

# The Renaissance Building

## RULES & CONDITIONS FOR USAGE

**BALCONY:** Use of the balcony on the 3rd Floor by guests is prohibited during all events. Arrangements can be made with the event manager prior to the event for select members of the Renter(s) party to have access to the balcony and the adjacent restroom (i.e. Photographer, Bridal Party)

**CANDLES:** The use of any type of flame is prohibited in the Renaissance Building on all floors. The new “flameless candles” which are battery operated are permitted for use. (Example: See [www.flamelesscandles.com](http://www.flamelesscandles.com) – the candles light automatically at the time set and run for 100 hours on a small battery).

**CATERING:** The kitchen area in the Renaissance Ballroom is not intended to be used as a kitchen for meal preparation.

**CHILDREN:** There have been times we have had guests at the Renaissance Building whose children were not properly supervised. Children under the age of 18 are your complete responsibility. Please know where your children are at all times and make certain that they clearly understand The Building Rules, which will be posted on all levels.

**CONTACT PERSON:** You must designate one individual as your Contact Person. This must not be someone heavily involved in the activities of the day, as they will be too busy to effectively communicate with our on-site coordinator should problems/concerns/questions arise. (Please do not designate any member of your bridal party, photographer, caterer, florist or musician as your liaison). This person would be responsible for making all decisions that would affect the pricing of the rental such as additional hours, more pots of coffee, etc. They must be over 18 years of age.

**COURTESY PROTOCOL:** The Owner reserves the right to request any person or group of people acting unruly and contrary to rental regulations to leave the premises. Assistance from law enforcement agencies may be required if this request is not met immediately.

**DELIVERIES / DELIVERY TRUCKS:** There is a size limit for the length of vehicles entering the rear unloading zone due alley access and a small parking lot. We will need to know the delivery dates and times of any rentals, so we can meet them and show them where to drop their rentals.

**ELECTRICAL OUTLETS:** All electrical outlets on the property are available for use at an event. The vendors are welcome to inspect the locations and numbers of outlets prior to booking.

**DANCING:** Absolutely NO synchronized jump songs, such as Cotton-eyed Joe or Cha-Cha Slide. Due to historic nature of building and the sensitive nature of the plaster on the second floor ceiling under the third floor, all Renter(s) who use the third floor agree that they prohibit their guests from jumping or intensive dancing and will post approved signs and give a warning to guests to ensure this activity is not allowed. Violation of this provision is subject to immediate cancellation of the event and no refund.

**DECORATIONS:** Due to the historical age and nature of our building and its architectural features, decorations will be handled on a case-by-case basis. No nails, tape, screws, staples, or penetrating items are to be used on our walls or floors. Glitter or foil (non-paper) confetti is not allowed on site. Any other decorations, signage, electrical configurations or construction must be pre-approved by the Owner. Decorations may not be hung from light fixtures. All decorations must be removed without leaving damages directly following the departure of the last guest, unless special arrangements have been made between the Renter(s) and the venue. Note – The only adhesive material allowed on the walls is drafting tape which will not damage surfaces. No masking tape, duct tape, electrical tape, transparent tape or double stick tape is allowed. All other decorations must be freestanding. Rice, glitter fog machines, pyrotechnics, sparklers and blowing bubbles are not permitted inside or outside the facilities. ALL DECORATIONS MUST BE APPROVED BY THE RENAISSANCE BUILDING EVENT COORDINATOR.

**FIRE ESCAPE:** Outside of an emergency, the fire escape is not accessible to guests during the event. If the renter(s) needs the back parking lot/loading zone access to the rental space, they must arrange that prior to the event.

**GARBAGE DISPOSAL:** Trash disposal, other than the garbage disposal of items generated by the caterer, is your responsibility. Immediately following the event, please have your Clean-up Committee take a few minutes to walk all the areas of the building and property that have been utilized for the event and pick-up any refuse that may have been dropped or blown around. This trash may be placed into the Renaissance Building dumpsters.

**GUESTS:** Please keep in mind when inviting Guests to your event, that you are inviting them to our home. We will expect visitors to conduct themselves in a mature, responsible and respectful manner.

**HANDICAP ACCOMMODATIONS:** Due to the historic nature of the building, the Second and Third Floors of the Renaissance Building are NOT handicap accessible. Both can only be accessed by multiple steps.

**MUSIC AND ENTERTAINMENT:** Due to the location of the Renaissance Ballroom in a shared use structure, sound considerations are a concern. Although music (both live and recorded) is permitted, the music must be contained at an acceptable sound level so as not to disturb the local surrounding area and other building patrons. The Renaissance Building event coordinator will help to establish acceptable sound levels. Any complaints from coffeehouse patrons or neighboring buildings may require the levels to be reduced further. The Owner reserves the right to require Renter(s) to cease music it deems inappropriate, at its sole discretion. The Owner also reserves the right to require the Renter(s) to lower the sound level or cease playing music, at its sole discretion.

**PARKING:** Parking is available in all public city lots and on Steubenville city streets.

**PETS:** Sorry, absolutely no pets allowed.

**REFRIGERATOR / FREEZER SPACE:** The Renaissance Ballroom has a standard residential refrigerator for Renter(s) use. The Second Floor space does NOT have a refrigerator. Each event is responsible for providing their own ice (there is not a commercial ice maker on site). Caterers are expected to make their own food/beverage accommodations. Please make sure all equipment is in working order before the event start (i.e. no leaking coolers)

**RENTAL SPACE CHANGES:** Any contents or furniture movement must be pre-approved by Owner. It is the Renter(s)'s responsibility to restore all areas to their original appearance. Placements of tables, live music, catering equipment, etc., must also be approved by the Renaissance Building planning staff.

**SMOKING:** The Renaissance Building is a non-smoking facility. Smoking is only permitted on the sidewalks outside the main level.

**SECURITY:** A security guard will be present for all events where Alcohol is served (such as wedding receptions, fundraisers, wine tastings, corporate parties or receptions). This service is non-negotiable. The cost of the service is included as part of the Venue Rental Rate (unless noted otherwise).

**TABLES AND CHAIRS:** The Renaissance Building is providing tables and chairs as part of our rental package, unless noted otherwise. We have 220 folding chairs and tables (rectangular) to accommodate 180 seated persons. Our 2nd Floor is always set up as overflow seating for Leonardo's Coffeehouse, unless otherwise planned before an event. There are an additional 50 folding chairs on the 2nd Floor.

**TOILETS:** The 3rd Floor has adequate toilets for the occupancy. 2nd Floor guests will utilize the Toilet Rooms located on the Lower Level in Leonardo's Coffeehouse. All Toilet Rooms are handicap accessible.