

Statement of Responsibility for Conduct and Damages

All participants will at all times comply with rules, standards, and instructions set forth in this document and the Facility Terms and Conditions document.

Columbus State Community College (hereafter referred to as College) reserves the right to enforce the standards of conduct and specifically reserves the right to terminate the rental agreement of anyone who fails to maintain these standards or for any action or conduct which the college considers to be incompatible with the interests, comfort, and welfare of other participants.

1. The organization reserving the room assumes supervisory responsibility for the conduct and activities of all persons associated with and attending the event.
2. Youth or children's groups shall be supervised at all times by responsible adults provided by the using group.
3. The user accepts full responsibility for any damage done to the facilities of the College, and agrees to protect, indemnify, and save the College from all liability resulting from the use of such facility.
4. The College reserves the right to require an advance security deposit for the use of facilities. This determination will be made prior to the execution of the Facility Use Agreement.
5. The user shall be held responsible for the preservation of order during the period of use of the College facility.
6. The College may require the employment of security personnel at the user's expense. This determination will be made prior to the execution of the Facility Use Agreement.
7. Appropriate College personnel must have unlimited access to all facilities at all times.
8. Users' property and equipment should be removed from the facility immediately following the event. The College is not responsible for items left in the facility and reserves the right to remove such items at the expense of the user.
9. Wall mounted touch screen controller for control of Lighting, Shades and the AV system must be operated by authorized College personnel only. The user will be held liable for any damages or loss resulting from unauthorized use.
10. Software may not be installed on or removed from computers by anyone other than authorized College personnel.
11. College Police Department office must be notified at 614-287-2525 in the event of any disturbance, injury, or illness.
12. The number of participants shall not exceed the authorized capacity of the specific room or space reserved.
13. Moving furniture, room dividers (air walls), or other College property is prohibited.
14. Alcohol is permitted in the Conference Center when authorized by the President or his/her designee via conference center supervisor.
15. The College may revoke approval for the use of facilities in an emergency, when use interferes with regular College use, when facilities are misused, or when College regulations are violated.

This form must be signed by an authorized representative of the requesting group or organization that assumes supervisory responsibility for the conduct and activities of all persons associated with and attending the event.

Organization Name:

Event Date:

Name of Responsible Party (please print):

Signature of Responsible Party:

Phone: