

Battelle Science and Innovation Campus

RENTAL GUIDE



Non-Member Rental Group Policies

- All external rentals are subject to approval of the Girl Scouts of Ohio's Heartland (GSOH) Leadership Team and/or Board of Directors.
- All rentals must submit a certificate of insurance with Girl Scouts of Ohio's Heartland listed on the COI.
 - Corporate groups with a minimum of \$1,000,000 in general liability coverage.
 - Personal rentals will be asked to sign a rental policy agreement to cover liability and purchase additional insurance depending on the scope of the rental.
- Overnight rentals are not available to non-member rental groups.

How to Reserve a Site

As a membership organization, rental spaces are prioritized first for members of our organization. Following that, availability is extended to nonprofits, educational institutions, and mission-aligned companies whose work reflects our core values. Other rental requests are made on a case-by-case basis.

Non-member requests must be made through the following form. Unsure which space is right for you or have more questions? Contact us directly at sitereservations@gsoh.org.

Usage Policies

Decor Guidelines

- Décor for events must not damage the wall paint/coverings. No nails, command hooks, screws, or push pins shall be used.
- No loose glitter.
- Flameless candles only.
- A cleaning fee will be implemented in the event of damage done.

Alcohol Policies

- We allow alcohol on the property on a case-by-case basis.
- Groups must hire a licensed bartender with appropriate insurance coverage. The group is also responsible for utilizing a vendor who has a liquor license.
- Events with alcohol will be provided security personnel at the expense of the renter. Cost will be dependent upon the length of the rental and group size.

Prohibited Items

Girl Scouts of Ohio's Heartland Council prohibits hunting, fireworks, firearms, ammunition, and explosives on any of its properties. The use of gasoline, flammables, poisonous substances, and power tools are restricted. Prior authorization from properties or program director must be obtained. Alcohol and illegal drugs are not permitted. Marked exits must be kept clear for quick, safe evacuation. Pets are not allowed. We only allow service dogs who have been trained to perform specific tasks for the individual. All buildings are designated as non-smoking areas.

Preferred Vendor List

- Cameron Mitchell Premier Events
- Creative Cuisine
- L.A. Catering
- Together & Company Events and Catering

Use of vendors outside of this list will require a non-preferred vendor fee to be added to your invoice.

- \$500 for events with 50 guests or fewer
- \$1,000 for events with 51–150 guests
- \$1,500 for events with 151 or more guests

Groups are welcome to bring their own food for small gatherings.

Parking:

After unloading, all cars must be left in the designated parking areas. Cars parked on the road limit traffic and/or hinder emergency/camp vehicles. Please do not drive off the camp roads to unload. Cars that become stuck are the responsibility of the owner; rangers are not able to assist in removal. The on-site speed limit is 10 mph or less. Lock vehicles. The council is not responsible for vehicles or their contents.

Reservable Spaces:

Conference Center

- Whole conference center seats 300
- 3 85" Display TV's
- 1 projector with 188" Screen
- 2 Lavalier/handheld wireless microphone sets
- PTZ Video Conferencing Camera
- Wireless presenting capabilities
- Touch panel control system
- 1 lectern for presentations.
- 4 eight foot by four foot modular stage platforms with skirt attachments
- 2 additional four foot by four foot modular stage platforms with skirt attachments.
- Detached warming kitchen with caterer access entrance includes the following amenities:
 - o 4 commercial warmers
 - o 1 chest freezer
 - o 2 double door refrigerators
 - o 1 commercial ice maker
 - o Handwashing sink

Our conference room has a room divider, making it possible for two smaller groups to meet at once. (Capacity is 198 and 102 with divider in place.)



VIP Lounge

- Couch and two lounge chairs
- TV hook up

Leadership Lounge

- Chair and couch seating for approximately 34 people
- Small ice maker
- Small beverage chiller
- Dishwasher
- Access to the upstairs balcony



Reservable Spaces:

CK Construction Maker Space Rooms

Environmental Education Maker Space

- Seats 24 people at 6 rectangular lab tables
- 65" Display TV available with wireless presenting capability
- Additional costs associated with guided programming



Science and Technology Lab

- Seats 24 people at 6 rectangular lab tables
- 65" Display TV available with wireless presenting capability
- Additional costs associated with guided programming



Construction and Trades Maker Space

- Seats 38 people at 9 rectangular worktables
- Welding capabilities
- Miter table
- Various other building tools and equipment
- This space is reservable only with guided programming



Second Floor Classroom

- Seats 24 people at 6 rectangular lab tables
- 65" Display TV available with HDMI plug and play presenting capabilities
- Additional costs associated with guided programming

Second Floor Conference Room

- Seats 12 people at a large, rectangular, boardroom style table
- 65" Display TV available with HDMI plug and play presenting capabilities
- Additional costs associated with guided programming

What is Provided:

Site Host:

A GSOH staff member will be on site for the entirety of your reservation. This person is responsible for introducing you/your vendors to the space, assisting in technical set up, and answering questions for the site. They can assist in the set up of GSOH provided equipment/furniture but are not there to assist in setting up any décor/furniture brought by the renter/a vendor. The site host would also walk through the space at the end of the rental to ensure that the space is left in adequate condition.

Linens:

We do not provide linens or chair coverings. We can refer you to a rental vendor or you may utilize your own linens/vendor at no additional cost.

Décor:

The space is rented in its “as-is” condition. Any additional décor is at the expense of the renter. See the “Décor Guidelines” section of this handbook for our policies for more details.

Furniture:

Chairs, tables, stage, and lectern are provided at no additional cost. Furniture in the lobby area can also be utilized by rental groups but should not be removed from its location in the lobby without the approval of the site host.

Kitchen:

The warming kitchen can be utilized by rental groups under certain circumstances. The kitchen equipment must either be utilized by approved caterers from our list (see approved vendors’ section of this guide for more details) at no additional cost or by non-approved caterers for an additional \$500 fee. A full list of equipment in the warming kitchen can be provided upon request.



Cleaning:

Rental groups are responsible for cleaning any décor, food or supplies brought in for their rental. Basic cleaning (floors, bathrooms, trash removal,) will be done by the GSOH staff after the rental. Any large or excessive messes left by the group or damage done by the renter are subject to an additional cleaning fee.

Outdoor spaces:

Groups wanting to hike or explore more of camp must add a guided tour to ensure the safety of participants. Usage of outdoor spaces such as the amphitheater or outdoor shelters must be added to the reservation at an additional cost.

Reservable Spaces:

Cost and Deposit

- Groups must pay in full 30 days before their event.
- Initial non-refundable deposits will be charged for all reservations in order for dates to be reserved. This deposit equals 10% of the rental fee. This deposit will go toward the total cost of the rental.
- Groups are required to use a preferred vendor or pay an additional \$500 fee.
- We reserve the right to charge the cost of replacing any damaged items in the event of broken equipment.
- The following pricing includes only the use of spaces and the furniture therein (See pages 4 and 5 for what is included). Any additional equipment/programming is an additional fee.



Cancellation/Refunds:

In the event of a cancellation, site reservation staff must be notified (reservations@gsoh.org) in writing 30 business days or more in advance to receive a partial refund. If written notification of cancellation is received after 30 days but prior to 15 business days in advance of the reservation date, a one-time transfer within the same reservation year (Oct. 1-Sept. 30) can be made without forfeiting payment. If written notification of cancellation occurs less than 15 business days from the date reserved, any deposit and payment will be non-transferable and non-refundable. Cancellations may be initiated over the phone, but to receive a refund or transfer you must send a written request by email (reservations@gsoh.org). Cancellations due to extreme circumstances or extreme weather conditions will be handled on a case-by-case basis. For acceptable extreme circumstances, a one-time transfer of the deposit/payment can be made to another available date within the same reservation year (Oct. 1-Sept. 30). If final payment is not received at least 15 business days prior to your stay, your reservation may be canceled.

The AEP Foundation STEM Leadership Center	Weekday, Business Hours Rate	After Hours/ Weekend Rate
Conference Center and VIP Lounge	\$600.00	\$750.00
Conference Center and all non-maker spaces	\$750.00	\$1,000.00
Conference room 1 (Smaller half)	\$325.00	\$400.00
Conference room 2 (Larger half)	\$425.00	\$600.00
Classroom (upstairs)	\$150.00	\$180.00
Conference Room (upstairs)	\$100.00	\$150.00
Lounge Only Add-on	\$100.00	\$150.00
Lounge and Deck	\$125.00	\$175.00
Fireplace Add-on	\$100.00	\$100.00
Makerspace Wing		
Environmental Education Maker Space	\$150.00	\$200.00
Science and Technology Lab	\$150.00	\$200.00
Construction and Trades Maker Space	\$250.00	\$300.00
CK Construction and Maker Space Wing	\$500.00	\$600.00
The Nationwide Environmental Center		
Classroom	\$100.00	\$150.00
Teaching Kitchen	\$200.00	\$250.00
Whole Building	\$300.00	\$400.00

For pricing on facilitated experiences, please reach out to request pricing and a full menu of experiences.



Girls with dreams become women with vision."
— Juliette Gordon Low, Founder, Girl Scouts



The Girl Scout Experience

- Life Skills**
Setting girls up with skills they need to thrive in life.
- Outdoors**
Inspiring girls to love nature and seek adventure.
- Entrepreneurship**
Preparing girls with business smarts to take on the world.
- STEM**
Giving girls the know-how to build the future.

CK Construction
MAKER SPACE

girlscouts
of ohio's heartland

Battelle Science and Innovation Campus

1295 Hubbard Rd, Galloway, OH 43119



Visit our website

To learn more about reservations, please contact us at reservations@gsoh.org