



KENTON
COUNTY



RIEDLIN-SCHOTT COMMUNITY ROOM WELCOME PACKET

Photo courtesy of Planning and Development Services

LEADING FROM THE FRONTIER TO THE FUTURE

Dear Guest,

On behalf of Kenton County, we would like to welcome you to the Riedlin-Schott Community Room at the Kenton County Government Center. We are honored that you have chosen to utilize our facilities, and we look forward to providing you with a memorable experience.

We are very grateful to a descendent of one of the last owners of the Bavarian Brewery, who donated funds, provided artifacts and created images for the former Brew/Mill Houses (with assistance of the Behringer Crawford Museum who is also the curator of the exhibits) for: i) the Bavarian Beer historical display in the lobby, ii) the development of the Riedlin-Schott Community Room on the second floor, iii) the display cases and exhibits in the hallway leading to this room and iv) upgraded exterior lighting of the building.

For your convenience, attached is a facility use agreement, directions, and photos of the room. The reservations are not complete until we receive the necessary, signed paperwork. If you need anything before or after your event, we will be pleased to assist you. Just call (859)991-5661 as your first contact, with a secondary phone number of (859)250-8694, and we will be at your service.

We sincerely thank you for choosing the Riedlin-Schott Community Room at the Kenton County Government Center, and hope that you have a pleasant experience.

Warmly,



Kris A Knochelmann
Kenton County Judge/Executive.



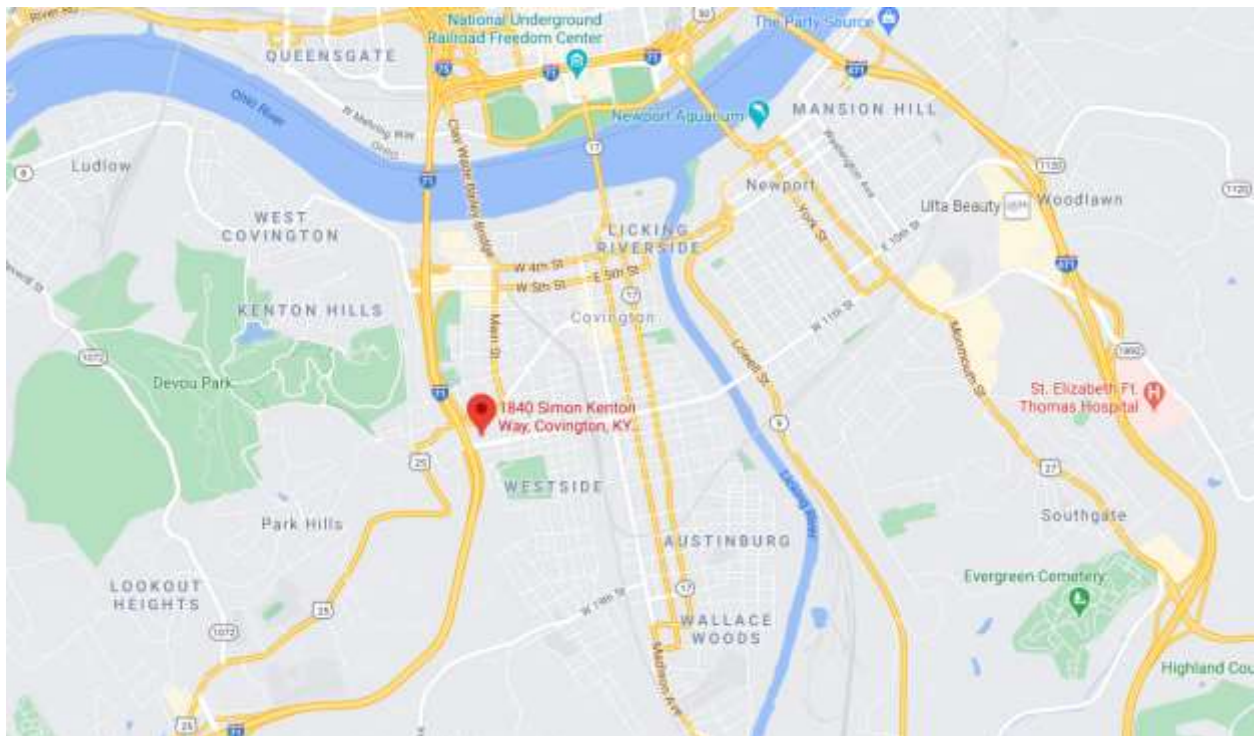
DIRECTIONS

Directions from I-71/I-75 South

Take exit 191 for Pike St. toward 12th St./Covington. Continue straight onto Bullock St., Turn left onto W. 12th St/W. ML< Jr. Blvd., Turn left onto Simon Kenton Way. Turn right into the parking lot.

Directions from I-71/I-75 North

Take exit 191 for Pike St. toward Pike St./Covington. Continue straight onto Simon Kenton Way. Turn right into the parking lot.



Technology and Presentation Capabilities

Internet service: Guests may connect to the wireless internet through the “Kenton Guest” wi-fi network.

- Usage is not restricted, but during events with a large number of attendees speed may slow due to bandwidth capacity.
- Security of individual devices on the shared public wireless network cannot be guaranteed by Kenton County Fiscal Court.

Video capabilities: The room is equipped with the following devices for presentation purposes:

- Three wall-mounted 65” smart Samsung TVs
- One cart-mounted 65” smart Samsung TV that can be positioned within 4 feet of any electrical outlet in room (Available by request)
- Guests can wirelessly connect to and present from any **one** TV with a variety of devices including laptops, tablets and many smartphones.
- Guests can connect with an HDMI cable at the front of the room and present to all wall-mounted TVs.
- All TVs include USB ports, and files can be displayed on individual TVs from a USB file storage device.

Audio capabilities: A podium with built in speakers is available including the following:

- Podium-mounted microphone
- Two wired microphones with 20 foot cords
- A microphone stand for use on a table (Available by request)
- Bluetooth connectivity to podium speakers for pairable devices.

Note: Presentations connected to the smart TVs will project audio through the built in TV speakers, not the podium sound system.



Facility Use Agreement

Riedlin-Schott Community Room

This agreement is entered into between Kenton County (hereinafter referred to as "County") and applicant (hereinafter referred to as "Guest") to use the Riedlin-Schott Community Room located at 1840 Simon Kenton Way, Covington, KY 41011 subject to the following terms and conditions.

Applicant Name _____

Home Phone _____ Cell _____

Address _____

E-Mail _____

Event Date _____ Event Start Time _____ End Time _____

Estimated Number of Guests _____

Description of Event _____

Schedule of Charges and Fees

Security Deposit: _____ \$250 (Unless County Approved Use)

Room Rental Fee

_____ \$250 – 4 Hours – Nightly/Weekend Rate (Weeknights-Any time after 5PM)

_____ \$100 – 4 Hours – (Day Rate - 8AM to 5PM)

_____ \$75 – For each additional Hour

Security Fee – **Provided by Kenton County Sheriff's Office** (For events after 5PM)

_____ \$200 - Events under 100 guests

_____ \$400 – Events over 100 guests (Includes two officers)

Preferred Room Set-Up

_____ Covington Setup (Conference Style Setup)

_____ Roebling Setup (Banquet Style Setup – Round Tables)

Total Charge (Including Security Deposit): _____



1. Use: The Riedlin-Schott Community Room is available for the following uses: Meetings/seminars, arts, education, celebrations and other events as approved by the Judge Executive or his or her designee. No outside furnishings may be brought into the building without prior approval. The County Judge Executive or his or her designee reserves the right to waive any or all fees based upon community need and impact of such an event.
2. Security Deposit: Guest agrees to pay a security deposit of \$250 at the time of booking to hold the date for the event. In addition to the fee described, Guest will be responsible for paying any and all additional expenses incurred by the Guest and/or the County in support of or as a result of the use. Such expenses may include, but are not limited to, non-routine cleaning costs, security costs, and fees. Guest shall pay to County the amount of two hundred and fifty dollars (\$250), which shall be held by County as a security deposit for any damage to the facility or other loss or expense incurred by County due to the use of the facility by Guest. In the event that there is any damage, loss or expense incurred by County due to the use, Guest agrees and acknowledges that County may use the security deposit for payment of same without prior approval of Guest. The amount of the security deposit paid hereunder is not limit of Guests liability to County for damage, loss, or expense and any claim for same by County shall be paid immediately by Guest.
3. The facility is tobacco free, including e-cigarettes and smokeless tobacco.
4. Maximum Occupancy. The Riedlin-Schott Community room has a seating capacity of one Hundred and thirty six (136) people for a sit down reception with tables. For events with chairs only, the capacity is two hundred and ninety two (292). For the guests comfort and safety, these limits must be observed.
5. Cancellations: If the event is cancelled at any time 30 calendar days prior to scheduled event, the agreement shall be terminated without penalty and the \$250 security deposit will be refunded. Cancellations made less than 30 days shall forfeit 50% of the deposit.
6. The County reserves the right to cancel any event/meeting at any time and reserves the right to deny the use of the facility for any reason. An organizations use of the facility does not imply the County's endorsement.
7. Availability: The Riedlin-Schott Community Room shall be available from 8AM to 10PM Sunday – Thursday and 8AM to midnight on Friday – Saturday. The facility is closed on all County Holidays. Reservations will not be accepted more than one year in advance. Guest shall have access to the facility two hours prior to scheduled start of the event and one hour from the scheduled end of the event for setup and cleanup. Any exception shall be requested and approved in writing. County sponsored activities will take precedence over all other events.



8. Food and Beverages: No food may be prepared in the facility. All food and beverages must be previously prepared or obtained through a licensed caterer. The County does not have a preferred vendor list for catering and entertainment services.
9. Guest shall make no temporary or permanent modification to the property without the prior written consent of County. This includes ANYTHING to walls, doors, windows or any other surfaces in any way, use of personal furniture or fixtures, affixing props or promotional sets, backdrops or drapes or altering the facility in any way that does not conform to its use as a meeting room.
10. Guest agrees to use and occupy the facility in accordance with County policies, regulations, rules, and practices and with all applicable county, state, and federal laws, including but not limited to fire codes. Guest may not use County's names or marks, or imply County endorsement or support, without express written permission from the County Administrator.
11. Security. Guest is responsible for providing all necessary and appropriate safety precautions and instruction to all participants and attendees at Guest's activity. This includes additional security or other services which may be required by County. For events after 5PM on weekdays and for all events on Saturday and Sunday, Guest shall provide security to be provided by the Kenton County Sheriff's Office. For all events that exceed 100 participants, a minimum of two officers must be provided. Guest is responsible for any and all damages to building, grounds, and equipment caused by participants and attendees. Attendees of Guest not conforming with these policies or who create a threat to the safety of others will be asked to leave the premises and/or subject to removal by law enforcement.
12. Room Setup. Prior to the date of the scheduled event, a representative of the County will discuss with Guest to confirm room setup details. Guest has the option of two setup options, consisting of a banquet or conference style format. Both table options are depicted in the welcome packet. Custom table setups will be the responsibility of the Guest with approval of County designee. Table linens and decorations are not provided.
13. Final Housecleaning. The County shall perform a final housecleaning after each event. If an excessive amount of cleaning is required to return the premises back to the same condition as it was prior to the event, an additional cleaning charge will be assessed and paid by check or forfeiture of security deposit. Guest agrees that all trash and debris should be removed from the tables and placed in appropriate containers.
14. Children. Children are to be supervised at all times while using the Riedlin-Schott Community Room. Guest assumes a shared interest in their safety and in preserving the property.
15. Entertainment. If a DJ/band or other form of entertainment is used by Guest, the volume of the entertainment is subject to being restricted by the County, in its manager's or security officer's sole discretion.



16. Any personal property left on the premises shall, after a period of ten (10) days from conclusion of the event, be deemed abandoned and shall be disposed of at County's sole discretion.
17. This agreement is between Guest and the County ONLY and shall not be assigned to any party. Guest agrees not to allow any other person, group, or entity to use the property during the scheduled time(s) without written consent of County.
18. Guest hereby agrees to indemnify and hold harmless County against any and all liability, claims, suits, losses, costs and legal fees caused by, arising out of, or resulting from any negligent act or omission of Guest with regard to the property including negligent acts or omission of any direct or indirect employee of Guest. A Certificate of Insurance listing the County as an additionally insured party may be required for group events.
19. This agreement terminates and supersedes all prior understandings or agreements on the subject matter hereof. This agreement may be modified only by a further writing that is duly executed by both parties.
20. This agreement is subject to the jurisdiction of the Commonwealth of Kentucky. Any claim shall be filed with the court of appropriate jurisdiction seated in Covington, Kentucky. If any provision of this agreement is deemed to be invalid by a court with competent jurisdiction, the remaining provisions shall not be affected.

IN WITNESS WHEREOF, the parties have executed this Facility Use Agreement for the Kenton County Riedlin-Schott Community Room.

County Representative

Guest Signature

Date	Deposit: _____	Date Received: _____	Guest Printed Name
			Number of Guests: _____
For Internal Use	Payment: _____	Date Received: _____	Damages: _____
	Deposit Returned: _____	Date Returned: _____	



