than the amounts ordered. Unprotected candles may not be burned as centerpieces, as wax may permanently damage linens. Any damage to linens will be corrected at the expense of the User.

The Welcome Center is a smoke free facility. All guests are required to honor the smoke free policy.

Users of the MCCFA may be required to carry insurance and will provide information to MCCFA concerning insurance coverage as required. The customer will indemnify, save and hold harmless MCCFA from all actions or proceedings to recover damages for injury to persons or property arising from the customers' occupancy of the leased premises or the customers' activities thereon.

Each User shall enter into the standard form of Facility Use Service Agreement adopted by the Board of Directors of the Muskingum County Convention Facilities Authority.

The contract(s) detailing all services arranged also lists applicable terms and conditions. Please read and review these terms carefully. With your signature, you acknowledge to have read and understood its provisions.

ADDITIONAL SERVICES/ITEMS:

[Easy Order Option: Simply mark the items you wish to order. For your convenience, all services will be added to your invoice.]

- Table linen...\$5 Qty: ___ Color: _____
- Napkin... \$0.25 Qty: ___ Color: _____
- Skirting...\$10 Qty: ___ Color: _____
- Floor linen...\$10 Qty: ___ Color: _____
- Table Lamp...\$5 Qty: ___
- Sq.Ft Table Mirror centerpiece...\$2 Qty: ___
- Flip Chart Pad Fee w/easel...\$35 Qty: ___
- LCD Projector w/ screen...\$75 (Heritage Hall only)
- Technical Assistant...\$50p/hr or part thereof
- Phone Line Activation...\$100 per line
- Stage lighting...\$100 plus technical assistant
- Copies...\$0.10 blk & wht or \$0.50 clr Qty: ___
- Fax...\$50 transferring & receiving Qty: ___
- Message Center advertising...\$40
- Conference Phone...\$35 plus room rental
- Catering Bid...Service fee equal to 15% of catering bid
- Lodging Rates... complimentary

REFRESHMENTS/CATERING SERVICES:

[Easy Order Option: Mark the items you wish to order, and include the number of guests. For your convenience, all services will be added to your invoice.]

Hot & Cold Beverage Assortment... \$4 p/p
Includes coffee, hot tea, hot chocolate, water, and assorted soda. No. guests: ___

Coffee Service... \$2 p/p No. guests: ___

Soda/Water Service...\$3 p/p No. guests: ___

Refresher Break... \$6 p/p Includes sweet & salty snacks, beverages No. guests: ___

Continental Breakfast...\$7 p/p Includes assorted breakfast sweets, breakfast bars, fresh fruit, yogurt cups, beverages. No. guests ___

Boxed Lunch... \$9 p/p Includes a sandwich or salad, a side item, a cookie, and water. Select from choices; include quantity of each:
 classic turkey sand., classic ham sand.,
 chicken salad sand., roast beef sand.,
 veggie sand., tuna salad sand.,
 club salad, garden salad,
 salad dressing: ___ Fr., ___ Lt., ___ Ranch
(See Insert for Custom Choices & Order Form)

Pizza & Salad Combo... \$8 p/p Includes a one topping personal pizza, a side salad with cheese, tomato, and crackers. Select from pizza topping and salad dressing choices; include quantity of each:
 pepperoni, mushroom, green peppers
 sausage, other: _____,
 salad dressing: ___ Fr., ___ Lt., ___ Ranch

*NOTE: We honor an open catering policy, and our prep area contains an ice maker, cooler, microwave oven, three-basin sink, and counter space, all of which is available to the caterer of your choice. A list of experienced local caterers is available upon request.



The Welcome Center is a smoke-free facility.

AMENDMENT

Facility Usage and Rental Policies are subject to change at the discretion and authority of the Executive Director or Board of Directors of the Muskingum County Convention Facilities Authority. No change in policies shall affect the rights of any User under any existing facility Use Agreement.

With your signature, you acknowledge to have read and understand the provisions of the MCCFA's Welcome Center Facility Usage and Rental Policies.

Signature: _____

Printed Name: _____

Date: _____