

General housekeeping rules

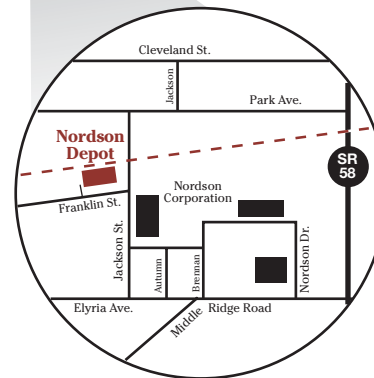
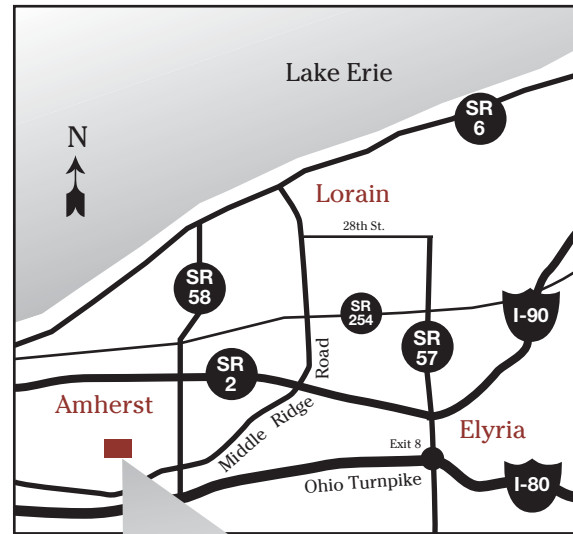
Each group is responsible for making sure that the depot and grounds are clean and orderly before leaving. Please take a few extra minutes to complete these general housekeeping activities:

- ◆ The group's designated contact person is responsible for obtaining and returning the depot key. The key may be obtained only during business hours from the receptionist at the Jackson Street entrance of Nordson. If the event lasts beyond regular business hours, the key should be returned to the security guard, who can be reached on extension 4522 from the courtesy phone in the depot. The Nordson security office is located at 555 Jackson Street.
- ◆ All trash should be placed inside large plastic bags, secured with twist ties and left in the kitchen area. If your group uses the grounds surrounding the depot, please be sure to pick up any litter outside of the building as well. Trash bags are stored in the kitchen.
- ◆ Tablecloths and chairs should be clean.
- ◆ If necessary, floors should be swept before leaving. (A broom and dustpan are provided in the kitchen.)
- ◆ Any decorations and props used must be removed immediately following the event.
- ◆ All lights should be turned off before exiting, with the exception of those designated as "night lights."

In the event of an emergency, dial 9-911
on the courtesy phone.



How to get to the depot



To make a reservation at the Nordson Depot,
please contact:

Nordson Corporation
555 Jackson Street
Amherst, Ohio 44001
(440) 985-4000

The Nordson Depot

671 Franklin Avenue
Amherst, Ohio 44001



AMHERST

Nordson Corporation is pleased to offer the historic Amherst railroad depot to its employees and local nonprofit organizations for business meetings, luncheons, seminars or social gatherings.

If you are interested in using the facility for an upcoming event, please contact Nordson Corporation at (440) 985-4000.



You will be required to describe the purpose of the event, the number of guests

expected, and the date and time that you would like to reserve the building.

We ask that your group designate one representative to serve as the primary contact person for arranging depot events with Nordson. When calling, please provide the name and telephone number of your representative.

A description of the facility

The depot has one large main room that measures 30 feet by 50 feet. It is equipped with tables and chairs that can accommodate up to 80 guests. However, the depot most comfortably seats 60. Bulletin boards are permanently located on the interior brick walls of the depot and may be used for display purposes. There also is a small kitchen area located off the main room.

Food and beverages, audiovisual equipment and any decorations or props needed are the responsibility of your organization. We recommend that groups rent a microphone since the depot is adjacent to railroad tracks, which today are used by Amtrak and Conrail trains.



Interior view of the depot

A community gathering place

The following guidelines for the use of the Nordson Depot have been established to ensure the safety and enjoyment of all groups that use the facility.

- ◆ The depot is available for use only by nonprofit organizations — including social service and civic groups — for occasional business meetings, luncheons and dinners, seminars or social events. The facility also is available to Nordson employees and departments.
- ◆ Use of the depot by any organization is not deemed to be an endorsement by Nordson Corporation of that group or its stated purposes.
- ◆ With few exceptions, gatherings at the depot are not open to the general public and should not be advertised as such. Nordson reserves the right to determine whether or not an event may be open to others than members of the host organization and their guests.
- ◆ Only under special circumstances may organizations charge an admission fee to guests. Approval to charge for admission must be received from Nordson prior to reservation confirmation.
- ◆ Use of the depot must not disrupt Nordson day-to-day business operations.
- ◆ Each group using the depot should designate one representative to serve as the primary contact person for scheduling and coordinating events with Nordson, including picking up and returning the key.
- ◆ Alcoholic beverages are not permitted in the depot, and no smoking is allowed in the facility.