

FACILITY INFORMATION

The Butler County Educational Service Center (BCESC) facility offers a comfortable, spacious option for trainings, workshops, meetings and events. Maximum attendance capacity in our large, combined conference room is 190 for classroom seating. A complete breakdown of rooms, capacity and seating options is provided in this document. Each of our rooms feature ceiling-mounted projection systems, screens, computers for presenters and sound systems. Please see page 2 for detailed technology, audio/visual equipment information, and a complete room rental rate schedule.

Our facilities are available for activities such as professional association/business meetings and educational programs, public ceremonies, forums, and educational presentations. BCESC facilities are not available for social occasions (e.g. birthday parties, wedding receptions, anniversary celebrations, baby showers).

Facility Scheduling Priorities

1. BCESC professional development training and workshops
2. Other professional development and training activities sponsored/hosted by BCESC
3. Schools, Districts, and other ESC's trainings, meetings or events
4. Meetings/trainings of BCESC employees, or meetings hosted by a department of BCESC
5. Non-educational groups or individuals' trainings, meetings or events

All room scheduling is subject to space and time availability and must be confirmed in advance.

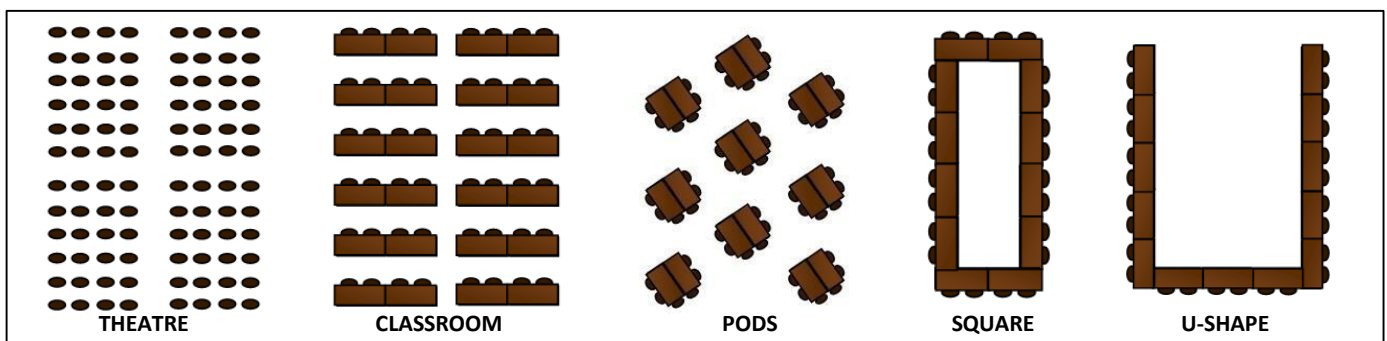
ROOM CAPACITY AND CONFIGURATION

Room set up capacity and configurations are indicated below. If you have a set up request that is not shown, please call 513.887.5530 to discuss options that may be available.

ROOM CHOICES					
	Theatre	Classroom	Pods	Square	U-Shape
Conference A	100	90	72	40	40
Conference B	75	82	60	32	32
Conference A & B	*250	180	150	N/A	N/A
Board Room	60	44	28	24-26	20

*This number is dependent on availability of chairs and may require chair rental fees.

Configuration Options



RATE SCHEDULE AND INFORMATION

Normal Business operating hours are Monday thru Friday 8:00 am to 4:00 pm

Half Day: Monday thru Friday up to 4 hours, 8:00 a.m. to 12:00 noon, 12:00 noon to 4:00 p.m.

Full Day: Monday thru Friday, up to 8 hours, 8:00 a.m. to 4:00 p.m.

Evening & Weekend: Events beginning after, or extending beyond 4:00 p.m. are considered evening. Events scheduled on Saturday or Sunday are considered weekend. Hourly rate will be charged for time 1 hour prior and 1 hour following your scheduled event time.

GROUP A: For-profit businesses and individuals; or non-profit organizations, government agencies, schools, districts and any educational institutions that are not a Butler County School District.

GROUP B: Butler County School Districts. **Group B rates apply only for facility use that is within normal building operating hours and is not a for-profit training or fundraising event.**

ROOM RATES	Rates Group A (for-profit)			Rates Group B (not for-profit)		
	Half Day	Full Day	Eve & Weekend	Half Day	Full Day	Eve & Weekend
Conference A	\$200	\$300	Add \$75/hr. *	\$50	\$100	Add \$75/hr. *
Conference B	\$200	\$300	Add \$75/hr. *	\$50	\$100	Add \$75/hr. *
Conference A&B	\$325	\$400	Add \$75/hr. *	\$100	\$175	Add \$75/hr. *
Board Room	\$100	\$150	Add \$75/hr. *	\$50	\$75	Add \$75/hr. *

Technology Equipment Packages and Support Descriptions

If you wish to utilize our audio/visual (AV) equipment, computers, and other technology services during your event, you must select all those that apply on your usage request. No technology or AV equipment is included in your facility reservation and rate.

Basic AV Package: Projector, Screen, Presenter Computer, Mic, and Audio/Visual technology support staff for the duration of your event. Wireless internet access for presenter and attendees.

Computer Classroom: 1-12 computers with power cables (1 cart), wireless internet access.

Computer Classroom with Custom Software Configuration: 1-12 computers with power cables (1 cart) Computers pre-configured with specific software or training site. Wireless internet access. Maximum number of computers available is 24 (2 Carts).

PLEASE NOTE: Special audio/visual and technology set up requests may result in an additional charge. We encourage you to consider having your own technology staff personnel load custom software configurations on our computers and remove it after the training session has concluded. If you choose this option, only the computer classroom rate will be incurred.

TECHNOLOGY RATES	Rates Group A & B		
	Half Day	Full Day	Eve & Weekend
<i>Equipment Requested</i>			
Basic AV Package	\$30	\$50	\$100*
1 Computer Classroom <i>(12 Computers)</i>	\$130	\$150	\$300*
1 Computer Classroom with Custom Software Configuration	\$180	\$200	\$400*

*Approval and rates for evening/weekend requests are based on date BCEESC staff availability, and length of event. Cost for rooms is \$75/hour in addition to the regular room rental fee. Charges will be applied for 1 hour prior and following the scheduled event.

SERVICE FEES	Rates Group A and Group B
Facility Service	A \$25 per room facility service fee will be added to room rates if room use includes serving of food; either catered or non-catered.
Custodial Service	A \$50 Custodial fee will be added to room rates for failure to properly dispose of trash and left over food materials, or damage to facility due to spillage.
Coffee Service	At your request, we will offer coffee for up to 25 attendees free of charge. A charge of \$25 will be added to the room rate if coffee is requested for 26 - 75 guests. A charge of \$50 will be added to the room rate if coffee is requested for 75 - 100 guests. Rate is TBD for 101+ guests pending approval.

GENERAL OPERATING AND USAGE POLICY

Use of Butler County Educational Service Center Name

The Client will not use the Butler County Educational Service Center name on any material in any manner that may in any way infer that the BCESC is a sponsor/co-sponsor or in any way affiliated with the Client group without specific approval. The BCESC name may be used solely for reference of event location unless a hosting, sponsorship, or co-sponsorship agreement has been approved by the Superintendent of the BCESC.

Scheduling and Contracting for Use of BCESC Facilities

1. Given normal scheduling cycles of BCESC, an agreement for use of the facilities by external groups or individuals will generally not be issued more than six month prior to the requested function date. The BCESC will record date preferences and hold the date(s) until a signed **Facility Usage Agreement** (*a copy is included on page 7 of this document*) and **Facility Rental/Usage Request** is returned by the customer and the use of the facility is confirmed and approved.
2. The Client must sign and return a **Facility Usage Agreement** and **Facility Rental/Usage Request** within 2 weeks of the initial request. Failure to submit a signed facility use agreement may result in the release of the space being held.
3. The BCESC reserves the right to specify the time and space available for the use of the facility.
4. Criteria that may be considered in granting or denying a facility use approval may include, but is not limited to:
 - a. Business integrity and financial responsibility of the client.
 - b. Determination that the event is of a nature that meets BCESC usage policies.
 - c. Determination that the proposed use of the BCESC facilities will neither interfere nor compete with the programs or general operations of the BCESC.
5. All agreements for use of the BCESC facilities will be issued in printed or electronic form. No oral agreements for use of the BCESC facilities will be binding upon any party.
6. The Client must comply fully with all BCESC policies and procedures contained in this document, and all local, state and federal laws.
7. Authority for final acceptance or rejection of a facility use agreement rests with the BCESC Superintendent and the Event Planner who executes the agreement under authority of the Superintendent.
8. All submitted facility use requests are pending approval.
9. The BCESC requires that the Client provide all information needed for the required technology equipment and staffing a minimum of 2 weeks prior to the facility use date.

Rental Rates and Payment Terms

1. Facility and Technology Equipment fees will be invoiced in accordance with the rate schedule currently in force at the time of the rental. Payment of all charges incurred at and billed by the BCESC will be due 30 day from the invoice date.
2. Payments can be made by check to: Butler County Educational Service Center, 400 N. Erie Blvd., Suite A, Hamilton, OH 45011 Attn: Jennifer Seifert.

Cancellations and Refunds

1. Client cancellations of a function must be received 24 hours prior to the reserved date.
2. A full refund will be issued for any payments made if function is cancelled within the 24 hour time limit or unless cost for services have been incurred by the BCESC prior to the cancellation notice.

3. In the event of circumstances beyond the control of the BCESC where the facility is rendered unusable (e.g., acts of nature, destruction of property, interruption of utility services), the BCESC reserves the right to cancel any scheduled event. If the BCESC Superintendent determines the facility to be unusable and cancels the function, fee payments will be refunded in full.
4. All closings of the BCESC facility will be posted on the home page of the BCESC website at www.bcesc.org as well as on local television channels 5, 9, 12, Fox and WLW radio.

Food and Beverage Service

1. All food and beverage services must be approved by the BCESC and a facility service fee of \$25 per room will be included in your room rate as outlined on the rate schedule. The Client's contracted caterer must clearly identify themselves as the food and beverage service provider of the event.
2. The Client and Caterer shall indemnify, defend, and hold Butler County Educational Service Center harmless against any and all loss, damage and expense, or claims therefore, for injury to or illness caused any person, or damage or expense to any property arising out of or in connection with the operation of said catering services, and for any loss, injury or illness resulting from the courtesy first aid treatment furnished to the client or caterer's employees by the BCESC.
3. A Client's contracted caterer will be allowed access to the BCESC a maximum of two hours prior to the starting time of the event. This time must be included in the reservation request.
4. The Client's contracted caterer is solely responsible for all food related activities: supplying all silverware, dinnerware, serving utensils, disposables, table linens, table skirting, serving containers, and kitchen utensils required to service catered events. The BCESC will not provide labor or food and beverage supplies to the Client's contracted caterer. A small catering preparation area is available, but this area is not intended for use as a food preparation or cooking area, but only for last minute finishing and serving.
5. At the conclusion of the Client's event the Client is responsible for reasonable facility cleanup and proper waste disposal. The Client shall remove all dinnerware, linen, and food materials using proper trash receptacles for disposal. The client will be charged double the cleaning service and/or custodial fees at the rate provided under **Custodial Fees**, regardless of client category, for failure to properly dispose of trash and left over food materials, or damage to facility.
6. **Custodial Fees** are charged in addition to any room rental fees if the room used, catering prep area or restroom areas are not left in good condition and extra custodial or cleaning services are required. Custodial fee charges are \$50.00 per area.
7. BCESC will not be responsible for loss or damage to persons or property belonging to the caterer or any of the caterer's employees while at the BCESC.

Furnishings

1. The BCESC is responsible for the physical set up of the tables and chairs for all events based on the information provided by the Client unless otherwise arranged with the Client.
2. Included in BCESC rental rates are the general lighting, heating, air conditioning and ventilation, use of the main lobby and BCESC furnishings for all reasonable meeting and food function setups including existing chairs, tables and podium (as available); existing standard electrical and wireless service use limited to the existing facility.
3. The BCESC does not provide table linens.

Audiovisual and Computer Equipment

The Basic Audiovisual Package will be provided upon request for a charge as provided under the **Technology Rates**. This package includes: Projector, Screen, Presenter Computer, Mic and Audio/Visual technology support staff for the duration of your event as well as Wireless internet access for presenter and attendees.

Detailed equipment requirements must be provided to ensure set-up accommodates the Client's needs. A Client may bring their own audiovisual and computer equipment as approved by the BCESC IT Coordinator in advance.

No technical support is available for personal audiovisual and computer equipment.

Smoke-free Environment

In accordance with Ohio Revised Code 3794.02, smoking is prohibited within the BCESC facility. An outside smoking area is available on the south side of the building.

Access to the BCESC facilities

Access to the BCESC facilities is limited to the specific times designated in the facility use agreement. No other access for set-up, decorating, etc. will be permitted without the consent of BCESC building management.

Maximum Occupancy

The Client agrees not to exceed the maximum number of persons permitted in a room. Maximum numbers and seating capacities based on room arrangements will be provided by the BCESC prior to the function.

Fire Safety

The BCESC reserves the right to make any determinations in regard to the admission of any flammable materials, liquids or gases of any type to the BCESC. The Client shall not use or allow to be used on the premises any article or substance having an offensive odor or any dangerous, explosive or rapidly-burning matter or material of any kind. The Client shall adhere to the laws, rules and regulations of the City of Hamilton Fire Department in regard to such matters.

Loss or Damage

The BCESC is not responsible for any damage or loss to persons or property belonging to the Client or Client's contracted caterer or caterer's employees while at the BCESC. This includes and is not limited to materials or equipment placed in or left in the BCESC prior to, during, or following the Client's function.

Materials and Equipment

BCESC personnel are not responsible for any materials or equipment brought in or used for the Client's function. All such items must be removed immediately following the Client's function. The BCESC is not responsible for lost or damaged materials or equipment.

Deliveries and Storage

Delivery, storage and removal of materials and equipment must be pre-arranged with the BCESC at least one week prior to the Client's function. Limited on-site storage is available depending on space availability.

Prohibited Acts

The Client shall not, without the prior written consent of the BCESC, do or permit its agents, employees or invitees to do any of the following:

1. Occupy the facility in any manner or for any purpose except as specified in the Facility Use Agreement.
2. Use open flame for decoration, or any reason other than recognized industry food heating standard.
3. Obstruct any sidewalks, halls, passageways, doorways, or other common areas in or around the building, or use the same for any purpose other than ingress and egress to and from the premises.
4. Use or occupy the premises in violation of any use regulation or permit, or of the statement or certificate of occupancy issued for the building or premises, or in violation of any statute, ordinance or requirement of any public authority.

5. Use electricity in the premises in excess of the capacity of any of the electrical apparatus in or service to the premises, or add to or alter the electrical systems serving the premises.
6. Use or permit any BCEESC facilities, equipment or systems to be used for any purpose other than those for which they were constructed, or permit any unsuitable substances (e.g., refuse, chemicals, rags) to be thrown or placed therein.
7. Throw any substances on the floors or grounds of the BCEESC. The Client will be responsible for paying the cost of cleaning and/or repairs that may be required.
8. Use or operate any machinery that, as may be determined by the BCEESC, is harmful to the center or disturbing to others.
9. Affix, in any manner, any devices or materials to any interior or exterior portion of the building (walls, windows, doors, etc.) or grounds without consent and supervision of the BCEESC. The Client cannot alter any portion of the premises or equipment therein or have anything done which might damage or change the appearance of the premises or furnishings. The Client will be responsible for paying the cost of repairing any and all damage, which may be done.
10. Permit any odor, or noise which may, in the Center management's opinion, in any material way tend to impair the use of any part of the land or building, or make or permit any disturbance of any kind in the Center, or interfere in any way with others having business in the Center.
11. Alcoholic beverages are prohibited.

FACILITIES USAGE AGREEMENT

Name of Group/Organization: _____

Address: _____

Phone Number(s): _____

Contact Person: _____

Email Address: _____

Date(s) and time(s) of meeting/event: _____

Nature of meeting/event: _____

Room(s) being reserved: _____

Total Rates & Fees: _____

The above-named group or organization (1) acknowledges receipt, from Butler County Educational Service Center, of Facilities Rates & Usage Policy, and has read and fully understands all guidelines, requirements, restrictions and other provisions set forth in such Facilities Rates & Usage Policy, which are incorporated herein by reference, (2) requests usage of Butler County Educational Service Center as indicated above and (3) accepts, agrees to, and will in all respects fully and timely comply with Butler County Educational Service Usage Policy in connection with such usage, including all guidelines, requirements, restrictions and other provisions set forth in such Facilities Usage Policy, and such additional requirements and restrictions as may be communicated on behalf of Butler County Educational Service Center to the above-named group or organization prior to or in the course of such usage.

Signature _____ Date _____

Print Name _____

Title _____

Authorized Representative

Accepted by Butler County Educational Service Center:

Signature _____ Date _____

Title _____

Please direct any questions regarding BCESC Rates & Usage Policy to:
Jennifer Seifert at seifertj@bcesc.org or 513.887.5530.