

enCORE Terms of Use

Thank you for your interest in enCORE House, a student-designed and -built solar house installed on Ohio State's campus for research, education, and outreach purposes. We encourage campus and community groups to make use of this resource as a meeting space or educational opportunity. Permission is required to rent enCORE; please contact the Office of Energy and Environment with questions at 614-247-4762 or energy.environment@osu.edu.

To use enCORE House, we ask that your organization adhere to the following rental rules*:

- Disclaimer:** Users/Clients of the facility shall observe all applicable Ohio State policies, as well as all local, state and federal laws, statutes, and ordinances. The client shall only have the use of the facilities as stated in the Event Confirmation. All alterations to the facility, building systems, room set-ups or equipment are subject to approval from the Office of Energy and Environment, and are subject to applicable fees. Users/Clients shall follow all reasonable directives from OEE staff. At the end of the event, the facility should be left in a clean, safe condition.
- Hours of Usage:** Subject to change based on academic schedule and tour guide availability. Please inquire according to your meeting or tour needs.
- Resources Included:** On site WiFi is available for OSU compliant computers. A flat-screen TV is available, for use as a large screen monitor.
- Catering:** Light refreshments are acceptable during a scheduled meeting or tour. All food or beverages brought into the enCORE House must be contracted through one of our preferred caterers.
- Maintenance:** Groups using enCORE are required to leave the facility in the same level of cleanliness as when they arrive. All trash and excess food and beverages must be removed from the House upon conclusion of the meeting or event.
- Student Groups:** Student groups must be a registered student organization within The Ohio State University and must have a faculty advisor present who will be responsible for the security, supervision and cleanup of each meeting. Alcohol is prohibited during student group meetings and events.
- Decorating:** In order to keep enCORE House in peak condition, we ask that no alterations be made to any part of the house without specific approval by the Office of Energy and Environment.
- Prohibited Conduct:** All groups using enCORE must abide by this list of prohibited conduct:
- Causing excessive noise.
 - Engaging in conduct that unreasonably endangers health or safety.
 - Possessing a weapon or other dangerous item or device, including any concealed weapon in violation of the Ohio Revised Code.
 - Discarding litter anywhere in the facilities, except in designated trash receptacles.
 - Obstructing ingress/egress or access to fire exits, elevators or other thoroughfares.
 - Panhandling or soliciting money or property for personal gain.

- Possessing alcoholic beverages, except in areas specifically designated for the consumption of alcohol.
- Defacing, damaging, vandalizing, or destroying any real or personal property.
- Unauthorized bathing or washing of clothes or personal items.
- Tobacco use, in any form. Smoking and the use of tobacco are prohibited in or on all university owned, operated, or leased property including vehicles, per Tobacco Free Ohio State Policy 7.20.
- Skateboarding, roller skating, rollerblading, or cycling.
- Engaging in conduct that violates any university policy, regulation or guideline, or any federal, state, or local law.
- Engaging in any other conduct that tends to substantially and unreasonably interfere with the safe and orderly use, operation or administration of the facilities.

Rental Rates:

Ohio State Faculty and Staff*: \$100 per half day
 Student Groups: \$50 per half day
 External Groups: \$200 per half day
 Community/ Educational tours: no charge

*Colleges that have previously funded the construction and operation of enCORE may rent the house free of charge, via a request from the College Dean's Office.

The rental of enCORE permits visitors to use enCORE as a space intended for meetings.

The cost to construct and install enCORE was considerable and maintenance expenses will continue. Please consider a donation to our operation fund to ensure a continued quality facility. If you have questions or concerns about this rental policy, contact energy.environment@osu.edu.

Cancellation Policy:

Cancellation must be received 48 hours prior to the event. To cancel an event, contact the Office of Energy and Environment at 614-247-4762.

Parking:

All vehicles parked at or near enCORE must adhere to [CampusParc's](#) policies. For more information on parking please contact the Office of Energy and Environment, energy.environment@osu.edu

Trash and Recycling:

All waste must be removed from enCORE House at the conclusion of any event. Zero waste events are strongly encouraged, in order to keep waste out of Ohio's landfills.

Ohio State encourages zero waste events throughout the University. Visit <http://footprint.osu.edu/zero-waste-event-service/> to learn about zero waste options.

*Upon agreement of renting enCORE, your organization will need to sign a formal rental agreement.