

WITTMAYER CONFERENCE ROOM
Waterman Headquarters Building
Waterman Agricultural and Natural Resources Laboratory (WANRL)
2490 Carmack Road

The conference/class room is a climate-controlled, 25' x 40' open meeting area, with a small counter top area that can serve as a mini-kitchenette (no refrigerator). The classroom has windows along its western side, and the space can accommodate up to 45 people. The room contains portable tables, chairs, directional lighting, wall electrical outlets, wall mounted writing board, projection equipment (slides, overhead, computer, LCD projector, laptop access to LCD and video), pull down screen, and coffee makers. Restrooms are located within the structure, all facilities are handicapped accessible. The facility, as is all Ohio State University buildings, is a smoke free environment.

Fee Schedule

Use by faculty and staff of the College of Food, Agricultural, and Environmental Sciences (CFAES) is free.

Use by non-CFAES personnel and non-University guests requires a fee of: \$60.00 per 8 hour day (or any period over 4 hours); \$30.00 per half day (less than 4 hours) scheduled. The use fee is waived for all outside organizations who donated to the development of the classroom facilities and amenities.

Other fees may apply for special services that are prearranged by the user on an individual basis.

Facility Use Guidelines

GENERAL

The classroom is only available during normal University working hours (8:00 AM to 5:00 PM, Monday through Friday), unless special arrangements are made in advance.

The use of the classroom is primarily intended for College of Food, Agricultural, and Environmental Sciences' students, staff, faculty, and related classes, workshops, in-service training, internal meetings, and seminars.

When not in use for the above purposes, the classroom may be rented by agriculture, natural resources conservation, environmental, and outdoor education-based organizations for their meetings and programs, or any other entities relevant to the mission of the University. Other uses may be considered by the Columbus Operations Advisory Committee (COAC). The facility is not available for parties, receptions, weddings, reunions, or other social events.

For all non-CFAES personnel and non-University guests, reservation requests must be made at least 30 days prior to the intended use date. For all CFAES personnel reservation requests should be made at least 30 days prior to the intended use date because of the expected demand, but requests can be made at any time during normal working hours.

A reservation form is included with this information. It should be completed and returned to the Farm Science Review/Farm Operations office in Room 232, Agricultural Engineering Building, located at 590 Woody Hayes Drive, Columbus 43210, with the appropriate payment if required. (614/292-4278)

Use Conditions

Approved participants must check in with the WANRL staff once they arrive and at least 30 minutes prior to their scheduled use. Groups will have use of the classroom area per the information that was requested and approved on the registration form and access to the restrooms. For all approved after-hours events, arrangements must be made well in advance for keys and appropriate information relative to the use of the facilities. Arrangements must be made with the Farm Science Review office.

The classroom is restricted to a maximum group size of 45.

If a group uses the coffee pots and/or cooking utensils provided with the classroom, the group is responsible for cleaning, drying, and returning the items to their proper places. Groups may bring their own meals with them, provide potluck, or have their meals catered in the classroom. All trash brought in must be removed by the using group. Trash bags are provided. The classroom is to be left in as good an order as the using group found it in. No alcoholic beverages are permitted. The facility is a non-smoking facility. There are no play areas or playground equipment available. The classroom is heated and air-conditioned. Using groups may adjust the thermostat, but should return the thermostat to 55 degrees in the winter and 80 degrees in the summer settings. Natural gas is the energy source for the heating so that temperature changes should be relatively quick. If furniture is moved, please return to the position you found it in or place it on the carts provided or storage area. Users are responsible for any and all damages to the building, equipment, and contents occurring during the users' occupation. Violation of any of the guidelines provided will result in the forfeiture of any uses of the facility by the using group.

All trash must be removed from the classroom after use. The thermostat should be re-adjusted, and all lighting, equipment, and other electrical devices must be turned off, etc. All inside doors should be left closed; all windows should be closed and locked; all outside doors should be locked (if after hours); and all keys should be returned to the Farm Science Review campus office or returned to the lockbox located on the exterior of the building. The key code for the lockbox will be provided to you on your confirmation form. If you utilize the lockbox to access the conference room, please return the key to the lockbox and roll the dials after your use is completed!

**Wittmeyer Conference Room
Waterman Headquarters Building
Waterman Agricultural and Natural Resources Laboratory (WANRL)**

CONFERENCE/CLASSROOM USE REGISTRATION FORM

Organization Name: _____
(User)

Contact Name: _____ Telephone: _____ / _____
(Work)

Address: _____ / _____
(Street, PO Box) (Home)

_____ / _____ / _____
(City) (State) (Zip)

Meeting Date(s): ____/____/____ through ____/____/____
Month Day Year Month Day Year

Time: From _____AM or PM to _____AM or PM

Event Name: _____

Event Purpose: _____

Services Requested (Check all that apply):

____ Wittmeyer Conference/Classroom and adjacent parking
(Fee \$30 per half day, \$60 per full day, unless CFAES personnel)

____ AV Equipment – Specify: _____(No Charge)

____ Other special programming needs, please specify: _____

The fee for the use of the Waterman Headquarters Office classroom must accompany this form. Please make checks payable to: The Ohio State University. Cash is accepted. No credit cards are accepted.

I (We) have read the Facility Use Guidelines and accept the responsibility for this property while I (we) am (are) using it. I (we) further indemnify and save and hold harmless The Ohio State University, their officers, agents, and employees from and against any and all loss, liability, damages, cost, and expense, including but not limited to reasonable attorney's fees, for injury, death, loss, or damage of whatever nature to any person or property resulting from tortuous acts or omissions by the user in connection with the use of the premises. In the event that any action or proceeding is instituted against The Ohio State University by any reason of any such claim or event, the user shall resist and defend such action or proceeding at the user's sole cost and expense, or cause it to be resisted and defended by an insurer.

For the user:

Authorized Signature

Date

Print Name and Title

For questions concerning the area, contact the campus office of the Farm Science Review (614/292-4278).

Return this application and payment to: Farm Science Review
232 Ag Engineering Building
590 Woody Hayes Dr.
Columbus, OH 43210
Phone 614/292-4278
Fax 614/292-9448

Office Only

Date Rec'd

Mgr Approval

WANRL Copy

Paid

Inv'd

Combination Code for the keybox: _____

Updated 1/14/09



The Wittmeyer Conference Room is located at 2490 Carmack Rd. The best way to access the conference room is from West Lane Ave. From St. Rt. 315 or Kenny Road, go west on Lane Ave. to Carmack Road. Turn Right onto Carmack Road and the building is just past the dairy on the right side of the road.