



Dan Beard Council Scout Achievement Center Usage Agreement

SAC Room Reserved:
Reservation Date:
Reservation Time:
Reservation Contact:
Contact Phone:
Contact Email:
Reservation Amount: \$

Please read the below guidelines for use of the Dan Beard Council Scout Achievement Center.

Check-in:

- Upon arrival, check in with the staff member on duty at the front desk.

Set-up:

- Set-up is the responsibility of the group using the space.
- Tables/chairs should not be moved between meeting rooms/areas without prior approval from on duty staff.
- Please do not use open flames for table decorations (candles) or on carpeted areas. Candles may be used on the stage area but must be supervised at all times.

Catering:

- All items needed to cater your function are to be supplied by you.
- The catering kitchen attached to the Baker room is included in the rental of the Baker Room. If you have reserved a different space, you may use that catering kitchen only if the Baker Room is not in use.
- Any heating elements being used for catering must be supervised at all times while in use.

A/V Equipment Use:

- Both the Cub Den and Schott rooms have permanently mounted TV monitors. Hook-ups for these are located on the wall near the monitor. See a staff member for assistance.
- The Board Room has a projector and screen permanently installed. Please see a staff member for assistance in using these items.
- The Baker Room has a public address system available for use with both a hand-held and lavalier microphone available. Please see a staff member for assistance in using this system.
- The Dan Beard Council has two 85 inch mobile flat screen monitors available for use. Please see a staff member if you would like to use one of these monitors.

Clean-up:

- Clean-up of the room is up to the group using the space.
- Please leave the meeting space you used in the condition you found it in.
 - Baker Room – All tables and chairs back in the closet neatly



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SERVING GREATER CINCINNATI & NORTHERN KENTUCKY

- Board Room – All tables and chairs returned to their original positions and erase any writing on the whiteboard
- Cub Den & Schott Rooms – Push in chairs
- Return blinds to the way you found them
- Wipe down any surfaces you used for food or beverage
- Vacuum any areas with noticeable mess and any areas where food was served (Vacuum located in the janitorial closet)
- Report any spills you had to the staff member on duty.
- Remove bagged trash to the dumpster behind the building (see on duty staff for direction)

Check-out:

- Once everything is cleaned up, please check out with the staff member on duty at the front desk.

Damages:

- Report any damage immediately to the staff member on duty
- Groups using the facilities here at the Scout Achievement Center are liable for any damages to the property, facilities or amenities arising from their use, whether negligent or accidental.

Alcohol:

- Alcohol is not allowed to be brought in for any events without prior approval from the Dan Beard Council. Failure to adhere to this will result in your group's immediate removal from the property.

Disorderly Behavior:

- All groups using the Scout Achievement Center are expected to conduct themselves in an appropriate manner consistent with the values of Scouting. Disorderly, violent and/or otherwise inappropriate behavior will result in immediate removal from the property and may result in law enforcement intervention.

Staff member on duty:

- The staff member on duty during your event is here to help make your event a success.
- Any questions or concerns should be directed to the staff member on duty.
- If you wish to use any of the A/V equipment available at the Scout Achievement Center, please see the staff member on duty for assistance with set up and use.
- The staff member on duty acts as the official representative of the Dan Beard Council and are empowered to enforce the policies and rules of the Scout Achievement Center.

By signing below, you agree to follow the guidelines for your group's use of the Scout Achievement Center.

Signature

Printed Name

Date

For questions or concerns, please contact Phil Klayer, Office Manager at phil.klayer@scouting.org or 513-577-7688