

## CFAES Business Office, Columbus

## FACILITY USE CONTRACT FORM

**INSTRUCTIONS**

This form should be used to submit facility use contracts to the Business Office for approval. Page two of this document contains information about what requirements must be met in order for OSU to sign contracts. Once the contract is reviewed and signed you will receive a copy of the contract via email. You are responsible for returning to your contractor. Please Attach this document to an eRequest.

**GENERAL INFORMATION**

All information is required.

Unit Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Unit Name: \_\_\_\_\_ ORG# \_\_\_\_\_

Email Address: \_\_\_\_\_

Contract needed date: \_\_\_\_\_

Type of Contract:  Space Use Agreement (allow 2 weeks)  
 Other contracts should be submitted using different methods. See the *Can I Sign This? Job Aid* which outlines how to submit contracts for signature.  
<http://cfaesfinance.osu.edu/training>

**SPACE USE AGREEMENTS**

- 1 Will there be an employee at every hour of the event?  Yes  No. **Is a volunteer conducting the event?**  Yes (complete Volunteer Information Section)  No
- Employee Name: \_\_\_\_\_  
 Then proceed to question 3. \_\_\_\_\_

**Volunteer Information**

Volunteer Name: \_\_\_\_\_

- Are there signed standards of behavior and application on file?  Yes  No  
 - Has the volunteer participated in a training or orientation session in the last 12 months?  Yes  No

- 2 If an employee is not present at the event OSU insurance will not be available. Have you A) discussed and received approval from your supervisor for your unit to accept the risk and liability related to this event? OR B) worked with the organization involved to arrange for insurance coverage for the event?

- Yes  No  Not applicable employee will be present

- 3 Does the vendor charge a fee?

- Yes - I want to pay with the **PCard**.  
 Attach this to a new eRequest - <https://eRequest.osu.edu> choose **Purchasing Card Preferred**.
- Yes - I want to pay with a **Purchase Order**  
 Attach this to a new eRequest - <https://eRequest.osu.edu> as well as an AP Payment Compliance and Vendor Profile Form and choose **Standard Purchasing Request**.
- Yes - I want to pay with my **Extension Checking Account**  
 Attach this to an eRequest - <https://eRequest.osu.edu> and choose **Standard Purchasing Request**. Please make a note in the Business Purpose or Additional Information section that you do not need a PO and will be paying with the checking account.
- Yes - a third party will be paying for me. Name of Third Party \_\_\_\_\_
- No - the fee is waived  
 Attach this to an eRequest - <https://eRequest.osu.edu> and choose **Standard Purchasing Request**. Put \$0.00 in the amount field.

**CERTIFICATE OF INSURANCE**

This section is for your information only.

Certificates of Insurance are available from the University for events, grants and contracts where an OSU employee will be present. The request for insurance verification is not needed unless the vendor requires.

<http://www.busfin.ohio-state.edu/riskMgt/insCert.aspx>

Insurance information for Volunteers is available here: <http://cfaesfinance.osu.edu/resources>

## Ohio State University Extension Facility Use Contract Signing Policy & Procedures

### Policy Statement:

Ohio State University Extension Faculty, Staff or volunteers are not permitted to enter into contractual agreements (sign contracts) with any entity on behalf of The Ohio State University.

### Procedures:

County, Region, and state faculty and staff conduct a variety of events and activities each year that require signed contracts to use a specified facility. Additionally, in support of our mission, volunteers recruited and selected by OSU Extension faculty and staff conduct events and activities for youth and adults across the state. These events and activities are often times held at locations that require a signed contract.

In order to have the contract signed by Ohio State University Extension, the following procedures are to be followed:

1. Submit the original contract via an approved eRequest allowing 2-4 weeks for review, signature, and return.
2. If volunteers are conducting the event/activity without a faculty/staff member present, there must be, at minimum, signed standards of behavior and application on file. For volunteers engaged on or after November 1, 2002, they must have adhered to the Ohio State University Extension Volunteer Selection Policy & Procedures.
3. If the volunteer(s) are conducting the event/activity without a faculty/staff member present, the volunteer(s) must have participated in a training/orientation in the past 12 months.
4. Please note – Ohio State University Extension is not able to provide a Certificate of Insurance (Col) for events where an OSU Extension employee is not present. A Col is available from CIMA insurance for approved volunteers.

There are times when a contract/agreement cannot be signed by Ohio State University Extension because (a) the terms of the agreement are for some reason unacceptable, or (b) because the activity related to the agreement presents unreasonably high risks. In that case, the organization will not accept the potential risk associated with the event/activity. In these instances, the following shall be considered:

1. If the terms of the contract are not acceptable and the contracting entity does not accept the changes proposed as identified by Ohio State University Extension, a new location must be found. Only in rare cases will Ohio State University Extension negotiate the terms of the contract.
2. If the event/activity is deemed too high risk and not in support of the mission of Ohio State University Extension, the organization may elect not to sign the contract. The event/activity will need to be changed to mitigate the risks and/or a new event/activity identified. The decision regarding the acceptance of higher risk activities/events and/or strategies to reduce potential risks will be made with the Extension employee responsible for the program consulting with any combination of the following, or their identified representative: County Director, Regional Director, Associate Director – Operations, Leader, Business Operations, or Assistant Director of identified program area(s).
3. All financial obligations identified in the contract will be the responsibility of the local entity using the facility. This will include rental fees, service charges, and other associated costs. Any additional costs incurred as a result of using the facility, regardless of their origin, will be the responsibility of the local entity using the facilities. This shall include, but not limited to assessments for damages, cleaning, etc. Ohio State University Extension will not sign a contract for a local entity that has an outstanding financial obligation(s) with any facility.