

**OSU Extension - Jackson Office
Meeting Room Agreement**

Please read completely!

Your cooperation and help in keeping our Meeting Room clean and secure will make continued use of the facilities possible. We appreciate your help with the following:

- a) No alcoholic beverages permitted.
- b) No smoking inside or outside the building. All facilities of The Ohio State University are Tobacco Free.
- c) Use only masking tape or pins if putting decorations on the walls.
- d) All youth groups must have adequate supervision.
- e) Keep everyone in the Meeting Room.
- f) If you blow a breaker, please find the breaker box in the doorway of the auditorium exiting to the hallway closest to the women's restroom. It is not locked, open and reset.
- g) Keep trash and pop cans picked up in parking lot, pop cans to recycle can be placed outside the back door.
- h) If food is served, clean the kitchen and any food spilled on counter and floors. Also, please wipe off counter and all tables, throw away any trash, make sure coffee pots/dishes are washed and be sure the stove and oven are turned off.
- i) Place trash in dumpster located in back parking lot.
- j) Before leaving, all tables and chairs are to be put away and the room is to be neat and orderly.
- k) When leaving, be sure all doors (including back door in Meeting Room) are locked and all lights are out (security lights stay on).
- l) Check rest rooms to be sure toilets are flushed, facilities clean, and lights are out.
- m) No one is permitted around the pond area. Observe safety at all times.

Please remember to leave the room in as good a condition or better than when you found it!

This agreement entered into this _____ day of _____, _____, by and between Ohio State University Extension, Jackson County, 17 Standpipe Road, Jackson, Ohio 45640 hereinafter referred to as LESSOR, and _____, hereinafter referred to as LESSEE, WITNESSETH:

The LESSOR agrees to permit the LESSEE to use the following premises in accordance with and upon the following additional terms and conditions:

The premises or rooms in Jackson, OH, to be used: **Auditorium** with all hallways and restrooms which are adjacent thereto and which are necessary for access to the above premises and rooms.

Date or dates and time to be used: _____

Rental agreement must be signed and payment made in full before your rental date.

Jackson County Extension office hours: Mon through Thurs 8:30am-4:30pm.

Fee to be charged: \$200.00 + tax \$14.50 = **TOTAL AMOUNT \$214.50**

Payable online at go.osu.edu/jacksonextensionpayment. Please include your full name, phone number and reservation date in the memo. Fees also payable by check or money order

(PLEASE MAKE CHECKS PAYABLE TO: OSU EXTENSION, Jackson County)

The key must be returned to the locked keybox where the key was obtained or dropped in the mail slot to the right of the front door following the activity unless prior arrangements have been made.

Other terms: LESSEE AGREES TO BE RESPONSIBLE FOR SETTING UP TABLES AND CHAIRS (AS WELL AS PUTTING THEM AWAY) AND FOR MAKING CERTAIN THAT THE PREMISES ARE LEFT IN A NEAT ARRANGEMENT AFTER THE FUNCTION.

The LESSEE agrees to be responsible for any damage done on the above premises over and above ordinary wear and further agrees to be responsible for any damage done to all property, real and personal, belonging to the LESSOR where the above premises are situated, which may arise from the acts of the LESSEE, its members, invitees or licensees, or trespassers who may have gained access to the building through the use of the said building or premises by the LESSEE.

The LESSEE further agrees to indemnify and hold harmless the LESSOR from any liability for any injuries to the person or trespassers who may have gained access to the building through the use of the said building or premises by the LESSEE that may be incurred upon the above premises or in the vicinity of the above premises while the said premises are being used by the LESSEE, its members, invitees, or licensees, and further agrees to indemnify and hold harmless the LESSOR from all liability for any injuries to the person or property of anyone else who is in the vicinity of the above premises and who may be injured or suffer damage due to the acts of the LESSEE, its members, invites, licensees or trespassers who may have gained access to the building through the use of the said building or premises by the LESSEE.

It is mutually understood that the LESSOR reserves the right to cancel this agreement at any time in the event that the further use of the above premises by the LESSEE, in the opinion of the LESSOR, is not compatible or satisfactory.

Ohio State University Extension,
Jackson County

X _____ X _____
LESSEE DATE

OFFICE USE:

Rental Paid \$ _____ Check # _____ Cash _____ Date Paid _____

Card _____ Money Order _____

Name: _____ Phone: _____ Email: _____

Mailing Address: _____ City: _____ State: _____ ZIP: _____