

Facility Rental Guidelines

It is the intent of The University of Cincinnati Department of Athletics to make our athletic facilities available for rent to interested parties within the following regulations.

Athletics Facility Rental Fees

Use of The University of Cincinnati Department of Athletics Facilities will be considered on the following priority basis:

1. The University of Cincinnati Department of Athletic Events, Contests and Team Practices
2. The University of Cincinnati departments and organizations
3. Facility Rentals

Variations to any of these policies, procedures or guidelines must have the approval of the Director of Athletics or their designee.

Event Guidelines

1. All events must meet guidelines established by the NCAA and American Athletic Conference.
2. Any event considered being potentially harmful to the public image of The University of Cincinnati will be rejected.
3. Any event considered to be potentially harmful to the facility will be rejected.
4. The Department of Athletics, in conjunction with other University of Cincinnati Departments (when necessary), will determine the extent of the personnel required for the safeguard of The University of Cincinnati's interest. University of Cincinnati personnel can include, but is not limited to, facility operations staff, video board staff, ushers, police and medics. The amount of personnel assigned to an event will be determined based on the size and nature of the event.
5. The Department of Athletics must have a signed contract for each event.
6. A deposit, W-9 form, and insurance form is required to officially confirm your reservation at the requested facility

A link to a current W-9 form can be found here: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>

Facility Rental Request Procedure

1. Any party requesting to use a Department of Athletics facility should contact Andre Seoldo by written request via email at andre.seoldo@uc.edu. At least a 30-day notice of an event is recommended.

When contacting the office, please have the following information to provide:

- Name of Sponsoring Agency
- Nature of Event
- Date(s) requesting
- Time of Event
- Event Details such as set-up and equipment needs
- Expected Attendance
- Key Contact Person

3. The event will not be fully confirmed until a deposit is received by the University of Cincinnati. If the client cancels the event or use of the facility after the confirmation they will be charged any event operation expenses which may have been incurred.
 4. After the confirmation has been made, and a deposit, signed contract, and all other specified documents have been received, the client and an Event Management staff representative shall meet in person to determine the details of the event (i.e. set-up, equipment needs, staff needs and tear-down).
 5. After all details for the event have been confirmed, an Athletic Facility Rental Agreement shall be sent to the client.
 - The Athletic Facility Rental Agreement should be returned to the Event Management office along with the certificate of insurance, no less than two weeks prior to the event.
 - The facility rental and event operations costs reflected on the Athletic Facility Rental Agreement and Event Confirmation Sheet are estimated costs.
 - The facility rental fees are based on the number of hours actually used in the facility.
 6. After the event, the client shall be invoiced, with all final charges.
- Note: University organizations may provide a university account number to which all facility rental and event operation costs may be charged following the event.

Event Operation Expenses

For those facilities where expenses are added to the rental price, the Lessee shall be charged the facility rental fee and event operation expenses. Event operation expenses may include, but are not limited to set-up, tear down, security, ushers, ticket takers, EMS, traffic and parking, janitorial services, electronic services, electrical services, video board and scoreboard services, physical plant services, sports information services, ticket office services, equipment rental and administration fees. Event operation expenses will not be reduced or waived.

Insurance

The Lessee must have a policy or policies of general liability insurance in the state of Ohio providing coverage for personal injury and property damage. This shall be in the amount, not less than \$2,000,000 for each person or occurrence and \$1,000,000 in aggregate for personal injuries or death or property damage suffered by any person or persons arising out of the use of the Facility or the services provided with its use. The Lessee shall name The University of Cincinnati and its Board of Trustees as named insured. As a state entity, The University of Cincinnati cannot list the Lessee as additional insured. The Lessee shall also provide notice to the Lessor of proof of insurance coverage, in the form of a certificate of insurance, not less than fourteen (14) days in advance of commencing of the lease term. Failure to obtain a certificate of insurance does not constitute a waiver of such insurance by Lessor.

Notes about video board/scoreboard use:

1. Use of the video boards, ribbon boards, and scoreboards are based on staff and equipment availability.
2. University of Cincinnati Athletics reserves the right to cancel the usage of the video board/scoreboard without notice. Client will not be charged if cancelled by the athletic department.
3. Once the event has started, if the boards are on, the full fee will be charged.
4. Content must be created by client. Video board/ribbon board specs will be provided to the client.

5. All images/videos must be sent to the University of Cincinnati Athletic Dept. at least two weeks prior to the event.

Compliance Guidelines:

Please be advised that the Compliance Office will need to be contacted should the event:

- 1) Involve prospect-aged individuals (i.e. participants)
- 2) Involve University of Cincinnati coaches or staff

Food Service:

Aramark provides all food service within Athletic Facilities. They offer a wide range of menus as well as both cash and open bars. Arrangements for all linens need to be made through Aramark.