



CITY OF MACEDONIA

The Crossroads of Northeast Ohio

9691 Valley View Road • Macedonia, Ohio 44056

330 / 468-8323 • Fax: 330 / 468-8397



Service Department

MACEDONIA COMMUNITY ROOM RENTAL POLICY

Room Capacity: 130 People

Kitchen Capabilities: Catering and Food Warming

Hours of Operation: 8:00am to Midnight

Rental Fee: Payment due 30 days before your reservation. Checks made payable to City of Macedonia.
➤ Resident-\$50.00/hr ➤ Non-Resident-\$75.00/hr

Deposit: \$100.00 deposit required at time of rental. Deposit check will be held and returned promptly after inspection of community room.

Set-Up/Clean-Up: Renters must reserve time for set-up and clean-up.

Rules & Guidelines:

1. The Community Room availability is first come first serve. Applicant must sign, make deposit and be responsible for the rental.
2. The Mayor has the option to rent the room to a non-profit group on a free or reduced rate basis.
3. City functions receive priority rental.
4. No Smoking is permitted anywhere in the Macedonia City Center.
5. No Alcoholic Beverages are permitted in the Macedonia City Center.
6. All members of the rental party must enter and leave the building through the front entrance of the City Center.
7. Disruptive and disorderly behavior will not be tolerated and will be cause for denial of future rentals. Youth groups must have a minimum of one adult per 20 children. Failure to supervise children in the rental party may result in denial of future rentals.
8. The renter is responsible for set-up and clean-up of the room, including; trash removal, tables cleaned, and floor swept. You must bring your own garbage bags.
9. Renter may not put tacks, nails, or tape on the walls or woodwork.
10. Misrepresentation as to the number of guests or exceeding the maximum occupancy, may restrict future rental.
11. Failure to comply with rules & guidelines may restrict future rental or result in the forfeiture of deposit. The City reserves the right to deny the room rental if the group activity is deemed to be potentially hazardous or presents a danger to the room itself, or if the group has damaged property on a prior occasion.

During the time the facility is being used by the Lessee, the Lessee is responsible for all accidents, injuries, damages, or loss of property. The Macedonia City Center and designated representatives shall be held harmless for any and all claims resulting from the use of the facility. Lessee may be required to have liability insurance and present a Certificate of Insurance prior to use. Early arrival or late departure will result in forfeiture of deposit and/or possible denial of future rental.

No commercial concessions shall be operated, no charge or donation request of any kind shall be made to the public on the premises or in the parking area. No false or deceptive advertising or promotion of illegal activity shall be allowed.

I have read the rules & guidelines and fully agree and accept all responsibility and terms and conditions of this agreement

Signature of Lessee

Date