

WSU Center for Performance Excellence - Kettering Center Facility Usage Guidelines

The following rules and regulations governing the use of the WSU Kettering Center have been created to provide users with opportunity and access to the facilities as well as to promote a clean and professional meeting environment. If you have any questions or concerns, please contact the Center for Performance Excellence Business Manager.

All entities desiring use of WSU - Kettering Center facilities should file appropriate usage request forms and, in doing so, become a part of the WSU - Kettering Center scheduling system.

- All rooms are available in either half day (4 hours or less - am or pm) or full day blocks (up to 5:00 p.m.). The Center is also available for evening and weekend rentals. Additional fees available by quote.
- The following services may be ordered and will be included in the rental fee: beverage service set-up, audio-visual, flip charts and markers, dry erase boards, computer/laptops and room configuration. Rentals fees are as follows:

Room	Capacity	Half Day	Full Day
Room 012	35	\$175	\$225
Rooms 012 and 016	70	\$325	\$475
Room 016	35	\$175	\$225
Room 202	16	\$125	\$175
Room 212	35	\$175	\$225
Room 217	35	\$175	\$225
Room 223	12	\$125	\$175
Room 227	12	\$125	\$175
Board Room	20	\$175	\$225
Computer Lab	20	\$325	\$575
Lobby/Reception	100	\$425	\$625
Parking Lot	70	\$225	\$225

- To ensure all the details of your events are met to your satisfaction, all requests for facility usage and/or audio visual and refreshments must be submitted at least 3 business days prior to the date of the scheduled activity. This is mandatory for both internal (WSU) and external patrons of the Center. All applicable usage fees and deposits will be due at the time requests are submitted for approval. Last minute requests will be honored only if rooms and personnel are available. Confirmations to your requests are made within 24 hours. Once the room request is accepted, a check made payable to Wright State University must be mailed to: Business Manager, WSU – Kettering Center, 140 E. Monument Avenue, Dayton, OH 45402. Renters are responsible for full fees if they fail to cancel an event 24 hours before the scheduled date.
- The Kettering Center reserves the right to deny use of Kettering Center facilities for any event, activity, or function deemed inappropriate for the facility or by Wright State University.
- Beverage Service and Catering
 - Beverage service is available and includes coffee, tea, hot chocolate, bottled water and sodas for your event. The fee for this service is \$1.00 per item per person.
 - The Center can arrange your light catering needs (bagels, donuts and cookies). The fee for this service is \$1.00 per item per person.
 - Your caterers may deliver food to the Center. We require the details of your catering to include items ordered and a point of contact with phone number to ensure proper coordination for your event. The Center is not responsible for placing catering orders or for items delivered.

WSU Center for Performance Excellence - Kettering Center Facility Usage Guidelines

- Technical Services Fees are assessed at \$80 per hour for minor customization of A/V equipment, software and/or computer hardware. For other requests, please contact the Business Manager.
- AV Equipment and Teaching Support Supplies are available for rent. Please refer to the Center website for more information (www.wright.edu/cpe).
- The Parking Lot is available to rent. Attendees and guests of your event utilizing the parking lot will be charged \$2 per vehicle per day. Visitors with a valid WSU Parking Pass are exempt.
- Ohio Sales Tax will be assessed for non-Tax Exempt Entities which include refreshments, catering, A/V equipment rental, duplication services, and WSU merchandise.
- No shows will be charged the room, equipment, catering charges and service fees associated with the first day of the event.
- Possession or use of narcotics or other illegal drugs is forbidden at the Kettering Center.
- The use or possession of alcohol is forbidden at the Kettering Center unless in conjunction with a pre-approved social function and limited to designated areas.
- No smoking is allowed in the building.
- Users will be responsible for all damages to facilities and to facility support equipment and for any personal injury resulting from this use.
 - Renters are responsible for replacing and paying for any object, equipment and repairs to the facilities destroyed, damaged or stolen during your period of rental. Additionally, replacement and/or payment must be made within five (5) days after notification.
 - Renters may inspect the damage if desired within 48 hours of rental. Property damage that compromises Center security must be inspected immediately.
- The Center does not assume responsibility for any damage, loss, or disappearance of any merchandise or personal items that are brought into the facility.
- The Center reserves the right to inspect and control all events scheduled in the building.
- ALL areas used should be left in a neat and orderly condition.

I acknowledge receipt of and compliance with the Facility Usage Guidelines for the WSU - Kettering Center.

Signature

Date

Name: _____
Company: _____
Phone Number: _____