

Community Room Rental Permit Application

Rental Date Bookings permitted up to 1 year in advance.	Rental Date Requested: _____
Duration of Rental Available 8 a.m. to 10 p.m. Mon.-Sun.	Event Time: _____ Set Up Time: _____ (30 minutes prior to event free; you must adjust event time if additional time needed)
Pricing* City Residents: \$50/hour Nordonia Residents: \$75/hour	Total hours for set up and event (any additional time as may be permitted by the City of Macedonia will be charged at the applicable hourly rate): _____ hours *Full payment is due upon rental. Checks to be made payable to the "City of Macedonia"
\$100 Refundable Security/Cleaning Deposit (Required at Time of Rental)	Deposit paid: <input type="checkbox"/> Cash <input type="checkbox"/> Card <input type="checkbox"/> Check/Money Order
Name of Applicant	
Applicant's Contact Information	Address: Cell Phone: _____ E-mail: _____
Name of Organization or Group (if applicable)	<input type="checkbox"/> Check if Non-Profit
Guests (120 Maximum)	Number of Guests: _____
Event Type (birthday, communion, etc.)	Type of Event: _____
Caterer? Please note that ON-SITE COOKING IS PROHIBITED. Prep and warming kitchen only; see Rules and Regulations (attached).	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide Caterer's name & phone:
Please check if these items are needed for your event:	<input type="checkbox"/> Wireless Overhead Sound System <input type="checkbox"/> Gas Stove/Oven in Kitchen (additional \$25 fee) <input type="checkbox"/> Television

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Please complete this Application and return it, in person and with your driver’s license so that a copy can be made, between the hours of 8:30 a.m. and 4:30 p.m. (M-F), at the City of Macedonia Recreation Center, located at 1494 East Aurora Road, Macedonia, Ohio 44056 along with your rental fee as well as the required \$100.00 deposit fee. You may contact the City at 330.468.8300 ext. 430 with any questions as to rentals.

The deposit fee will be applied toward repair of any damage caused during use of the Community Room or to restore it to its original condition, including additional or unusual cleaning. The Applicant is responsible for any amounts necessary to repair damage or restore the Community Room to its original condition, including but not limited to any amounts not covered by the deposit fee.

Checks must be made payable to “City of Macedonia, Ohio.” The City maintains discretion to waive or reduce the rental fee for certain groups and individuals including, but not limited to, Macedonia-based nonprofit, charitable, or civic organizations as designated by the Mayor.

Once approved, a copy of this Application and a receipt will be available for the Applicant. After the event, the damage deposit shall be returned as along as the Community Room is left in satisfactory condition. If the Applicant cancels less than 48 hours prior to a scheduled event, a \$50.00 cancellation fee may be deducted from the rental fee; the remainder will be returned.

The Applicant assumes full responsibility and liability for any and all damage to persons or property, either private or public, which occurs during the rental period. The Applicant is responsible for general clean-up and proper disposal of waste materials after the event. Failure to abide by the Community Room Rules and Regulations (attached) will result in forfeiture of your deposit fee and revocation of all future privileges. Use of the Community Room is subject to the rules and regulations of the City of Macedonia. The City reserves the right to deny the right to deny the room rental if the use/activity is deemed to be potentially hazardous or presents a danger to the room itself, or based on Applicant’s past conduct during a rental.

I have read and hereby acknowledge receipt of the Community Room Rules and Regulations and Community Room Cleaning Checklist, including but not limited to the provisions regarding liquor, gambling, and parking. I agree to abide by all such regulations and understand what constitutes forfeiture of my deposit. I agree to hold the City of Macedonia, together with its public officials, employees, agents, representatives and insurers harmless from any liability in connection with loss of life, personal injury or damage to property arising from or out of the use of the Community Room.

Date: _____

Applicant

Date: _____

Witness

Rental Fee	\$	Receipt #	Date
Damage Deposit	\$	Receipt #	Date

Approved: _____

Date: _____

Mayor Nicholas Molnar/Designee

COMMUNITY ROOM RULES AND REGULATIONS

1. Generally. The City of Macedonia Community Room is located on the lower level of City Hall at 9691 Valley View Road, Macedonia, Ohio 44056. Maximum capacity is 120 people total (not just guests). The **Applicant/renter shall not admit to the premises a larger number of people than represented on the application.** An adult, 21 years of age or older, shall be present at all times during use of the facility. Youth groups must have a minimum of one adult per 20 children.

2. Rental & Security Deposit. The Community Room can be rented between the hours of 8 a.m. and 10 p.m. any day of the week (Mondays through Sundays). A refundable security deposit is required for all rentals. The rental rate for residents is \$50.00 per hour, and \$75.00 per hour for non-residents. Please note that the hourly rental rate is applicable to set up and clean up time.

Disruptive and disorderly conduct, the failure to supervise children, and exceeding the number of attendees on the Application will not be tolerated and will be cause for termination of the rental without refund, and for denial of future rentals.

3. Prohibited Uses. The Community Room, and City Hall itself, is a no-smoking (includes "vaping"/tobacco and no-alcohol use facility. Smoking as well as alcohol, or the consumption of either, is not permitted anywhere in City Hall or on the City's property. In addition, no open flames, candles, smoke machines or similar items are permitted. If you have questions on whether an item is permitted, please contact the City prior to the rental date.

4. Gambling. Ohio law generally prohibits the use of the Community Room for gambling purposes. If you have any questions regarding whether your activity constitutes gambling, you should consult an attorney.

5. Access to Facility & Parking. Free parking is available in the front parking lot of City Hall. Parking is permitted only in designated parking spaces. The rental party and all attendees must enter and leave the Community Room through the front entrance of City Hall (near the flag pole). A City of Macedonia employee will meet you at the Community Room at the date and time designated on your application. Please bring your license, passport, State I.D., or other form of identification along with your approved application.

No charge or donation request of any kind shall be made to the public on the premises. No false or deceptive advertising or promotion of an illegal activity shall be allowed.

7. Set Up & Clean Up. The applicant/renter is responsible for setup and cleanup of the Community Room/facility, including trash removal, tables cleaned, and floor cleaned. The Applicant must remove all food from the Community Room at the end of the event. All trash must be placed in trash bags and deposited into appropriate trash receptacles. You must bring your own garbage bags. Tables and chairs are available for use at no additional charge. Current availability is 12 circular tables (60" diameter), 4 eight-foot rectangular tables and 120 chairs. Set up of tables and chairs for your event will be provided by the City of Macedonia and is included in the rental fee. All chairs, tables and furnishings located inside the Community Room are solely the property of the City and may not be removed, and must be placed in the same locations as when the rental began.

8. Catering. Catering is not provided as part of the rental agreement and, if desired, a private caterer may be obtained. Dishes and linens are also not provided. The Community Room kitchen is available for food preparation and contains a number of appliances, including a refrigerator, microwave, coffee maker, and an ice machine. **The kitchen is for warming food only; cooking is strictly prohibited.** All hot food shall be prepared off-site. No commercial concessions shall be operated.

9. Facility Protection/Decorations. In order to avoid permanent damage to the Community Room, decorating must adhere to the following guidelines:

- a) All decorations and entertainment equipment are subject to the approval of the City, and must be removed by Applicant at the end of the rental.
- b) All decorations must be of a type that will not damage or deface the premises. Renters are **prohibited from placing tacks, nails, tape, glue, or other adhesive items/devices on the walls or ceiling** of the Community Room, and are **prohibited from otherwise hanging items on the walls, ceiling, exit signs, lights, appliances, sprinkler heads, fixtures, etc.**
- c) No open flames (e.g. candles, oil lamps) are permitted.
- d) The Applicant assumes responsibility for all costs related to damage of the Community Room or equipment resulting from use, abuse or neglect. If the damage deposit is not sufficient to repair damage caused during the rental, the Applicant is responsible for any additional amounts necessary.
- e) The City of Macedonia, its employees, agents, representatives and insurers, shall not be liable for any damage to or loss of personal property or equipment brought into the Community Room in conjunction with the rental by the Applicant, or Applicant's members, officers, employees, agents, representatives, contractors or any person who attends the event.

10. No Assignment. The Applicant shall not assign, sublet, or license any of its rights under this agreement to any third party without the written consent of the City of Macedonia.

11. Indemnity. The Applicant agrees to, and shall, indemnify, defend and hold harmless City of Macedonia, its officials, directors, agents, representatives, employees and insurers from all claims, damages, losses, costs and expenses which they may suffer or incur as a result of the rental of the Community Room.

12. Condition of Premises. The Applicant shall take the Community Room in the condition found at the time of the beginning of the rental and return the Community Room to the same condition at the conclusion of the event. A Cleaning Checklist (attached), shall be completed by Applicant and returned to the City after the event has concluded.

13. Termination and Cancellation.

- a) If the Community Room or any part thereof is destroyed or damaged and, in the City's sole opinion, rendered unusable, or if the Community Room otherwise becomes unavailable prior to Applicant's event (due to a City need or otherwise), then Applicant's Permit shall terminate, and the Applicant hereby waives any claim for damages or compensation as a result of such termination. In this event, the rental fee and damage deposit will be immediately returned to the Applicant.
- b) If the Applicant fails to pay any sum due to City, or fails to comply with any part of these Rules and Regulations and any other City regulation, the City shall be entitled to terminate the Applicant's permit without notice.

COMMUNITY ROOM CLEANING CHECKLIST

Date: _____

Applicant: _____

Please ensure that all of the following tasks are completed before leaving the Community Room at the end of your event. **Failure to do so could result in forfeiture of your damage deposit.**

- All food and trash has been placed in trash bags and deposited in the trash receptacle (dolly) provided by the City.
- Floors are free of litter (including confetti).
- All decorations have been removed.
- All tables and countertops have been wiped down (this includes the "bar" area and kitchen area), and chairs free of dirt/filth.
- The restrooms have been checked to make sure there is no running water and no debris left in the sinks, toilets or urinals.

For City use only:

- All cleaning has been completed and inspected.
- All cleaning has not been completed as required. Items not addressed and/or damage caused by Applicant/Renter include: _____

The Applicant/Renter vacated the building at _____ am/pm.

Inspected and Approved:

City of Macedonia, Ohio Employee