



DEFIANCE COLLEGE FACILITIES & EVENTS

Guidelines and Procedures

MOTIVATING OTHERS TO
ACHIEVE GOALS, MAKING
LASTING MEMORIES,
CELEBRATING MILESTONES...

Whether you are looking for a place to hold your next meeting or athletic event, or you are planning that special occasion, the Defiance College campus offers excellent gathering places to meet your needs!

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EVENT MANAGEMENT ADVISING

Defiance College wants all hosted events on campus to be a success! We understand that some reservations/events will require event advising with the Facility and Event Management Department. Please discuss all aspects of your event planning with the Facility and Event Management Department to help ensure a successful event. Please note: Defiance College students, faculty and staff will have preference in scheduling facilities during the academic year. Facilities may not be rented by students, faculty and staff for outside groups to avoid College regulations or fees.

DEFIANCE COLLEGE VALUES

Defiance College reserves the right to deny access or use of College facilities on the basis of conflict with the values of the College and its mission. Final decisions regarding group rental/use of College grounds and facilities will be determined by the College President or his/her designee.

FREE SPEECH POLICY

Defiance College supports every individual's right to freedom of expression consistent with the forum (area of campus) in which the expression is made. The College also recognizes the importance of fostering a culture of tolerance and civility that is a cornerstone for the accomplishment of its educational goals.

Within the classroom, visual and/or aural demonstrations, depictions or conduct that may be offensive to an individual will not be restricted when there is a legitimate pedagogical context, such as material having an appropriate connection to course subject matter. Similarly, campus discourse on topics of political, artistic or social issues that are conducted consistent with the nature of the forum and reasonable institutional limitations (registration to use space, time, place and manner regulations, etc.) that are clear and unambiguous will be supported.

Expression that is severe, persistent, and objectively offensive, that is directed toward an individual based upon that individual's protected status (e.g., sex/gender, race, ethnicity, national origin, disability or age) and has the effect of limiting or deny educational or employment access, benefits or opportunities is not a protected form of speech or expression, and can form the basis of a violation of the campus harassment, bullying or discrimination policies. Other limitations on free speech include: endangering someone or threatening them; inciting violence; using "fighting words" directed at an individual or group that directly provoke violence; defamation; obscenity; and expression that has a discriminatory effect such that it limits or denies someone's educational or employment access, benefits and/or opportunities.

GUEST SPEAKER POLICY

It is the policy of the campus to foster a spirit of free inquiry and to encourage the timely discussion of the broad range of issues that concern our community, provided that the views expressed are stated openly and are subject to critical evaluation.

Student Organization Responsibilities

A registered student organization, may invite guest speakers to the campus, subject to the following provisions:

- Sponsorship must be by a registered student.
- Proper arrangements for the use of college facilities must be made, consistent with institutional policy.
- It must be clear that the student organization, not the College, is extending the invitation and that any views the speaker may express are his or her own and not those of the College.
- The student organization must take whatever steps are necessary to ensure that the meeting is conducted in an orderly manner. This may necessitate consultation with campus security and/or hiring of outside security.
- The student organization must comply with any and all conditions for the orderly and scholarly conduct of the meeting.



Faculty and Staff Responsibilities

Faculty and staff may invite guest speakers to the campus, subject to the following provisions:

- Proper arrangements for the use of college facilities must be made, consistent with institutional policy.
- The employee must take whatever steps are necessary to ensure that the meeting is conducted in an orderly manner. This may necessitate consultation with the Dean of Students and/or hiring of outside security.
- The employee must comply with any and all conditions for the orderly and scholarly conduct of the meeting.

External Guest Speaker Policy

External Guests who wish to use Defiance College facilities to host a speaker must comply with the following provisions:

- Proper arrangements for the use of college facilities must be made, consistent with institutional policy.
- It must be clear that the organizing group, not the College, is extending the invitation and that any views the speaker may express are his or her own and not those of the College.
- The organizing group must take whatever steps are necessary to ensure that the meeting is conducted in an orderly manner. This may necessitate consultation with campus security, Dean of Students and/or hiring of outside security.
- The organizing group must comply with any and all conditions for the orderly and scholarly conduct of the meeting.

In the rare occurrence where a speaker or individual might create a public safety concern, or use the College as a platform to denigrate the identity or mission of the institution, the College reserves the right to reschedule, relocate, or cancel the event. Any invitation to a non-DC speaker may be rescinded by the College administration if it is determined that hosting the proposed speaker will constitute a clear and present disruption to the orderly operation or peaceful conduct of campus activities.

CANCELLATIONS

Cancellation Policy *If a program needs to cancel the following cancellation policy will be upheld.*

- Cancellation within 15 days of the program results in forfeiture of 100% of the contract amount.
- Cancellation within 16-29 days of the program will result in forfeiture of 75% of the total contract amount.
- Cancellation 30-60 days of the program will result in forfeiture of 50% of the total contract amount.
- Should the program need to reschedule, the deposit will be applied to a future date if the program is rescheduled within the same calendar year and notification to reschedule is given to Defiance College at least 60 days prior to the original date of the program.

The College reserves the right to cancel a reservation in the event of inclement weather and safety concerns. If the College closes (ex. weather) and the event is cancelled, no charges will apply. The College will determine if the event necessitates security personnel.

DEPOSIT AND INVOICING

A deposit of 20% (minimum of \$50) of your rental estimate is required 10-15 business days after receipt of the contract to hold the requested date. An invoice will be sent after the conclusion of the scheduled event and will be due upon receipt. The deposit fee will be deducted from the invoice. Defiance College does accept payments by credit card. Defiance College reserves the right to request payment in advance. Failure to pay deposit will result in a cancellation of contract. In the event the final invoice is not paid, the client will not be allowed to reserve College facilities until the previous bill has been paid and must pay the new invoice in full prior to usage.

Summer camps can have the option to set-up a payment plan through an attrition process. Please contact Facilities & Events Department for more details.



CERTIFICATE OF LIABILITY

A certificate of general public liability insurance for \$1,000,000 (\$2,000,000 for events involving alcohol) that names Defiance College as an additional insured for the date(s) of the event(s) is required. A copy of this certificate must be provided to the college at least one week before the first scheduled date of the event. *Please check with your insurance provider for more information and possible costs.*

SALES TAX AND FORM W-9

6.75% Ohio Sales Tax will be added to the final invoice. If tax exempt, you must provide tax exempt number in your reservation request and/or in the final draft of the event contract.

Defiance College also requests that a W-9 Form be completed and submitted to the Facilities and Events Department prior to the scheduled event date. Form W-9 can be downloaded at: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>.

CATERING SERVICES

Clients that need any food/beverages for events on campus are required to use the Defiance College Dining Services/Catering Services. Catering service at Defiance College is provided by Hallmark Inc. and Affiliates.

The Defiance College Dining Service offers banquets, luncheons, and dinners that can be scheduled along with any event to keep participants focused. Hallmark features an extensive menu of both casual and formal dining options, including picnics, boxed meals, cafeteria style, buffets, and plate waited selections which can be served on campus or in your home or office. Hallmark showcases a renowned bakery, which provides specialty cakes, pastries, and desserts that are guaranteed to melt the strongest of wills.

When using catering services, a final guest count must be submitted at least 48 hours prior to the event. The final catering bill will reflect this number or the actual number of guests served, whichever is greater. The removal of any food, serving utensils, or supplies at the conclusion of an event is prohibited. Please contact (419) 783-2488 for menu options.

ALCOHOL POLICY

Alcohol can be served during events at campus with the approval of the Vice President of Enrollment Management and Student Success (VP). It is the responsibility of the party requesting alcohol to purchase the beverages and deliver them to the campus catering service for serving. Catering service employees will handle all serving of beverages (an outside bartender is not permitted). Clients will need to read and complete the DC Alcohol Policy and Intent to Service Alcohol form. Requests to serve alcohol must be approved **at least two weeks in advance** by the VP.

(A). The legal possession and consumption of alcoholic beverages on campus is allowed subject to the following conditions:

- Possession and consumption of alcohol by person under the age of 21 is not permitted by Ohio Law or Defiance College policy.
- The VP must approve all such gatherings on campus at which alcohol will be present in advance.
- This requirement of VP approval includes student-sponsored events, other on-campus events including those sponsored by College offices, and special events such as Homecoming or a “tailgate” at an athlete event.



- Only beer, wine, malt beverages and other alcoholic products that are less than 15% alcohol by volume are permitted on campus.
- Such VP-approved events may serve beer and wine. If other alcoholic beverages are to be provided, they must be made available from a third-party vendor.
- No open containers of alcohol (bottles, cans, cups or glasses) are permitted outside of rented facility including on the campus grounds.
- No large quantity or common source containers of alcohol, including beer kegs or party balls, are permitted on campus.
- The availability of alcohol at an event shall not be mentioned in on-campus or off-campus advertisements for the event, other than individually addressed invitations.
- The hosts of a VP-approved event at which alcohol is available are responsible to know that everyone present is 21 or older, or that under-aged persons are not served and do not use alcohol at the event.

(B). For rented campus facilities, if your group is serving alcohol during any scheduled event, the following mandatory requirements must be followed:

- The VP of the College must give approval for any off-campus group requesting alcohol when renting campus facilities.
- Notification must be given to the Facilities Management Office at least two weeks prior to the event for approval. Registration of Intent to serve alcoholic beverages at Defiance College will be sent and must be completed at that time.
- Upon approval, group requesting alcohol must follow stated Defiance College Alcohol Policy as to the kind of beverages allowed.
- Current contracted food service for the college holds all rights to catering services and it is their discretion to decline or accept the scheduled group. If declined, an outside catering service may be hired along with their bartending services.
- It is the responsibility of the party requesting alcohol to purchase the beverages and deliver them to the campus food service for serving. The current college food service (Hallmark Services) does not hold a liquor license to purchase designated beverages. Food Service employees will handle all serving of beverages and no outside bartender is permitted.
- Food Service reserves the right to decline alcohol without the proper ID.
- Food Service reserves the right to decline alcohol to anyone appearing intoxicated. Should this attendee become verbally or physically abusive and the situation becomes unmanageable, even with the assistance of the person responsible for the event, a call may be placed to the police department.
- After conclusion of event, it is said party's responsibility to remove and/or arrange for picking up unused alcoholic beverages the next day. Alcohol inventory after the scheduled event is not the responsibility of Food Service.
- Cash bars, tip jars, and individual drink tickets are not permitted.
- Alcohol will not be allowed on a "Bring Your Own Bottle" basis.
- Drinks must be kept within the confines of the scheduled facilities.
- As stated on Contract for Use of Campus Facilities, damage and/or additional cleaning cost for this type of event will be said party's responsibility.
- **Required:** Registration of Intent To Serve Alcoholic Beverages at Defiance College
- **Required:** Signed Contract for use of Campus Facilities
- **Required:** A Certificate of Liability Insurance for \$2,000,000.00. Certificate Holder (Defiance College) is an Additional Insured for the scheduled date/dates of the event.
- **Required:** A non-refundable room deposit.



SOLICITATION/PROSELYTIZING

Soliciting students on campus is not permitted without prior written approval. Any non-affiliate fundraising, membership/participant drives, recruitment, or product sales must first contact the office of Facilities and Event Management to coordinate approval. Approval will be granted by the appropriate campus stakeholders and guided by the mission and values of the College.

DECORATIONS AND LINENS

Defiance College does not provide decorations or decorating services. No decorations or temporary fixtures may be affixed to plants, trees, woodwork, furniture, windows, buildings or any architectural feature with nails, tacks, staples, or any application that will cause irreversible damage to structures or landscaping. No open flames permitted. Clients are responsible for removing all personal belongings and decorations. Repair costs will be charged to the clients. Table linens are provided through Hallmark and should be indicated during discussion of menu options for food & beverage services. For price inquiries, please contact catering services

ADVERTISING FOR EVENTS

Groups using campus facilities may not use the Defiance College logo, Yellow Jacket, or other working/symbols that would imply support, endorsement, or connection with the College. College email may not be used for advertising non-college sponsored event.

Banners

Only internal and external events being hosted at Defiance College are permitted to display signage and banners on campus. Banners placed on campus (such as the green space along N. Clinton Street) are to be intended to provide direction to event location and not to be placed for advertising purposes.

Groups/businesses must obtain a reservation form from Defiance College – Facilities and Events Department before displaying a banner or any signage on campus. Any banner or other signage put up without a reservation or approval will be discarded.

Reservations will be made on a first-come, first-served basis. Only one banner space may be reserved at each location per event. Banner space needs be reserved seven (7) days prior to the event.

Defiance College Facilities and Events Department will place (or dictate the location and placement of Banners). Individuals and groups are responsible for removing banners and signage at the conclusion of the event. Banners remaining after the event will be discarded by Defiance College, and the group will be charged for removal of the signage.

Temporary Signage

Groups and organizations may post temporary signage for special events occurring on campus using sandwich boards or other temporary structures that have been approved by Facilities Marketing and Event Management. A minimum of one (1) weeks' notice is required to display signage. Temporary signs may not be posted for longer than 24 hours prior to an event, and must be removed immediately following the event.



Attaching posters/flyers to external buildings, monuments, and signs are strictly prohibited. Posters and notices may be displayed, when there is room for them and permission is granted, on bulletin boards and kiosks located inside building on campus.

Defiance College Facilities and Events Department will place (or dictate the location and placement of Banners). Individuals and groups are responsible for removing signage at the conclusion of the event. Signs remaining after the event will be discarded by Defiance College, and the group will be charged for removal of the signage.

Chalk Drawings

Chalk, when used on campus, must be latex based and designed for easy removal. Chalk is to be used with the intention of directing guests to the event location(s). Oil and grease based chinks are not permitted. Chalk drawings / writings may only be done on horizontal concrete surfaces that can be easily washed. Vertical surfaces, such as walls, steps, benches, etc. may not be used for chalk. Groups/businesses are responsible for washing off the chalk at the conclusion of the event. Permission for chalk inscriptions must indicated on the request to the Facilities and Events Department.

Balloons and Flyers on Vehicles

Exterior balloon and flyers affixed to vehicles are not permitted. If found, the person/vendor will be billed for the personnel time to remove the litter from campus.

Unauthorized Signage

Defiance College will remove posters, balloons, chalk drawings, staked signs, and notices from painted surfaces and other unauthorized places across campus. If unauthorized or improper placement of these items results in defacement / damage of the surface on which they are placed, the persons/vendors/organizations responsible for their placement will be required to restore the surface or to reimburse Defiance College for the cost.

PARKING

Parking Permits (provided by the Facilities and Events office) are required when parking in campus lots. Parking is first-come, first-serve on campus and will be limited during certain hours. Parking directly outside the building your event will be held may not be available. You and your guests may need to park on side streets that surround the campus or in parking lots that will require walking to the event. Parking permits are not required for events taking place weekdays after 4 p.m.; Saturday or Sunday; during campus breaks; or after spring semester ends in May and before fall semester begins in August.



CAMPUS MAP



| | |
|---|--|
| 1. Defiance Hall | 16. Alumni Football Field |
| 2. Schaffler Hall | 17. Craig A. Rutter Field |
| 3. Kettering Genetics Center | 18. St. John's UCC |
| 4. Tenzer Hall | 19. Karl H. Weaner Center |
| 5. Carma J. Rowe Science Hall | 20. McMaster Center |
| 6. Hubbard Hall / McCann Center | 21. E. Stevens Dix Tennis Facility |
| 7. Serrick Campus Center | 22. Football Practice Fields |
| 8. Dana Hall | 23. Matthew Winsper Knobel Memorial Soccer Field |
| 9. Schomburg Auditorium | 24. Soccer Practice Field |
| 10. Art Center / Women's Commission Art Gallery | 25. Sal Hench Softball Field |
| 11. Pilgrim Library | 26. Maintenance Department |
| 12. McReynolds Hall | 27. President's Home |
| 13. Whitney Hall | 28. Parking |
| 14. Jacket Suites | 29. George M. Smart Athletic Center |
| 15. Justin F. Coressel Stadium | |

TOBACCO-FREE CAMPUS

In order to encourage wellness and enhance a healthier environment, smoking and the use of tobacco products are prohibited on campus. Tobacco products include chewing tobacco, e-cigarettes, and vapor devices. Smoking is only allowed in parking lots and trash must be disposed of properly.



WEAPONS

Possession, storage, or use of unauthorized firearms, explosives (including fireworks), flammable materials (including lighter fluid), dangerous chemicals or other weapons (including but not limited to hunting knives, bows and arrows, martial arts weaponry, pellet/paint ball guns, sling shots) is prohibited on campus property.

PET POLICY

Pets, with the exception of animals that provide assistance (e.g. seeing-eye dogs), and pets as outlined in the Residence Life Handbook, are not permitted on campus except as permitted by law.

SUMMER CAMPS

Defiance College is well equipped to accommodate band camps, academic camps, athletic camps or camps with other focuses. Defiance College provides various venues, meeting rooms, class rooms, housing and food service to accommodate camp needs. Please contact Facilities Marketing and Event Management at (419) 783-2401 for a quote and possible payment plans.

HOUSING

Defiance College's campus residences offer comfortable living spaces that foster personal, social and academic growth. Guest of DC have the option to reside in one of our co-ed residence halls, Whitney or McReynolds, or on-campus apartment-style housing, Jacket Suites or Grand Avenue Apartments.

Our on-campus residence hall options vary from traditional living units to apartment style suites. In the past, these residential facilities may have been referred to as dormitories. By definition a dormitory is a place for eating and sleeping only. A residence hall offers more extensive living facilities (e.g. lounges, game rooms, study areas, meeting areas, TV rooms and laundry facilities). Also, a residence hall operates with an educational and holistic philosophy that works to positively impacts students during their formative college experience. The on-campus residential communities of McReynolds, Whitney, Jacket Suites and Grand Avenue should be referred to as residence halls (halls for short), not dorms or dormitories.

The McReynolds Hall, Whitney Hall and the Jacket Suites entrance doors remain locked 24 hours a day and 7 days a week, so all guests will need a guest ID card to gain access to their individual residence hall. The guest ID cards are issued by Facilities Marketing & Event Management Department. Rooms should be kept locked at all items when the room is left unoccupied. Evening and overnight hour security rounds are performed by professional security officers provided by Securitas Security. The security staff is accessible to all guests via the security headquarters in Hubbard Hall from 3 pm until 7 am daily. Security can be contacted at 419-785-2825 during office hours.

A replacement key charge of \$50.00 and replacement access cards of \$25.00 will be assessed to the client for each key and card not returned at check-out. Replacement charges will also be assessed for damaged keys or cards due to abuse by guests. Keys and/or access cards returned or mailed to the College after check-out will not be credited to the amount owed by the organization.

PRICING

Pricing is determined on a half/full day basis unless otherwise noted. A half day is a 4-6 hour event. A full day is 8-10 hours. Additional hours will incur a per hour fee. Events must be concluded by 12:00 a.m. (midnight).



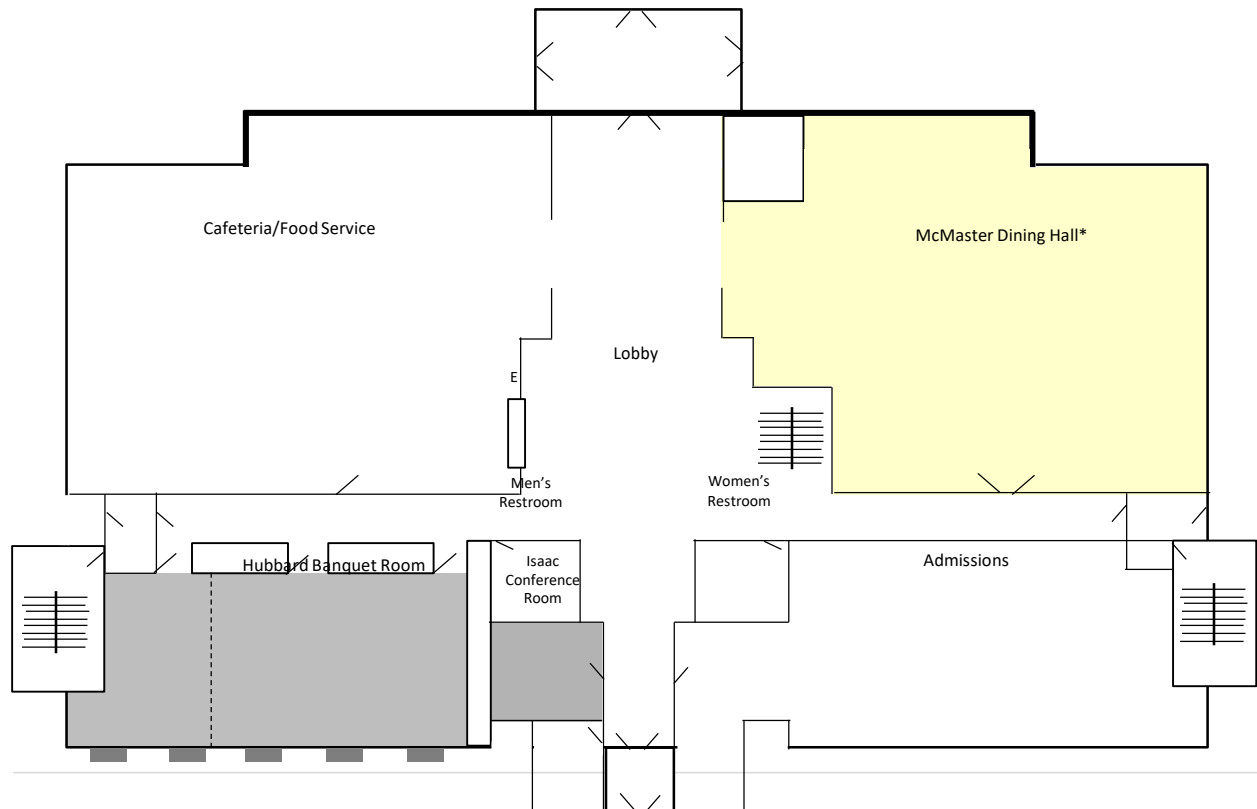
➤ SERRICK CAMPUS CENTER – FIRST FLOOR

| ROOM | SEATING STYLES & MAXIMUM NUMBER OF SEATING | | | | | PRICING | |
|---------------------------------|--|-----------|---------|---------|---------|----------|----------|
| | Conference | Classroom | Banquet | U-Shape | Theatre | Half Day | Full Day |
| Hubbard Banquet Room | 60^ | 50^ | 96 | 60 | 130 | \$130 | \$250 |
| -Large Side with Divider | 30^ | 30^ | 40 | 30 | 60 | \$90 | \$170 |
| -Small Side with Divider | 12 | 12 | - | - | - | \$60 | \$110 |
| Isaac Conference Room | 10 | - | - | - | - | \$40 | \$70 |
| McMaster Dining Hall*# | - | - | 150 | - | - | \$275 | \$540 |

*Available to rent seasonally

^Additional \$25 set-up fee

Events can only use furniture already provided in room. Removing or replacement of tables and chairs is limited and may involve an additional set-up fee



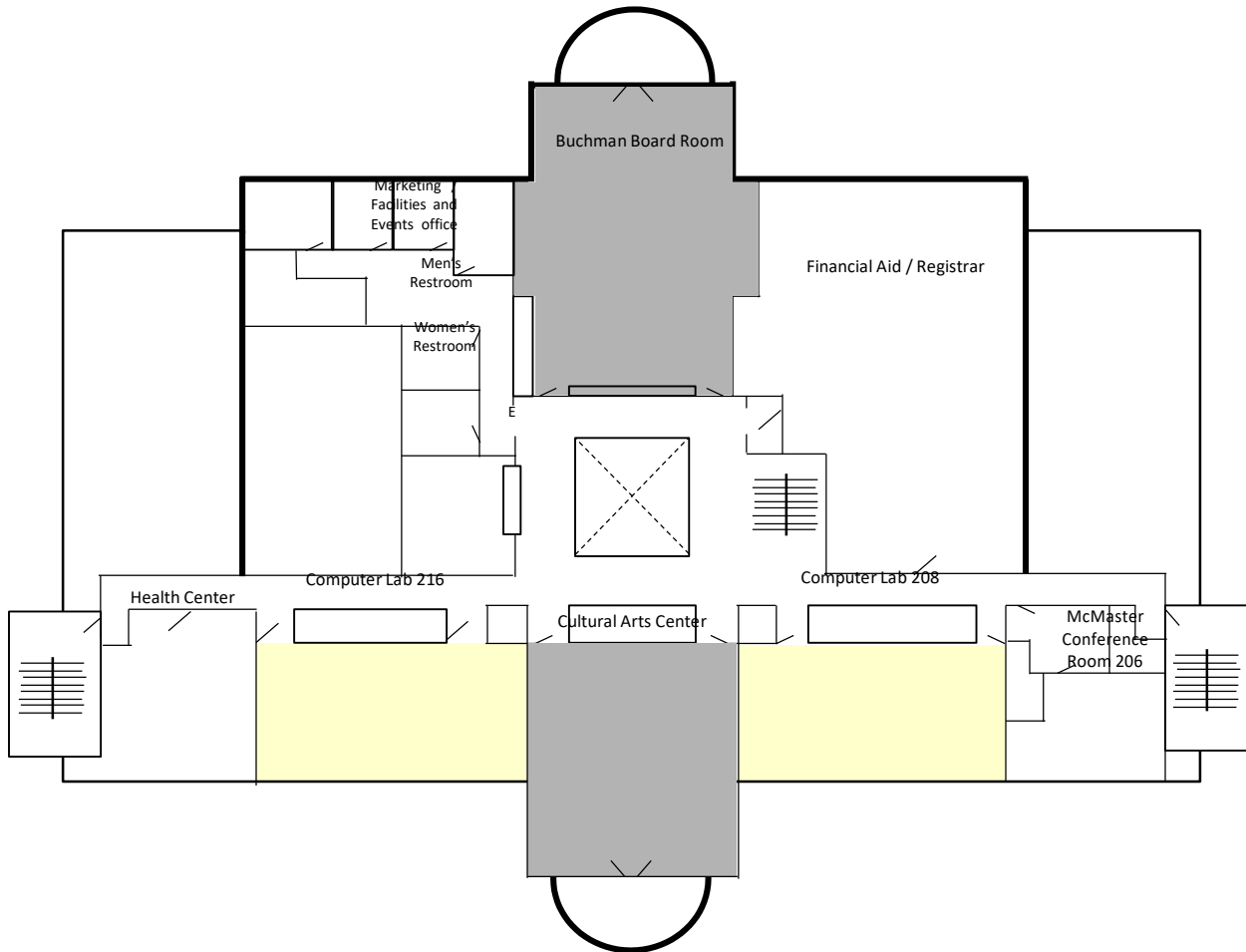


➤ SERRICK CAMPUS CENTER – SECOND FLOOR

| ROOM | SEATING STYLES & MAXIMUM NUMBER OF SEATING | | | | | PRICING | |
|---------------------------|--|-----------|---------|---------|---------|----------|----------|
| | Conference | Classroom | Banquet | U-Shape | Theatre | Half Day | Full Day |
| Cultural Arts Room | 12 | 24 | 30 | 16 | 40 | \$100 | \$190 |
| Buchman Board Room | 16 | 24 | 30 | 24 | 60 | \$200 | \$390 |
| Computer Lab 208* | - | 25 | - | - | - | \$100 | \$190** |
| Computer Lab 216* | - | 18 | - | - | - | \$100 | \$190** |

*Available to rent seasonally

**An additional computer fee of \$5 per person also applies





➤ SCHOMBURG AUDITORIUM

| ROOM | SEATING STYLES & MAXIMUM NUMBER OF SEATING | | | | | PRICING | |
|-----------------------------|--|-----------|---------|---------|---------|----------|----------|
| | Conference | Classroom | Banquet | U-Shape | Theatre | Half Day | Full Day |
| Schomburg Auditorium | - | - | - | - | 320 | \$200 | \$390 |

➤ SCHAUFFLER HALL

| ROOM | SEATING STYLES & MAXIMUM NUMBER OF SEATING | | | | | PRICING | |
|--------------------|--|-----------|---------|---------|---------|----------|----------|
| | Conference | Classroom | Banquet | U-Shape | Theatre | Half Day | Full Day |
| Ford Chapel | - | - | - | - | 50 | \$60 | \$110 |
| Classrooms | - | 16-42 | - | - | - | \$90 | \$170 |

➤ DANA HALL

| ROOM | SEATING STYLES & MAXIMUM NUMBER OF SEATING | | | | | PRICING | |
|-------------------|--|-----------|---------|---------|---------|----------|----------|
| | Conference | Classroom | Banquet | U-Shape | Theatre | Half Day | Full Day |
| Classrooms | - | 16-42 | - | - | - | \$90 | \$170 |

➤ TENZER / ROWE

| ROOM | SEATING STYLES & MAXIMUM NUMBER OF SEATING | | | | | PRICING | |
|-------------------|--|-----------|---------|---------|---------|----------|----------|
| | Conference | Classroom | Banquet | U-Shape | Theatre | Half Day | Full Day |
| Classrooms | - | 16-42 | - | - | - | \$90 | \$170 |

➤ RESIDENCE HALLS

| *Rooms are available to rent seasonally. | RESIDENCE BUILDINGS | | | | PRICING |
|--|---------------------|--------------|---------------|-----------------------|--------------------|
| | McReynolds Hall | Whitney Hall | Jacket Suites | Grand Ave. Apartments | Per Person Per Day |
| Number of Guests | 240 | 215 | 56 | 32 | \$17.50 |



➤ CAMPUS GREEN SPACES

| Campus greens are available for rent seasonally | PRICING | |
|--|------------|------------------------|
| | Full Price | Hold: Back-up Location |
| Full price of back-up location will be charged if utilized. | \$150 | \$25 |

*Customers may rent tents, furniture, portable bathrooms, etc. for events with prior consent from Defiance College.

➤ WEANER COMMUNITY CENTER

| ROOM | PRICING | |
|-------------------------------------|----------|----------|
| | Half Day | Full Day |
| Weaner Gym (Main/Large Gym) | \$500 | \$890 |
| McMaster Gym (Auxiliary Gym) | \$390 | \$740 |

➤ GEORGE M. SMART ATHLETIC CENTER

| ROOM | PRICING | |
|---------------------------|-------------|----------|
| | Half Day | Full Day |
| Track & Courts | \$1,200 | \$2,000 |
| Court #1 | \$25 / Hour | \$150 |
| Court #2 | \$25 / Hour | \$150 |
| Court #3 | \$25 / Hour | \$150 |
| Court #4 | \$25 / Hour | \$150 |
| Batting Cage #1 | \$25 / Hour | \$150 |
| Batting Cage #2 | \$25 / Hour | \$150 |

- Courts #1-#3 can accommodate basketball, volleyball and tennis
- Court #4 can accommodate volleyball and tennis
- Groups may rent space on a per person basis. Reservations required. Signed liability release form from each person required. Restricted usage. (\$5 per person for exempt groups; \$7 per person for non-exempt groups)
- Unless specific arrangements are made, rental groups will not be permitted to use the Buchman Fitness Center, multi-purpose room, and/or weight room

➤ PRACTICE FIELDS

| SPACE | PRICING |
|------------------------------------|-----------------------------------|
| Unlined field / green space | \$200 / field |
| Lined field | \$300 / field |
| Re-line field | \$100 / field |
| Scaffold | At cost from local rental company |



➤ **JUSTIN F. CORESSEL STADIUM**

| SPACE | PRICING | |
|--|----------|----------|
| | Half Day | Full Day |
| Game Site (includes locker rooms, concessions, ticket booths, press box) | \$1,500 | \$3,000 |
| Turf Field | \$500 | \$1,000 |

➤ **WINSPER-KNOBEL MEMORIAL FIELD**

| SPACE | PRICING | |
|--------------|----------|----------|
| | Per Hour | Full Day |
| Soccer Field | \$75 | \$500 |

➤ **SAL HENCH FIELD**

| SPACE | PRICING | |
|----------------|----------|----------|
| | Per Hour | Full Day |
| Softball Field | \$75 | \$500 |

➤ **CRAIG A. RUTTER FIELD**

| ROOM | PRICING | |
|----------|----------|----------|
| | Per Hour | Full Day |
| Baseball | \$75 | \$500 |

➤ **DIX TENNIS FACILITY**

| ROOM | PRICING | |
|-----------------------|--------------|--------------|
| | Per Hour | Full Day |
| Outdoor Tennis Courts | \$10 / Court | \$80 / Court |



AUDIO / VISUAL EQUIPMENT

Classrooms and conference rooms can be equipped with audio/visual equipment. Applicable charges apply for use of the audio/visual equipment. Once your reservation is confirmed you may contact the Defiance College Audio / Visual Department regarding details of the rentals at (419) 783-2615.

| VIDEO | | |
|--------------------------------|-----------------------------|------------------------------|
| ITEM(S) | HALF DAY (4-6 Hours) | FULL DAY (8-10 Hours) |
| TV | \$20.00 | \$30.00 |
| VHS VCR | \$10.00 | \$15.00 |
| DVD Player | \$15.00 | \$25.00 |
| Slide Projector | \$15.00 | \$25.00 |
| LCD Projector | | \$75.00 |
| Overhead Projector | \$15.00 | \$25.00 |
| VHS Video Camera | \$10.00 | \$20.00 |
| Mini-DV Video Camera | \$25.00 | \$35.00 |
| Small Portable Screen | \$10.00 | \$15.00 |
| Large Portable Screen | \$10.00 | \$15.00 |
| Flipchart | | \$5.00 |
| AUDIO | | |
| ITEM(S) | HALF DAY (4-6 Hours) | FULL DAY (8-10 Hours) |
| Wireless Mic w/ Stand | \$15.00 | \$25.00 |
| Handheld Mic w/Stand | \$5.00 | \$15.00 |
| CD Player / Cassette | \$5.00 | \$15.00 |
| Conference Phone | | \$10.00 |
| PACKAGE DEALS | | |
| PA SYSTEM PACKAGE I | | |
| 1 Microphone | | \$55.00 |
| CD/Tape | | |
| Speakers | | |
| Audio Mixer | | |
| Cabbling | | |
| PA SYSTEM PACKAGE II | | |
| Multiply Microphones | | \$65.00 |
| CD / Tape | | |
| Speaker | | |
| Audio Mixer | | |
| Cabbling | | |
| PRESENTATION PACKAGE I | | |
| ITEM(S) | HALF DAY (4-6 Hours) | FULL DAY (8-10 Hours) |
| Projector | | \$100.00 |
| Screen | \$65.00 | |
| Cart | | |
| PRESENTATION PACKAGE II | | |
| ITEM(S) | HALF DAY (4-6 Hours) | FULL DAY (8-10 Hours) |
| Projector and Cart | | \$110.00 |
| Screen | \$75.00 | |
| Laptop | | |



| PRESENTATION PACKAGE III | | |
|---------------------------------|-----------------------------|------------------------------|
| ITEM(S) | HALF DAY (4-6 Hours) | FULL DAY (8-10 Hours) |
| Projector | \$85.00 | \$120.00 |
| Screen | | |
| Cart | | |
| Laptop | | |
| Small Speakers | | |
| PRESENTATION PACKAGE IV | | |
| ITEM(S) | HALF DAY (4-6 Hours) | FULL DAY (8-10 Hours) |
| Projector | \$90.00 | \$125.00 |
| Screen | | |
| Cart | | |
| Laptop | | |
| Small Speakers | | |
| VCR or DVD | | |
| PRESENTATION PACKAGE V | | |
| ITEM(S) | HALF DAY (4-6 Hours) | FULL DAY (8-10 Hours) |
| Projector | \$95.00 | \$130.00 |
| Screen | | |
| Cart | | |
| Laptop | | |
| Small Speakers | | |
| VCR | | |
| DVD | | |
| TV / VCR PACKAGE | | |
| ITEM(S) | HALF DAY (4-6 Hours) | FULL DAY (8-10 Hours) |
| TV | \$30.00 | \$40.00 |
| VCR | | |
| TV / DVD PACKAGE | | |
| ITEM(S) | HALF DAY (4-6 Hours) | FULL DAY (8-10 Hours) |
| TV | \$35.00 | \$45.00 |
| DVD | | |
| TV / VCR / DVD PACKAGE | | |
| ITEM(S) | HALF DAY (4-6 Hours) | FULL DAY (8-10 Hours) |
| TV | \$40.00 | \$50.00 |
| VCR | | |
| DVD | | |

INTERNET / WiFi ACCESS

Defiance College has a closed internet and wireless system. Please notify Facilities and Events prior to your event if you will need internet/wireless access. Wireless access may be limited to certain rooms or buildings. There is a \$25.00 fee for use of Wi-Fi.

The Guidelines and Procedures are subject to change. Revised on 03/05/2018.