



EXHIBIT B

Venue Use Policies

Introduction

The Jeanne B. McCoy Community Center for the Arts is a venue that is located on the New Albany Schools campus, which is primarily used to provide arts education to students in the New Albany Plain Local School District ("School District"). As a public school building specifically designed to accommodate performing and visual arts activities, all prospective use of the building or any portion thereof should be in the spirit of these or related activities, such as performances, rehearsals, exhibits, meetings, church services, lectures, debates, competitions, films, receptions or other catered functions, benefits and other special events.

The Jeanne B. McCoy Community Center for the Arts Corporation (the McCoy Center), a 501(c)(3) charitable organization, is charged with scheduling and managing non-school use of the Center including the levying and collection of charges.

Application for Use

Any organization or individual wishing to use the Jeanne B. McCoy Community Center for the Arts must complete an initial application and submit it to the McCoy Center for consideration. A background check based on the application may be conducted. Provided the initial application is approved, no subsequent applications will be required unless it is determined to be advisable by the McCoy Center.

Inappropriate Use

Approval for use of the McCoy Center is contingent upon several conditions to include, 1) the nature of the event/activity, 2) a background check, 3) an undesirable experience with the McCoy Center or any other similar venue. The following types of activities are not considered appropriate use:

- Any event/activity that poses an unacceptable safety or security risk to attendees or the building

- Any event/activity that may cause more than normal wear and tear and/or damage
- Any event/activity that might provoke civil disobedience, protest, riot , or where orderly behavior or adherence to local, state and Federal laws may not otherwise be maintained
- Any event/activity that may be considered to be against local fire codes or illegal according to local, state or federal laws or discriminatory
- Any event/activity where more admissions to entry may be sold or given away than the building may accommodate
- Any event/activity where there is insufficient supervision or security

In addition, the following rules and restrictions shall apply:

- No persons shall be allowed to smoke or use controlled/illegal substances inside or outside of the building
- No use shall promote alcohol, tobacco, drugs, drug paraphernalia, gambling or weapons, or contain or lewd, vulgar, obscene, pornographic or illegal materials or activities, gambling, violence, hatred, sexual conduct or sexually explicit material, X or R rated movies, or gambling aids.
- No use shall discriminate against or denigrate any specific religion or religious group or any ethnic or racial group.
- No use shall promote or oppose any candidate for public office in a manner that is impermissible under Section 501(c)(3) of the Internal Revenue Code.
- No use may distribute or communicate libelous material.
- No use may be approved which would tend to create a disruption in the school environment or inhibit the functioning of any school.
- No use shall promote or communicate statements which are false, misleading or deceptive.
- No use shall be inconsistent with the educational objectives of the New Albany School District, inappropriate or inconsistent with the guidelines set forth in this policy.
- No use shall be inconsistent with the School Board's policies prohibiting discrimination on the basis of race, color, national origin, religion, sex, disability or age, and must be age-appropriate.

Any proposed use must be reviewed in advance for age appropriateness and compliance with these policies

These policies apply to the venue, inside and out, and to the grounds.

Any use is in the sole discretion of the McCoy Center and does not constitute or imply approval or endorsement of any program, presentation, performance, service, organization or activity. The McCoy Center reserves the right to make exceptions to the

above policies and rules where in its sole discretion and determined to be justified by rare, unusual and compelling circumstances.

Scheduling Priority

The Jeanne B. McCoy Community Center for the Arts is the primary performing arts teaching space for the New Albany School District. However, the building also may be used to support community event activity on a rental basis during non-school hours. Requests for use of the building will be accepted for consideration after November 1st each year for the subsequent season. For instance, request for events to be scheduled August 1st through July 31st will be accepted after November 1st of the preceding year. Confirmation or denial of a requested date(s) will occur as soon as possible sometime after the request is accepted.

Requests will be considered in the following order:

- i. New Albany – Plain Local School District
- ii. Jeanne B. McCoy Community Center for the Arts, Inc.
- iii. Nonprofit organizations located within the New Albany Plain Local School District
- iv. Central Ohio nonprofit organizations
- v. Individuals and corporate entities

Process for Use

The following steps may be taken throughout the event process from initial application through completion of the event:

- Applicant to complete the Venue Use Application form
- The McCoy Center to perform background check using references as requested
- Interview by the McCoy Center representative to determine proper use & requested use dates
- Applicant to receive estimate of additional charges – custodial, technical staff, security, equipment rental
- The McCoy Center representative to review insurance and liability requirements
- The McCoy Center to issue Agreement For Temporary Use in name of renting entity – no third parties
- Renting entity to pay a deposit and estimated charges in advance
- Renting entity is required to provide adequate security and insurance to protect the well-being of staff, participants, attendees and others, as well as the building and any building equipment. The McCoy Center reserves the right to require the renting entity to employ certain security procedures and staffing qualifications at the renting entity's expense.
- The McCoy Center will retain all rights to control alcohol sale or distribution

- The McCoy Center will provide a list of preferred caterers
- The McCoy Center reserves the right to take action or require actions of the renting entity as necessary in order to protect the safety and well-being of staff, participants, attendees and others, as well as the building and any building equipment.
- After event completion, the McCoy Center will conduct an evaluation that will determine eligibility for future use. Such consideration may be based upon, but not limited to:
 - timely payment of all charges
 - ability to maintain orderly behavior of all guests and participants
 - respect for all building use policies and laws
 - timely in and out of building, including all materials (no storage)
 - ability to communicate – no surprises
 - excessive use, cleaning, trash removal, vandalism, defacing or other damage charges

Rental Fees and Associated Charges

A rental fee for the use of the McCoy Center will be assessed to all use groups, with the exception of the New Albany – Plain Local School District. Rental fees are intended to recover the estimated operating cost of the building to the New Albany – Plain Local School District, a capital replacement cost for the New Albany – Plain Local School District, and an administrative fee by the McCoy Center.

Rental fees will be assessed based on the federal income tax status of the entity renting the building (generally for-profit or tax-exempt 501(c)(3) nonprofit) for one or more than one of the following spaces:

- Irving E. Schottenstein Auditorium
- Mershad Hall
- Dance Studio
- Classroom
- Lobby
- Full building

In addition, certain charges may be levied for services required and rendered by the McCoy Center staff, volunteers or contractors. Such charges may include, but may not be limited to, custodial, production personnel, equipment rental, box office services.

Insurance Requirements

The renting entity must furnish a Certificate of Insurance naming the McCoy Center, CAPA, the New Albany Plain Local Schools, Plain Township, and the Village of New Albany as

additional insureds before entering the building, showing evidence of the following minimum coverage:

- Comprehensive General Liability-The requirements of insurance coverage are as follows: \$1,000,000.00 Single limit for bodily injury and property damage combined. The coverage shall include: Premises-Operations; Products and Complete Operations; Owners and Contractors Protective; Personal Injury; Employees Additional Insured's; Fire Legal Liability to real Property--\$50,000.00; Broad Form Property Damage; Contractual Liability; Incidental Malpractice; Host Liquor Liability; Limited Worldwide Liability; Extended Bodily Injury.
- Workers Compensation per statutory requirements

Additionally, the McCoy Center, the New Albany Plain Local Schools, Plain Township and the Village of New Albany reserve the right to require additional coverage or increased limits, depending on the specifics of the use.

Other Regulations

The entity using the McCoy Center must abide by all rules and regulations governing the Use of Facilities implemented by the New Albany – Plain Local School District.

Materials to be distributed must relate to activity for which building is being used or to the renting entity.

Updated: May 2013