



## **REQUEST TO RESERVE SPACE AT THE WELLNESS CENTER**

*For Antioch College Events*

*PLEASE FILL OUT ONE FORM FOR EACH DAY OF EVENT*

DEPARTMENT/STUDENT GROUP: \_\_\_\_\_

NAME OF EVENT: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_

DESCRIPTION OF EVENT: \_\_\_\_\_  
\_\_\_\_\_

SPACE(s) TO BE USED FOR EVENT (please check all that apply) :

- South Gym
- Studio A (main floor)
- Studio B (upstairs gym)
- Studio C (upstairs)
- Curl Gym (east)

ACTUAL TIME OF EVENT: \_\_\_\_\_ TO \_\_\_\_\_ (evening events must end by 11pm)

SET UP DATE : \_\_\_\_\_ TIME: \_\_\_\_\_ TO \_\_\_\_\_

TEAR DOWN DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ TO \_\_\_\_\_

CONTACT PERSON\*:

*\*Must be staff or faculty of Antioch College and will be responsible for clean up, lock up, communication with facilities & security etc.*

PHONE: \_\_\_\_\_ ALT. PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

ALTERNATE CONTACT\*: \_\_\_\_\_

*\*Must be staff or faculty of Antioch College and will be responsible for clean up, lock up, communication with facilities & security etc.*

*Please return this request form to the Wellness Center via email: [wellness@antiochcollege.edu](mailto:wellness@antiochcollege.edu) or campus mail. Allow 3-5 business days from receipt of request for response.*

**THIS SECTION TO BE FILLED OUT BY WC STAFF:**

Date received: \_\_\_\_\_ By: \_\_\_\_\_ (staff initials)

Date responded: \_\_\_\_\_ By: \_\_\_\_\_ (staff initials)

Date reserved into google calendar & MB: \_\_\_\_\_ By: \_\_\_\_\_ (staff initials)

## **USE OF FACILITY REGULATIONS**

1. Event Coordinator is responsible to:
  - a. Be aware of all regulations concerning the proper use and cleanup of the facility and/or equipment, smoking and alcohol policies, and emergency procedures.
  - b. Complete Usage Agreement and Special Event safety checklist
2. COORDINATOR AND GUESTS agree that they will indemnify and hold free and harmless The Wellness Center and Antioch College, from any and all claims or actions for damages or loss to property, including the loss of use thereof, and from any and all claims or actions for personal injury, sickness or disease, including personal injury.
4. COORDINATOR AND GUESTS shall confine their activities to area assigned to them.
5. COORDINATOR AND GUESTS will comply with all laws and all rules, ordinances or requirements imposed by any municipality or government authority.
6. COORDINATOR AND GUESTS will keep premises, including the personal property within, during the term, in as good repair and in like conditions as when taken.

## **TERMS & CONDITIONS**

All Wellness Center general policies apply to special events. The Wellness Center at Antioch College reserves the right to terminate any rental requests or activities if any of the following terms and conditions are violated. Our policies can be viewed on our website [wellnesscenter.antiochcollege.org](http://wellnesscenter.antiochcollege.org) or at the front desk.

Please keep a copy of this policy with you at all times during your event and provide a copy to your caterer or any other service you may be using. This will ensure that our procedures are followed and your event is safe and successful.

### **Admission and Sales:**

-Charging for food, beverages, and products is strictly prohibited except for community-based, non-profit organizations with prior approval from the Director.

### **Advertising, Printed Materials, and Promotions:**

-Any public promotion or advertisement of an event (including signs) requires prior written consent from The Director.

### **Alcohol: Alcohol is permitted only with proper Ohio state licensure.**

**-The individual or group holding the event must obtain their own alcohol permit. The College signs as owner of the property, but the licensee holds liability. Also require a \$1M liability insurance policy naming the College as co-insured against liability and injury claims resulting from the event; this must be provided with completed agreement**

**-The consumption of alcohol must be confined to the room being rented.**

**-Re-sale of alcohol is not permitted.**

**-Open container laws are strictly enforced.**

-Persons signing the rental application must be 21 years of age or older and are responsible for ensuring the safe and legal consumption of alcohol served at the event.

#### **Animals:**

-No pets/animals are permitted in Wellness Center facilities at any time, unless needed for assisting the disabled.

#### **Assignment:**

-This agreement may not be sold, assigned or otherwise transferred by the Renter to any other person or organization.

-Agreement MAY be assigned/transferred to another contact within the undersigned organization.

#### **Catering:**

-Renter is responsible for ensuring that the Caterer follows the policies in this agreement

-Consumption of food on the premises is limited to the rental location specified in the agreement.

-A staging area with access to electrical outlets is available in South Gym. \*PLEASE NOTE: This space is not a licensed kitchen and therefore does not have equipment for food preparation.

***\*\*If food is being sold and/or selling tickets for entry at event, Renter must obtain a Greene County Combined Health District (GCCHD) food vendor permit. Renter can contact the GCCHD at (937) 374-5600 or visit [www.gcchd.org](http://www.gcchd.org) to obtain a temporary food vendor permit application. Submit completed application to the GCCHD three weeks prior to event date. (Do not submit this application to Antioch College) Temporary food vendor permit or permit receipt must be on file with the Wellness Center one week prior to event.***

#### **Decorations and Displays (Indoor/Outdoor):**

-Only table and floor displays can be used; nothing should be affixed to doors, windows, or walls unless discussed and approved by the director.

-Must be removed promptly at the conclusion of the rental period.

-No confetti, glitter, helium balloons or open flames allowed.

-No plants or flowers are to be picked or removed from the premises.

#### **Equipment Rental:**

-We have chairs and tables that can be utilized for events, requests for these items and set up/tear down must be placed directly with the Facilities Department.

-Event coordinators are to coordinate the ordering, drop off and pick up of all rental items and communicate plans with Wellness Center staff.

-The Wellness Center is in no way to be included as a party in any agreements for equipment or services and does not accept responsibility for such.

-No equipment or tents of any kind may be placed in any of the landscaped or recreational areas of the Wellness Center premises without prior approval from Wellness Center Management.

-Any inflatables/large equipment requires renter to list the Wellness Center as an added insured on insurance.

-A rental dance floor or protective surface is required for South Gym in any scenario that may impact the condition of the flooring (i.e dancing food, alcohol) . Rental of a dance floor is the responsibility of the Department.

#### **Music:**

-Outdoors - amplified music is not allowed unless approved by The Director.

-Indoors – amplified audio associated with any event is to be kept at a reasonable volume.

-The Wellness Center reserves the right to control audio level and can terminate the rental agreement if it believes the Renter's amplified sound volume is not in keeping with the intent of the established rental policies.

**Parking:**

- Designated parking is available on premises behind the building on Marshall St. across from the tennis courts.
- No parking or driving vehicles on brick patio, grass, walks, trails or service roads.
- Drop off available at front entrance.
- Caterers and party rentals are recommended to use South Gym entrance if event is held in South Gym.

**Set Up/Clean Up:**

- Event Coordinator is responsible for set up/clean up related to the event
- All buildings and areas should be left in the condition in which they were found.
- There will be a \$25 per hour departmental charge for any extra clean up by Wellness Center staff.

**Smoking:**

- Absolutely no smoking is permitted inside or immediately outside the Wellness Center.

**Student Groups:**

- Must have a Antioch Faculty or Staff Member sponsor their event and sign the usage agreement .This agreement must be signed by an authorized Antioch College faculty or staff member (21 years of age or older). who will assume responsibility for the conduct of individuals attending the function.

**Inclement Weather Policy:**

- The Wellness Center is closed when Antioch College is closed for snow days. All practices, games and gym use will be canceled in such instances. Wellness Center representatives will communicate accordingly.

**Wellness Center Event Facilitator:**

-For Events that take place outside of Wellness Center Hours of Operation: An Event Facilitator contracted through the WC will be present during the event and will oversee the facility in accordance with the usage agreement. They will provide assistance in regards to building functions and oversee clean-up and lock-up process and help provide basic services during the event. In the event that an Event Supervisor is not available an additional Security guard will need to be contracted through The Public Safety Coordinator. For after hours events over 40 people an Event Facilitator and a security guard must be present. The department will be charged \$20 per hour for the Event Facilitator and Security will be billed at a rate of \$15 per hour per officer.

**Acknowledgement:**

I (Event Coordinator) have read, understand and agree to abide by the Wellness Center terms and conditions outlined in this agreement.

\_\_\_\_\_  
Event Coordinator

\_\_\_\_\_  
Date :

\_\_\_\_\_  
Wellness Center Manager/Director

\_\_\_\_\_  
Date :

## WELLNESS CENTER EVENT SAFETY CHECKLIST

(to be completed by WC representative and Event Coordinator)

### EXTERIOR To be filled out by WC Staff/Security & Event Coordinator BEFORE EVENT:

Task:	YES	NO	Initials	Notes:
All parking facilities, walks, and entrances are well lit.				
All parking facilities, walks, and entrances are clear of ice and snow.				
All parking facilities, walks, and entrances are clear of broken glass and debris.				
Directional signage has been placed on doors as needed.				

### INTERIOR To be filled out by WC Staff/Security & Event Coordinator BEFORE EVENT:

Task:	YES	NO	Initials	Notes:
Facilities has been contacted prior to event and a work order has been placed accordingly.				
Security has been notified about the event and security measures have been put into place for the event.				
A/V department has been contacted prior to event & work order has been placed accordingly				
All entrances, halls, and restrooms are well lit.				
Instructive signs are posted at all passages which are closed to the public if the doors cannot be locked for safety reasons.				
All emergency exits are free of storage and readily accessible.				
All emergency numbers are available for Police, Fire, and First-Aid Squad.				
All tables and chairs are properly spaced to permit clear access when people are seated at the tables.				

Event Coordinator is familiar with emergency procedures. They know where first aid kits and AED's are located in the building.				
There are adequate crowd control measures and security personnel in place on day of event.				

**To be filled out by WC Staff/Security & Event Coordinator AFTER EVENT:**

<b>Task:</b>	<b>YES</b>	<b>NO</b>	<b>Initials</b>	<b>Notes:</b>
All debris has been collected in proper trash receptacles, bags tied and placed in prep-kitchen or area designated by staff.				
All food and drink have been removed from premises				
Verify that no one is in the building prior to locking the building.				
Directional/Event signage has been removed from doors and throughout the building.				
IF the event is outside WC hours of operation, building has been secured by security and verified by event coordinator prior to leaving.				

**Additional Comments:**

**Please leave the completed form at the Wellness Center after event and will go on file at the Wellness Center and Security Office.**

**Areas Inspected:** \_\_\_\_\_

**Date:** \_\_\_\_\_

\_\_\_\_\_

**Time Inspection Started:** \_\_\_\_\_ AM/PM

**Inspected by:** \_\_\_\_\_

**Time Inspection Completed:** \_\_\_\_\_ AM/PM

## **EMERGENCY PROCEDURES**

### **FACILITY LOCATION: THE WELLNESS CENTER AT ANTIOCH COLLEGE**

**Corner of Livermore & E.S College Streets.**

### **EMERGENCY CONTACTS:**

**Antioch Campus Security: 937.251.4005**

**Miami Township Fire and Rescue: 937.767.7842**

**Yellow Springs Police Department: 937.767.7206**

**Poison Control: 1-800-22-1222**

### **FIRE:**

1. Call 911; give location THE WELLNESS CENTER AT ANTIOCH COLLEGE and location of fire, and any other information requested.
2. If fire is small, extinguish with nearest fire extinguisher.
3. To operate fire extinguisher follow P.A.S.S.:
  - Pull trigger pin
  - Aim nozzle at base of fire
  - Squeeze trigger
  - Sweep from side to side
4. Calmly evacuate facility.

### **TORNADO:**

Tornado Watch means that conditions are favorable for the formation of a tornado, but none have been sighted in the area - prepare to take shelter.

Tornado Warning means that a tornado has been sighted in the area. **\*\*\*TAKE COVER\*\*\***

The following shelter should be taken: South Gym??? And Racquetball Courts

### **POWER OUTAGE:**

1. Emergency lights will go on.
2. Slowly move occupants toward exits and leave building.
3. Notify security personnel.

### **HEART ATTACK OR SERIOUS INJURY:**

1. Call 911. Give facility location and nature of injury or illness and other requested information.
2. Call Public Safety they can help until medics arrive.
3. Solicit medical help within building (CPR/first aid trained persons).

