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It is the general University policy not to compete with local facilities and only to provide supplemental services of facilities when those in the community are inadequate or unavailable.

Academic programs have the highest priority and supersede all other use of facilities. Caution is exercised when making rental commitments so as not to commit space before knowing the academic needs for the time when space is requested. Room Rentals are schedule during the current semester in order to fulfill academic needs first.

UC Blue Ash College reserves the right to deny use of all facilities while ensuring that the decision has not been based on ethnic, racial, gender, disability, sexual orientation, or religious grounds.

UC Blue Ash College facilities may not be used for direct commercial purpose or for the financial benefit of any individual or commercial sponsor.

Any group or individual sponsoring an event at UCBA assumes the full financial responsibility connected with the event.

Any individual or organization within the UC Blue Ash College community interested in scheduling an event at UC Blue Ash College for university or non-university participants are required to complete an Event form.

Applicants are responsible for arranging caterers, set-up, and cleanup for events they coordinate/sponsor.

Non-university groups will be required to obtain comprehen- sive general liability insurance coverage for bodily injury and property damage in the amount of $1 million per occurrence or as determined by the [University of Cincinnati, Department of Enterprise Risk Management](https://www.uc.edu/gencounsel/rmi/Training/special-events.html)  or RMI@uc.edu. When required, the proof of insurance must be on file no later than two weeks before the scheduled event.

UC Blue Ash College facilities are not available to non-universi- ty groups for partisan political programs, receptions, fund raisers, or similar activities.

Cancellation or changes with confirmed reservations must be received in the Events Department office no later than 3

business days prior to the event. Users will be held responsible for any charges incurred due not canceling the event within the stated time frame.

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If food service is desired and is permitted in the room, users must make their own arrangements with caterers. UC Blue Ash College does not recommend caterers. Users will be responsi- ble for the removal of all food items, equipment, and trash immediately following the event. Sponsoring groups will receive an additional housekeeping charge for food items and trash left in the room. Facilities Management will provide extra trash containers in advance upon request.

All publicity and advertising materials used to promote events at UC Blue Ash College must be submitted at least 10 business days before the scheduled event for review/approval through the Communications Department. For advertising purposes, please use the title UC Blue Ash College in

media correspondence.

Individuals or groups requiring audio-visual equipment support will need to contact the Information Technology Department at (513) 745-8308 a minimum of 3 weeks in advance of their meeting date. Any chargers for all AV media support are in addition to facility rental rates, when applicable. While most AV equipment is easily operable by the user, certain items require a UC Blue Ash College technician to operate. Additional charges are assessed for any

required operators.

Charges will be assessed according to the information included in the Schedule of Fees. If an event lasts more than four hours, additional maintenance and housekeeping time will be assessed hourly. The College will make the determination as to whether maintenance, janitorial, and/or security services are required on a case-by-case basis, some events require security fees. Following an event, the Maintenance Supervisor will notify Events Department when additional charges have

been incurred.

The individual reserving space is responsible for checking room set-up prior to the event. It is the responsibility of the reserving party to attend to all pre-set-up arrangements. UCBA faculty and staff will not change room set-up. A site tour before your event is available upon request through the

Events Department. Revised: 1.15.17

GENERAL RENTAL POLICIES

