

CORTA FACILITY
RENTAL GUIDELINES, TERMS, AND CONDITIONS

1. As set forth herein, the "CORTA Facility" shall include: the 870 sq. ft. Ezell Community Room which includes 8 – 8' long rectangular tables, 66 chairs, podium, and Smart TV (HDMI cable is available for rent for \$10). "CORTA Facility" shall also include the serving area and a kitchen with sink, microwave, refrigerator, ice machine, and limited counter space that adjoins the Community Room. The private restrooms directly outside of the Ezell Community Room are also included in this definition. The Terrace is available for rent for \$10/hour.
2. All reservations are considered on a first-come, first serve basis, contingent upon CORTA/CSU need and general availability. Reservations will not be accepted more than 90 days in advance.
3. Reservations may be made by completing the CORTA Facility Rental Application by email or at the CORTA office. Groups or individuals who wish to reserve the Ezell Community Room must submit a properly completed and signed CORTA Facility Rental Application before a reservation will be considered. Reservation requests cannot be made over the phone. A reservation will not be considered completed and confirmed until the Application has been approved, and the Compliance Deposit and Rental Fees have been paid.
4. A separate Reservation Request must be completed for each desired reservation date.
5. The CORTA Facility may be used between 9:00 a.m. and 9:00 p.m. Monday-Sunday. Renters are not allowed early entry for set up. No rental may begin after 6:00 p.m.
6. Whenever the CORTA Facility is in use after 9 p.m., a CORTA employee or representative must be on site.
7. Written notice of cancellation must be given at least one week prior to a scheduled event by the person or entity that originally reserved the CORTA Facility.
8. The CORTA Facility must be left in a clean and orderly condition. Organizations or individuals renting the Facility assume all responsibility for damage to CORTA equipment and facilities. By signing the Facility Rental Application, the applicant/organization accepts personal responsibility and payment for any such damages. CORTA will not be responsible for materials, equipment, or other personal belongings left in our facility. No group may store its materials at the CORTA Facility.
9. Cooking is not allowed at the Facility. Renters must use their own caterer or bring their own food and/or drink. Use of crockpots and hot plates is strictly prohibited.
10. The serving and/or consumption of alcoholic beverages will be considered on an ad hoc basis and requires the written approval of the current CORTA President and/or Executive Director.
11. Red or purple-based beverages, paint, flower petals, confetti, glitter or bubbles are strictly prohibited.
12. Renters should bring all of their own linens and/or other decorations as needed. Special permission must be obtained for installing scenery, or moving furniture. No materials may be attached to or mounted to any surface (walls, windows, floors, doors, furniture or fixtures) of the room without prior approval of CORTA staff. Candles (other than birthday cake candles), incense, lanterns, and/or other incendiary devices are not permitted.
13. Tobacco use, including, but not limited to, smokeless tobacco and/or vaping inside any portion of the CORTA Facility is prohibited.
14. Animals and/or pets are not allowed in the CORTA Facility unless the same are classified as service animals.
15. When deemed necessary by the current CORTA President and/or Executive Director, security shall be specified as part of a Renter's Facility Use Contract. Renter shall be responsible for furnishing approved security at Renter's sole expense.

16. As set forth in Paragraph No. 1, supra, usage of the Facility to Renters is strictly limited to the Ezell Community Room, kitchen and adjacent restrooms. Access by Renter(s) and/or their guest(s) to other parts of the Facility is strictly prohibited. Any violation of this Paragraph will result in the permanent and immediate loss of Renter's privileges to utilize the Facility.
17. Failure of Renter to comply with these Guidelines, Terms, and Conditions will result in the loss of the Compliance Deposit.
18. CORTA is authorized to deny further use of the Facility to any individuals, groups, or organizations who violate any aspect of these Guidelines, Terms, and Conditions. CORTA reserves the right to deny use of its Facility to any individual, group, and/or organization for any reason.
19. No individual, group, and/or organization may consider the CORTA Facility as their/its permanent meeting place, or use the Facility as its mailing address.
20. CORTA staff and any board members wishing to attend an event being held by a group at the CORTA Facility may enter the event at any time.
21. CORTA reserves the right to take photographs of any event for CORTA's own records and for future CORTA promotional materials.

Amenities/Facility

The 870 square foot room features 8 – 8' long rectangular tables, 66 chairs, podium, and Smart TV (HDMI cable is available for rent for \$10). Adjoining the room is a serving area and a kitchen with sink, microwave, refrigerator, ice machine and limited counter space. Use of private restrooms directly outside of the Community Room is also included.

*** Please Note: The maximum capacity allowed in this room by Fire Code is 126 persons. Also, smoking is not permitted in the facility. Renters violating any rental policies will forfeit their deposit.**

Set-up and Clean-up

Set-up and clean-up must be completed between the hours of 8:00 a.m. – 9:00 p.m. only on the date of use. Renters may not have food or decorative items dropped off or delivered to the CORTA Facility prior to the beginning of their rental period. All tables and chairs must be properly cleaned and left as they were prior to the time of use. All garbage must be tied in bags and placed in the designated area of the kitchen.

Rental Rates and Deposit Information

The Compliance Deposit and Rental Fee are required to reserve a date for use of the facility. In the event of a cancellation, this will be refunded to you provided a written notice of cancellation is received a minimum of one (1) week prior to your scheduled date of use. If less than one (1) week, a \$25.00 cancellation fee will be accessed.

Compliance Deposit Refunds

The Compliance Deposit will be refunded to you in approximately 10 working days or more after the event, provided the facility is left clean and undamaged. A Post Facility Use Inspection will be performed by CORTA staff. If any of the items listed above are not completed as directed, the Compliance Deposit will not be refunded. Compliance includes, but is not limited to: floors vacuumed/swept; tabletops/chairs cleaned; trash in kitchen garbage can; kitchen counters cleaned; Facility refrigerator emptied of personal items; personal belongings removed; lights turned off; exit doors closed; and the CORTA provided equipment is cleaned and returned in working condition.

Room Rental Rates

Rental Type	Facility Use Fee	Compliance Deposit	Days	Times
Regular	\$50/hour; max \$400/day	\$250 per event	Saturday – Sunday*	9am – 6pm
Regular	\$35/hour; max \$280/day	\$250 per event	Monday - Friday	9am – 6pm
Non-profit	\$30/hour; max \$240/day	\$250 per event	Saturday - Sunday	9am – 6pm
Non-profit	\$20/hour; max \$160/day	\$250 per event	Monday - Friday	9am – 6pm

*Holiday Rate

OTHER HOURS MAY BE CONSIDERED AT \$100/HOUR

FACILITY RENTAL APPLICATION

Reservations are booked on a first come, first serve basis subject to availability.

Reservations are not considered confirmed until the Application has been approved, and all Fees have been paid.

Name of Group Requesting Room _____

Estimate Attendance _____

Group Contact Person _____

Phone Number _____

Date of Meeting _____ Time Requested _____

Will food be served? YES NO

Will alcohol be served? YES NO

I have read and understand the CORTA Facility Guidelines, Terms, and Conditions. By signing this request form, I agree to abide by the rules set by the CORTA Board of Directors for use of the CORTA Facility. I understand that I am responsible for fully complying with these Guidelines, Terms, and Conditions for the duration of my reservation.

Signature

Date

INDEMNIFICATION AND/OR HOLD HARMLESS AGREEMENT

Renter agrees to completely indemnify and/or hold harmless Columbus Regional Tennis Association ("CORTA"), its officers and/or employees, the CORTA Board of Directors, and/or any CORTA agents, representatives, and/or employees for any and all injury(ies) and/or damages that may occur to any person or to the property of any person at any time during the Renter's use and/or occupancy of the CORTA Facility. Futhermore, Renter agrees to defend at Renter's sole expense, any and all legal actions of any kind or nature whatsoever that may be brought against Columbus Regional Tennis Association ("CORTA"), its officers and/or employees, the CORTA Board of Directors, and/or any CORTA agents, representatives, and/or employees on account of damages or injuries sustained during Renter's use of the Facility. This indemnification and/or hold harmless agreement applies to any claims for injuries and/or damages occurring or alleged to have occurred on, in, or about any aspect of the Facilities' premises and/or approaches.

Signature

Date

INSURANCE

In conjunction with the above and foregoing Indemnification and/or Hold Harmless Agreement, Renter agrees to acquire and keep in full force during their/its use of the CORTA Facility comprehensive liability and/or property damage insurance covering any and all claims for injuries to persons and/or property occurring in, on, or about the CORTA Facility at any time during Renter's occupancy or use of the CORTA Facility. Renter's obligation to acquire insurance may be satisfied through the purchase of an individual qualifying policy of insurance covering Renter's event, or, may be satisfied by Renter adding Columbus Regional Tennis Association ("CORTA"), its officers and/or employees, the CORTA Board of Directors, and/or any CORTA agents, representatives, and/or employees as "additional insured" to any already existing qualifying policy of insurance that would provide comprehensive liability and/or property damage insurance coverage for the event in question. Proof of insurance shall be provided to CORTA's President and/or Executive Director.

Signature

Date

ALCOHOLIC BEVERAGE AGREEMENT

I understand that the serving of alcoholic beverages requires the prior written approval of the President and/or Executive Director and is allowed only after regular office hours as set forth in the CORTA Facility Rental Guidelines, Terms, and Conditions.

Signature

Date