



Riedl Hall classrooms – RL-135, RL-225
The Ohio State University
Mansfield

FACILITIES RENTAL AGREEMENT

THIS AGREEMENT is by and between The Ohio State University, on behalf of its Mansfield Campus (“**OSU**”), and Galion City Health Department / Ohio Regional Community Planning Group (hereafter referred to as “**Client**”):

WITNESSETH:

WHEREAS, Client desires to use certain classroom space within OSU’s Riedl Hall, located at 1760 University Drive, Mansfield, Ohio 44906 (“**Riedl 135, Riedl 225**”), such space being more particularly identified on Exhibit “A”, and

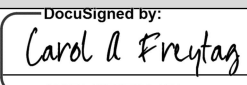
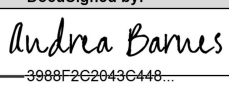
WHEREAS, OSU desires to make classrooms, conference rooms, and auditorium space available for performances, events, meetings and conferences by persons and organizations; and

NOW THEREFORE, in consideration of the mutual promises and covenants contained herein, the parties hereto agree as follows:

I.	PAYMENTS. Client shall pay to OSU facilities rental charges specified by OSU pursuant to the schedule attached as <u>Exhibit “A”</u> , plus all other charges provided for in this Agreement or agreed upon by the parties. Acceptable forms of payment include Visa, MasterCard, Discover or check, made payable to The Ohio State University . The charges for which Client is responsible shall be paid in full upon receipt of an OSU invoice. Invoicing: Client will be billed for rental of the facility within ten days of reservation. Additional fees may be assessed for changes made after established deadlines or for additional services rendered the day of the event.
II.	USE. Riedl Hall classroom space shall be used by Client solely for purposes of bimonthly meetings with members from nine counties in north central Ohio region. Client’s use of Riedl Hall classroom space shall be in compliance with all applicable federal, state and local laws and ordinances and all lawful orders, rules and regulations. Client shall be responsible at Client’s sole cost and expense for obtaining any and all permits, consents, or approvals necessary or required by law for Client’s use of the Riedl Hall classroom space as noted above. All food or beverages brought into Riedl Hall must be provided by one of OSU Mansfield’s preferred caterers. No alcoholic beverages may be served or dispensed at Riedl Hall by Client or any caterer engaged by Client.
III.	DATE(S)/TIMES OF PERMITTED USE. This Agreement shall commence on Friday, September 19, 2025, at 9:30 a.m., Wednesday, November 19, 2025, at 1:30 p.m. (“ Commencement Time ”) and shall terminate at 12:30 p.m. on Friday, September 19, 2025, and 4:30 p.m. on Wednesday, November 19, 2025. Access to the Riedl Hall classroom space on the Commencement Time shall be coordinated with Campus Security, if necessary. They may be contacted at 419.755.4218.
IV.	MEETING ROOM SETUP. Client must finalize all room set-up needs with Tina Lillo at least ten (10) business days prior to the scheduled event.
V.	DAMAGES. Client shall pay OSU for any damages, maintenance, repairs or replacement, other than normal wear and tear, resulting from or made necessary by the occupancy of the Client or its representatives, agents, workers, employees, independent contractors or

	invitees. All trash and any excess food or beverages must be removed by Client from Riedl Hall classroom space upon the conclusion of this Agreement.
VI.	INDEMNIFICATION. Client shall indemnify The Ohio State University and its Board of Trustees, officers, employees and agents against all claims, demands, damages, costs, attorney and other fees, penalties and liabilities of any kind arising out of or related to the activities associated with the duties and obligations of the Client under this Agreement. This indemnification shall not be limited to the general liability insurance that the Client is required to obtain under this Agreement. Client hereby releases OSU from any and all liability or responsibility to Client or anyone claiming through or under the Client by way of subrogation or otherwise for any injury, loss or damage that arises from Client's use of the Riedl Hall classroom space as provided for in this Agreement.
VII.	INSURANCE. OSU reserves the right to require appropriate liability insurance, and proof thereof, to be furnished and paid for by Client. If insurance is required, Client shall be responsible for obtaining and maintaining, for the period of the activity covered under this Agreement, a commercial general liability policy of insurance issued by an insurance company qualified to do business in Ohio and insuring against claims for personal injuries, death and damage to property that are in any way related to the Client's use and occupancy of the space enumerated in Clause III of this Agreement. The policy of insurance must provide coverage of at least \$1,000,000 for injury to or death of any one person, and at least \$1,000,000 for injury to or death of any number of persons arising out of any one occurrence. Client shall further require any caterer Client engages to provide food or beverage service at Riedl Hall procure and maintain during the Term, and prior to the event, a certificate or original insurance policy evidencing that the following insurance coverages are maintained: A) Commercial General Liability insurance (including contractual liability) with minimum limits of not less than \$1,000,000 for injury to or death of any one person, and at least \$1,000,000 for injury to or death of any number of persons arising out of any one occurrence; and B) Worker's Compensation (at statutory limits) and Employer's liability insurance with minimum limits of \$1,000,000. Client shall provide OSU a certificate of such insurance naming The Ohio State University and its Board of Trustees, as additional insureds. If OSU does not receive a certificate of such insurance in advance of Client's scheduled use of Riedl Hall classroom space, OSU may terminate this Agreement upon notice to Client and retain the deposit. Failure to obtain a certificate of insurance will not constitute a waiver by OSU of such insurance.
VIII.	CANCELLATIONS. Client shall give notice of cancellation in writing at least twenty (20) business days preceding the Commencement Time, provided, however that such cancellation will not release Client of any liability to OSU for any expense incurred in good faith by OSU in preparation for Client's usage of the Riedl Hall classroom space. Please Note: All notices from one party to the other must be done in writing and mailed, e-mailed or faxed to the address shown below.
IX.	RESERVATION OF RIGHTS. OSU reserves the right to cancel, immediately and without prior notice, this Agreement if the program, or activity, or any part thereof, is objectionable in the good faith opinion of OSU, or if proper supervision and control of the participants, spectators, and/or audience is neglected or otherwise inadequate by Client, in the good faith opinion of OSU.
X.	RULES AND REGULATIONS. Client agrees to comply with the regulations attached hereto as <u>Exhibit "B"</u> , and all other rules and regulations adopted by OSU, including parking regulations, facilities regulations, and conditions of use, and any provision or additions to such rules adopted prior to the date of this Agreement, which rules and regulations hereby made a part of and incorporated by reference in this Agreement. Client also warrants that, in the performance of this Agreement, it shall comply with all applicable federal, state, and local laws and ordinances and all related rules and regulations.
XI.	ASSIGNMENT. Client may not assign this Agreement.
XII.	WAIVER. No failure by OSU to insist upon the strict performance by the Client of any term(s) or condition(s) of this Agreement or to exercise any right or remedy contingent upon a breach thereof shall constitute a waiver of any such breach or such term or condition of this Agreement and the term or condition shall continue in full force and effect with respect to any then existing or subsequent breach.

XIII.	SAVINGS PROVISION. If any clause of the Agreement is declared unenforceable by a court of law, the Agreement shall be construed as binding upon both parties, excluding the unenforceable clause.
XIV.	WRITTEN AGREEMENT. This Agreement is not in force until all signatures below are duly executed. Oral understandings will not constitute a valid enforceable Agreement until executed in writing, signed by all parties.
XV.	ENTIRE AGREEMENT. This Agreement, constitutes the entire Agreement between the parties, which can be changed only by a written instrument duly executed by the authorized representatives of Client and OSU.
XVI.	GOVERNING LAW. This Agreement shall be governed by and construed in accordance with the laws of the State of Ohio. Any legal actions, claims, or demands shall be handled in a court of competent jurisdiction within the State of Ohio.
XVII.	ADVERTISING. Client assumes responsibility for payment of all costs and expenses for advertising and promotion in connection with the use of the Riedl Hall classroom space. Client shall not make any representations that OSU is in any way promoting, endorsing or sponsoring the Client's event at the Riedl Hall classroom space. Client's advertising and promotional materials shall include the following disclaimer: "This event is not sponsored by The Ohio State University or its Mansfield Campus." All advertising and promotion may identify the event being held at OSU, but Client shall not otherwise use The Ohio State University's name, marks or logos without the prior written consent of The Ohio State University.
XVIII.	SOUVENIRS. Client may sell programs and other souvenirs only in the space(s) identified on <u>Exhibit "A"</u> . Client is responsible for the procurement of any licenses, consents and approvals required for, and the payment of any taxes associated with, any such sale of souvenirs. No other sales will be permitted.
	Balance of Page Intentionally Blank; Signature Page and Exhibits to Follow

IN WITNESS WHEREOF , OSU and Client have affixed their signatures below signifying assent to this Agreement.	
OSU	CLIENT
The Ohio State University	Galion City Health Department
1760 University Drive	Ohio Regional Community Planning Group
Mansfield , OH 44906-1535	113 Harding Way East, Galion, Ohio 44833
Signature: <small>DocuSigned by:</small>  <small>4007A40F2FDA4E1...</small>	Signature: <small>DocuSigned by:</small>  <small>3988F2C2043C448...</small>
Name of Authorized Representative	Name of Authorized Representative Andrea Barnes
Carol Freytag	
Title	Title: Health Commissioner
Director, Finance & Budget	
Date Signed: 08/23/2025	Date Signed: 08/18/2025
E-mail Address	E-mail Address: andrea.barnes@galionhealth.org
freytag.7@osu.edu	
Phone No.: 419.755.4214	Phone No.: Phone 419.468.1075
Fax No.: 419.755.4152	Fax No.:
	Alternate Contact Person For Event
	Name: Alternate Contact
	Title: Name Sarah Miley
	E-mail: Alternate Contact
	Phone: Alternate Contact
	Fax: Phone 419.566.0

Specific questions or concerns regarding this Agreement or your event should be directed to Tina Lillo (lillo.9@osu.edu, 419.755.4212). Thank you.

Exhibit “A”

Fee Schedule

Space:	Rate:	Dates / Hours:
Riedl 135 classroom	\$0.00	Friday, September 19, 2025 9:30 a.m. to 12:30 p.m.
Riedl 225 classroom	\$0.00	Wednesday, November 19, 2025 1:30 p.m. to 4:30 p.m.

Exhibit "B"

**Riedl 135, Riedl 225 classrooms
Rules and Regulations Regarding Use**

Client shall further observe all of the following in Client's use of the Riedl Hall classroom space:

1. Client shall not and shall not permit any conduct that unreasonably endangers health or safety.
2. Client shall not possess and shall not allow the possession of any weapon or other dangerous item or device, including any concealed weapon by any party utilizing the Riedl Hall classroom space under this Agreement.
3. Client shall not use and shall not allow the use of tobacco in any form in any university building or on any university-owned, leased or managed properties, including parking lots, garages and all outside areas. Smoking and the use of tobacco is prohibited on all OSU campuses.
4. Client shall not engage in any conduct that would violate any OSU policy, or any federal, state or local law.
5. Client shall not and shall not permit any conduct that would interfere with the safe and orderly use, operation, or administration of the Riedl Hall classroom space.
6. All catering services shall be provided by the approved list of OSU caterers. Catering fees (if applicable) are payable 10 days prior to the day of the Client's event by check to OSU.

Certificate Of Completion

Envelope Id: E9913E3F-277C-4722-BF79-F794842418D1

Status: Completed

Subject: OSU - Complete with Docusign: Galion City Health / OH Regional Community Planning use of classrooms

Source Envelope:

Document Pages: 6

Signatures: 2

Envelope Originator:

Certificate Pages: 5

Initials: 0

Tina M Lillo

AutoNav: Enabled

1050 Carmack Rd

Envelopeld Stamping: Enabled

Columbus, OH 43210

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

lillo.9@osu.edu

IP Address: 2620:0:1a10:145

Record Tracking

Status: Original

Holder: Tina M Lillo

Location: DocuSign

8/18/2025 11:36:44 AM

lillo.9@osu.edu

Signer Events

Andrea Barnes

andrea.barnes@galionhealth.org

Health Commissioner

Security Level: Email, Account Authentication
(None)

Signature

DocuSigned by:

Andrea Barnes
3988F2C2043C448...

Signature Adoption: Pre-selected Style

Using IP Address: 162.155.22.242

Timestamp

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Viewed: 8/18/2025 2:25:25 PM

Signed: 8/18/2025 2:48:19 PM

Electronic Record and Signature Disclosure:

Accepted: 8/18/2025 2:25:25 PM

ID: aced81d4-7dea-46ec-9e4a-ce5194268939

Company Name: The Ohio State University

Carol A Freytag

freytag.7@osu.edu

Director Finance & Budget

The Ohio State University

Security Level: Email, Account Authentication
(None)

DocuSigned by:

Carol A Freytag
4007A40F2FDA4E1...

Signature Adoption: Pre-selected Style

Using IP Address: 65.186.76.202

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Viewed: 8/23/2025 2:21:38 PM

Signed: 8/23/2025 2:23:24 PM

Electronic Record and Signature Disclosure:

Not Offered via Docusign

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent

Hashed/Encrypted

8/18/2025 11:46:44 AM

Certified Delivered

Security Checked

8/23/2025 2:21:38 PM

Envelope Summary Events	Status	Timestamps
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Completed	Security Checked	8/23/2025 2:23:24 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, The Ohio State University (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

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At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact The Ohio State University:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: swisher.169@osu.edu

To advise The Ohio State University of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at swisher.169@osu.edu and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from The Ohio State University

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to esignature@osu.edu and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with The Ohio State University

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to swisher.169@osu.edu and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify The Ohio State University as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by The Ohio State University during the course of your relationship with The Ohio State University.