

OSU Urban Arts Space Rental *Summary*:

- The rental guidelines in this document are policies specific to the OSU Urban Arts Space (hereon “the Space”) laid out for the person(s) or organization (hereon “Lessee”) paying for rental of the Space as contracted in the Facilities Rental Agreement (FRA). After a quote has been agreed upon, the Lessee must complete a Facilities Rental Agreement (FRA) and submit a deposit of 50% of the total rental fee. No dates will be held without the appropriate fees and signed contract.
- All events must be booked at least one (1) month in advance of the event date. Events may not occur during normal gallery hours unless specifically approved by the Director or Deputy Directors. This includes all time spent setting up the event.
- Lessee is responsible for all guests at their event and assumes all liability should damage, carelessness, theft or other unforeseen incidents occur during their rental of the Space. This includes violation of all policies stated in this document.
- Lazarus Building Security team has permission and authority from the Space to enforce any and all Lazarus Building policies not stated here and all policies upheld by the Space as well.
- **FOOD & ALCOHOL:** OSU Urban Arts Space AND The Ohio State University must approve the presence of alcohol for all events at least six (6) weeks in advance of event date. The Urban Arts Space approves the hire of all bartenders. In accordance with the State of Ohio Division of Liquor Control permit and the Urban Arts Space guidelines, alcohol may only be provided by and sold by the Urban Arts Space. The Director and Deputy Directors reserve the right to limit sales per individual per hour, require a valid state issued license for service, and limit the kinds of alcohol served, i.e., wine and beer service only. Lessees, exhibitors, or visitors may not bring alcohol into the Urban Arts Space for consumption. In accordance with our Department of Health Food License and the Urban Arts Space guidelines, food intended for public consumption may only be provided by a catering service. Food not prepared in a facility that is not inspected by the Department of Health may not be brought into the space for public consumption.
- **Fees:** Upper Gallery Rental (\$175 per hr), Lower Gallery Rental (\$300 per hr), Upper & Lower Gallery Rental (\$400 per hr). All recognized Ohio State University student organizations (as confirmed by Events Student Assistant or Deputy Directors) can host events at the Space free from Space rental fees assuming that their event is free, open to the public, education-related (as determined by the Director) and held within normal gallery hours.
- Complete *OSU Urban Arts Space Rental Policies & Guidelines* may be downloaded [here](#).

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OSU Urban Arts Space Rental Policies & Guidelines

The rental guidelines in this document are policies specific to the OSU Urban Arts Space (hereon “the Space”) laid out for the person(s) or organization (hereon “Lessee”) paying for rental of the Space as contracted in the Facilities Rental Agreement (FRA).

Please initial at the bottom of each page and sign the last page to verify you have read and understood the policies in this document.

General Policies

- After a quote has been agreed upon, Lessee must complete a Facilities Rental Agreement (FRA) and submit a deposit of 50% of the total rental fee. **No dates will be held without the appropriate fees and signed contract.**
- The FRA must be returned to the Space with an original signature (verbal agreement, electronic, or scanned signatures are not valid).
- Unless otherwise specified, all payments will be made to and in the name of “The Ohio State University (UAS).” Acceptable forms of payment are check, money order, cash, or credit card.
- All events must be booked at least one (1) month in advance of the event date.
- The Space reserves the right to cancel an event if the facility rental forms are not held in compliance or if payments are not received on time.
- **Rental Hours**
 - Events may not occur during normal gallery hours unless specifically approved by the Director or Deputy Directors. This includes all event set up time. On Tuesdays, Wednesdays, Fridays and Saturdays this means events can begin setting up no earlier than 6PM. On Thursdays, set-up may begin at 8PM.
 - The Space is available for event rentals 7AM to 10PM outside of gallery hours. Lessee will be charged for time associated with set-up and clean-up.
 - For all events, Lessee’s guests must exit the Space by 10PM, and cleanup must be completed by 11PM.
- In accordance with the State of Ohio Laws and Lazarus Building codes smoking is prohibited inside the building and within 25 feet of entry ways. Designated smoking areas are across Town St., High St. Front St. or State St.
- Lessee is responsible for all guests at their event and assumes all liability should damage, carelessness, theft or other unforeseen incidents occur during their rental of the Space. This includes violation of all policies stated in this document. Appropriate fees may be assessed for

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damage or violation of policies as deemed necessary by the Deputy Directors(s) or Director of the Space.

Lazarus Building Policies

- There is NO smoking allowed anywhere within 25 feet of the Lazarus Building. Designated smoking areas are **across the street** in any direction.
- Alcohol is NOT permitted in the covered hallway area (hereon “Galleria”) outside the hallway attached to Urban Arts Space.
- No vehicle shall be driven or parked on any sidewalk or unmarked area beside or in the Lazarus Building. This includes the Galleria area. Vehicles found in violation will be immediately ticketed and towed.
- Lazarus Building Security team has permission and authority from the Space to enforce any and all Lazarus Building policies not stated here and all policies upheld by the Space as well.
- Loading Dock area of the Lazarus Building may be used for up to 20 minutes per vehicle for necessary event drop offs and pick ups. Loading Dock may NOT be used for vehicle parking unless prior arrangements have been made for special circumstances.
- Loading Dock gate will open no earlier than agreed-upon time as stated in Lessee’s FRA.
- There is NO storage, temporary or otherwise, permitted in ANY area of the Lazarus building prior to or after Lessee’s event. This includes (but is not limited to), the Loading Dock area, the Galleria, the trash/recycling room, the hallways attached to Urban Arts Space, the sidewalks and lawn areas adjacent to the Lazarus Building, elevators, etc. Violations of this policy will be grounds for the Space to assess additional fees. Additionally, lessee’s items or lessee’s rented items will not be protected from theft or disposal at the discretion of the Lazarus Building Security team or Urban Arts Space staff members.

Cancellation Policy

- Rental cancellation refunds after contract and payments have been submitted are as follows:
 - If event is cancelled 90+ days prior to event then 100% of deposit will be returned.
 - If event is cancelled between 30 and 89 days prior to event then 50% of deposit will be returned.
 - If event is cancelled less than 30 days prior to event, no deposit will be returned.
 - If Lessee has submitted a 100W for payment, the 100W will act as a deposit and will be billed following the above guidelines.

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Event Operations

- Lessees are encouraged to visit the Space within two weeks of their event to view the current layout of the exhibition(s) and to confirm event layout.
- Client must present all space requirements, equipment requirements, and program details to the Urban Arts Space Events Student Assistant or Deputy Directors no later than TWO (2) weeks prior to the event date. Failure to meet this requirement may result in the non-availability of equipment and/or personnel for this event. Equipment requests are not guaranteed for every event.
- Lighting of the Space comes “as-is” in conjunction with current exhibitions. A set of fluorescent main lights throughout the Space may be turned on at Lessee’s request but typically are not used outside of clean up time. No alterations may be made to our lighting system. Lessee may bring in freestanding lighting if desired but may not use our light track system for additional lights.
- Sales
 - Any sales made within the Space are subject to 30% commission. This is non-negotiable.
 - “Sales” may include but are not limited to: entrance fees to event, auctions, food or beverage tickets, product sales, donations
 - Raffles, bingo games, or any other game of chance in order to raise money is prohibited from occurring in the Space.

Set-Up & Clean Up

- Urban Arts Space exhibits shall NOT be moved, rearranged, or otherwise altered by Lessee in preparation for or during an event. Prior arrangements to have exhibition pieces moved may be possible and fees would be assessed for this.
- Nothing may be set up or stored in public areas during regular operating hours unless the Director or one of the Deputy Directors of OSU Urban Arts Space has granted prior authorization.
- No alterations may be made to the walls, floors, ceilings, tables, chairs, or any other property belonging to OSU Urban Arts Space. This includes (but is not limited to) the use of tacks, tape, nails, screws, 3M-type hangers, rope, paint, pens or similar items may not be used in any rental space.
- A loading dock is available. It has ramps but provides smooth access to the Space. All deliveries, drop-offs and pick-ups requiring use of the loading dock must be coordinated through the OSU Urban Arts Space staff and the Lazarus Building Security team.

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- All rentals must be delivered and picked up during the Set-Up and Tear Down times outlined in the FRA. Lessee will be charged additional fees for storage of items outside this time.
 - Fees for storage of event items outside of the agreed upon event hours is \$100 per day. These fees will **not** be prorated.
 - Storage may NOT occur prior to event time per “Rental Hours” under “General Policies” seen on Page 1.
- Client must exit premises by agreed-upon time or risk facing additional staffing and facility rental charges.

Alcohol Policy

- OSU Urban Arts Space AND The Ohio State University must approve the presence of alcohol for all events at least six (6) weeks in advance of event date. The Urban Arts Space approves the hire of all bartenders to ensure they are licensed.
- In accordance with our State of Ohio Division of Liquor Control permit and Urban Arts Space guidelines, alcohol may only be provided by and sold by the Urban Arts Space. The Director and Deputy Directors reserve the right to limit sales per individual per hour, require a valid state issued license for service, and limit the kinds of alcohol served, i.e., wine and beer service only.
- Lessees, exhibitors, and/or visitors may not bring alcohol into the Urban Arts Space for consumption.
- All bars require licensed catering personnel to handle all service and/or sales of alcoholic beverages. This is not negotiable. (See: Ohio Revised Code 4303.18) If requested and if the service of alcohol is approved, the Urban Arts Space can hire bartending staff at the expense of the Lessee.
- All bars shall close and entertainment shall end thirty (30) minutes prior to the end of the event, and Lessee will encourage guests to depart by the closing time of the event.
- Any persons consuming alcohol are required to abide by the Ohio Liquor Laws. Lessee assumes all responsibility and liability and will hold The Ohio State University and the Urban Arts Space unaccountable from any liability that may result from illegal practice or violation of these laws. Intoxicated persons, habitual excessive drinkers, and minors will not be served and will be monitored.
- Events serving alcohol may require contracting an off-duty police officer through The Ohio State University. The Director or Deputy Directors of Urban Arts Space will make the determination if this is necessary or the Lessee may make a request for the service directly. Lessee will be notified if service is deemed necessary and will be responsible for the associated fees.

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- Alcohol service is only permitted within Urban Arts Space’s leased premises, which does NOT include the 1st or 2nd floor hallways, the Galleria, or bathrooms.

Food Policy

- In accordance with our Department of Health Food License and the Urban Arts Space guidelines, food intended for public consumption may only be provided by a catering service. Food prepared in a facility that is not inspected by the Department of Health may not be brought into the space for public consumption.
- The Urban Arts Space kitchen is not for available for Lessee’s use.
- Smoke and humidity can damage art works. Please consult with the staff if your caterers plan to provide food that requires heat from any type of heat source.

Vendors

- Lessee is welcome to contact vendors for services including, but not limited to: catering, entertainment, music, photography, florals, décor, lighting, etc. OSU Urban Arts Space will need the names and phone numbers of these outside vendors two (2) weeks prior to the event, entered on the Event Terms document.
- Lessees who contact vendors must relay to them all relevant information from this document, the FRA, Event Terms and all emails and verbal agreements Lessee has made with Space staff members. Lessee assumes all responsibility for vendors and will ensure their compliance with all regulations set forth by the Space before set-up of an event occurs.
- All deliveries and pickup times must be coordinated with Urban Arts Space staff.
- Lessee or a representative for the Lessee must be present to sign for deliveries. Urban Arts Space staff will NOT sign.
- It is understood and agreed upon that Lessee and vendors, agents, employees, and attendees use OSU Urban Arts Space at your their risk, and OSU Urban Arts Space shall not be liable for any damage arising from personal injuries sustained by any such persons on the premises of OSU Urban Arts Space.
- If vendors will arrive before the lessee, they must check in with the Space staff and/or event captain prior to set up.
- Urban Arts Space staff will **not** sign for any deliveries on behalf of outside events. Arrangements should be made to have a representative from your event available at time of delivery.

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Space Rental Rates

- Rental Rates are comprised of *gallery rental fees* and mandatory *staffing fees*.
- Clients are required to cover staffing fees of \$17 per person, per hour during their event and as needed for set-up and/or cleanup.
 - Gallery staffing is provided to monitor the gallery, set up equipment provided by the Space, answer questions and be docents for the artwork. Gallery staff is not responsible for event operations outside of the Space's provided facility management and equipment. Gallery staff will NOT sign for any vendors or event equipment being dropped off.
 - Staffing Fees are based on your event specifications including (but not limited to) event type, presence of alcohol, estimated guest count, etc. These fees are non-negotiable and will be determined by the Deputy Director(s) and the Events Student Assistant.
- Gallery Rental Fees:
 - Upper Gallery Rental (\$175 per hour)
Maximum Capacity: Seated – 125; Standing – 200 (*contingent upon exhibition*).
 - Lower Gallery Rental (\$300 per hour)
Maximum Capacity: Seated – 200; Standing – 300 (*contingent upon exhibition*).
 - All Gallery Rental (\$400 per hour)
Maximum Capacity: Seated – 325; Standing – 500 (*contingent upon exhibition*).
 - Tech Support includes one projector, one speaker set, and one Macintosh laptop. Technical support should be requested one month prior to event. (\$25 per event & contingent upon exhibition)
- All recognized Ohio State University student organizations (as confirmed by Events Student Assistant or Deputy Directors) can host events at the Space free from charge of Space rental fees assuming that their event is free, open to the public, education-related (as determined by Urban Arts Space staff) and held within normal gallery hours.
- Lessees are financially responsible for damages to Tech Support items if the damage is due to neglect or misuse.

Amenities

- The Space offers the following complimentary amenities:
 - 48 Black Chairs

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URBAN ARTS SPACE

50 W TOWN ST., SUITE 130, COLUMBUS, OH 43215

TEL 614.292.8861
WEB uas.osu.edu

T-S 11AM—6PM
TH 11AM—8PM

- 30 Blue Chairs
- 10 A-frame wood easels
- 8 2'x 5' Gray Folding Tables on Wheels
- 7 2' 1/2 x 6' White Folding Tables
- 10 2'x 5' Black Fixed Tables
- 2 Coat Racks with Hooks (Coat Capacity of 144 coats each)
- 1 Free Standing Projector Screen (approx. 8'W)
- 1 Projector Screens (approx. 12'6"W x 7'H)
- 1 Podium (with microphone and speaker)
- 3 Wireless Microphones (used with sound system)
- 1 Sound System

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By signing below, I am stating that I have read, understand, and agree to comply with all aforementioned guidelines and policies. Any term not complied with gives grounds to OSU Urban Arts Space to cancel my event or assess necessary fees as determined by the Deputy Director(s) or Director of the Space.

(Printed Full Name)

(Signature)

(Date)

(Deputy Director's Signature)

(Date)

(Director's Signature)

(Date)

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