

THE MUSKINGUM COUNTY CONFERENCE & WELCOME CENTER
FACILITY USAGE AND RENTAL POLICIES

(Adopted January 29, 1996) – (Revised June 30, 2008)

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

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

- 1) Rental charges for use of (a.) an Exhibition Hall, and (b.) a Conference Room at the Welcome Center will be as follows:

Facility	For Profit Organizations	Not-For Profit Organizations and Local Government Affiliates (501(c)3 certification must be provided)	Private Parties/Events
a) Exhibition Hall (Heritage Hall or Ebenezer Hall)	\$300* for the first day, and \$200* each consecutive day or part thereof.	\$225* for the first day, and \$125* each consecutive day or part thereof.	\$500* for the first day, and \$250* each consecutive day or part thereof.
b) Conference Room	\$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.	\$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.	\$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 events conducted outside of Welcome Center regular business hours of 8 am – 5 pm, Monday through Friday.

- 2) Rental charges include the following: Room rental, normal janitorial/maintenance services, heat and/or air conditioning and normal lighting, 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. 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 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.
- 3) 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.
- 4) 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.
- a) A Porter/Building Security fee of \$25 per hour is charged for events conducted outside of Welcome Center regular business hours of 8 a.m. to 5 p.m., Monday through Friday.

- b) 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.
- 5) 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.
 - 6) 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.
 - 7) 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 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. No colored punch or soft drinks are permitted; No confetti is permitted. Refreshment services are to be placed at the time of scheduling.
 - 8) 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.
 - 9) The Welcome Center is a smoke free facility. All guests are required to honor the smoke free policy.
 - 10) 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.
 - 11) 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.
 - 12) 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:

✓ Small Battery Operated Table Lamps	5.00/each
✓ Square Foot Mirrors	2.00/each
✓ Flip Chart Pad Fee	35.00/each
✓ LCD Projector with screen	75.00/each (available Heritage Hall only)
✓ Technical Assistant	25.00 per hour
✓ Phone Line	100.00 per line
✓ Stage lighting	100.00 plus technical assistant
✓ Copies	.10 - black & white, .50 - color
✓ Fax	.50 - transferring & receiving
✓ Message Center	40.00 rental
✓ Conference Phone	35.00 rental

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.



The Welcome Center is a smoke-free facility.

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

Signature: _____ **Date:** _____