



CAMPUS/COMMUNITY CENTER

Large Meeting Room (3,000 sf): A variety of seating arrangements are possible utilizing the large selection of tables and accessories included in the facility equipment stock. For versatility the large meeting room has two large viewing screens on adjacent walls to assure maximum flexibility in room layout. Banquet seating of over 200 persons or auditorium seating of 300.

Auditorium	300 persons
Banquet Long	225 persons
5 ft round tables	180 persons

Seminar Room (2 rooms of 500 sf each, 1,000 sf if combined): Seating arrangements in the small meeting rooms can be used for very small grouped of 3-5 to larger groups of 40 arranged in auditorium row seating. The combined small meeting room can seat as many as 90 people in auditorium row seating. The design of the meeting rooms is clean and corporate. Each room has multiple internet access points and is mediated with audio visual equipment including a ceiling mounted projector, power drop screen, DVD/VHS player, computer and monitor with easy centralized controls.

<u>Individual</u>		<u>Combined</u>	
Classroom	24 persons	Auditorium	90 persons
Auditorium	40 persons		
Banquet	30 persons		

Lobby/Galleria: A large lobby reception area and lounge style seating located adjacent to the meeting rooms for the comfort and convenience of the facility's users.

Catering Kitchen: A catering kitchen located in the facility can provide staging for meal service.

FACILITY RENTAL RATES

Schedule I: external (non-University) groups
Schedule II: external groups with University connection

	Weekday Rates		Weekends Evenings Holidays
	Full Day	Half Day	
Large meeting room			
Fee Schedule I	\$550	\$425	\$875
Fee Schedule II	\$400	\$275	\$550
Seminar rooms (per room)			
Fee Schedule I	\$150	\$125	\$200
Fee Schedule II	\$100	\$ 75	\$150
Reception Area and Galleria			
<i>If used separately from other room rental</i>			
Fee Schedule I	\$150	\$150	\$150
Fee Schedule II	\$100	\$100	\$100
Catering Kitchen			
Fee Schedule I	\$ 75	\$ 75	\$100
Fee Schedule II	\$ 50	\$ 50	\$ 75

Rental fee waiver or discount requests for events of outside (non-University) groups and "co-sponsored" by departments or student organizations must be approved by the Office of the Dean. Approval will be based on appropriateness to campus mission and cost to the campus.

Weekday Rates

- Full day: 7 am to 5 pm, Monday – Thursday
- Half day: 7 am to 12 noon, or 12 noon to 5 pm
- Evening rates: 5 pm and after, Monday – Thursday
- Friday evening to Sunday evening per day

Room re-set fee

If user requires a room to be reset from a previously agreed upon setup a room reset fee will be added to the final invoice.

Fees and Costs

1. Non-university groups are required to pay the full facility rental fee and any fees for additional services (e.g. security, piano tuning). Changes in the standard rates can only be made by the Middletown Campus Office of the Dean or his/her designee in writing to the Middletown Campus Event Managements Services prior to scheduling of the event.
2. A security guard provided by the Middletown Campus is required for any group larger than 200 participants in this facility. A guard will be scheduled for any event that meets this requirement. The cost of the guard is the responsibility of the user.
3. Additional charges for items not included in the basic rental/use of the facility are the responsibility of the user (e.g. security, piano tuning).
4. Deposits may be required dependent on type of use, number of persons, and other factors.

General Conditions

1. Facility available for use only on dates that campus is open.
2. Use of the facility is for university, community, and commercial functions (e.g. meetings, receptions, parties, showers, weddings).
3. Areas of use in the facility are limited to areas which have been contracted for in the rental agreement.
4. Events can be scheduled from 7 am to 12 midnight. Users must complete the scheduled event and leave the facility prior to 12 midnight.
5. The facility is a smoke-free space.
6. Service of alcohol in the facility must comply with University Policy and be conducted in accordance with Ohio law.
7. Items provided for use in the facility include: audio visual equipment (when included in rental contract), podium(s), tables and chairs. No other equipment, furnishings, utensils, linens, covers, coffee makers, food storage, etc., are provided. Other equipment, if supplied by or arranged for through the University, may have additional costs.

Scheduling

1. Middletown Campus event Management Services, 26 Johnston Hall, (513) 727-3202, will handle scheduling of the facility based on Guidelines for Use, Facility Usage Form, and the Rental Agreement and Rules of Usage documents (for use with outside groups).
2. Middletown Campus Event Management Services reserves the right to determine the appropriateness and/or feasibility of any requested use of the facility.
3. Priority of Scheduling is as follows (maximum number of days that dates can be scheduled prior to event):
 - a. Office of the Dean
 - b. Artist & Lecture Series (360 days)
 - c. Miami University Middletown departments (180 days)
 - d. Student groups (120 days)
 - e. Community groups, individuals, students, non-Middletown campus departments and non-university groups (120 days)
 - f. Employees (90 days)Any group submitting a request after their priority deadline will be granted use on a first come first serve basis.
4. All requests for use of the facility must be made 10 working days prior to date of use.
5. Student organizations may request use of the facility for events directly related to the mission of their organization. Requests for use of the facility, using the Facilities Usage Form, signed by the organization advisor, are to be submitted to the Office of the Dean. The Office of the Dean will review requests for appropriateness and forward approved requests to Middletown Campus Event Management Services for scheduling based on availability.
6. Based on availability the facility can be opened before the scheduled time for decorating and set up. Arrangements can be made to accommodate requests made prior to the event.

Responsibility and Restrictions

1. All positioning of University owned portable equipment (e.g. tables, chairs, risers, podiums, etc.) is included in the rental cost. Load-ins and load-outs of equipment not supplied by the University and any related costs are the responsibility of the user unless prior written approval noted on the Facilities Usage Form/Rental Agreement.
2. Users cannot install any wires or electrical or other appliances without prior consent noted on the Facilities Usage Form/Rental Agreement.
3. Users cannot use tape or other adhesives, nails, screws or similar articles on any surface of the facility, put up decorations, or alter the structure of the facility in any way without prior written consent specific to the action requested.