



**CITY OF BEDFORD PARKS & RECREATION DEPARTMENT
ELLENWOOD CENTER – RENTAL RULES AND REGULATIONS**

Phone: 440-735-6570 Email: recreation@bedfordoh.gov

Ellenwood Center is located at 124 Ellenwood Avenue, Bedford, Ohio 44146. The Center has a gymnasium with a warming kitchen, a multipurpose room with a kitchenette, and several classrooms. Ellenwood Center is a municipal facility which serves as home to the Parks & Recreation Department. The Parks & Recreation Department aims to provide activities and services to enhance the quality of life for our residents and provide opportunity to socialize, learn new things, and become a part of the Community.

The following information is for rental of Ellenwood Center for a private party. Residents 25 years and older may apply to rent the Center. The resident permit holder must be present the duration of the event. To request use of the Center the resident must complete an application. Applications are accepted no more than 6 months in advance of the event date. Please be advised this is an application only, not a reservation. A Parks & Recreation Staff member will contact the applicant once the application has been reviewed.

Necessary Information for Rental – Rules and Regulations for use of Ellenwood Center are available at the Parks & Recreation Department and online at www.bedfordoh.gov.

Residents will be asked to provide the following information to obtain a permit for use of the Center:

- Proof of residency - Valid forms of proof of residency include the following:
 - Valid driver's license or state issued ID
 - Property Tax Receipt
 - Posted mail with name of applicant
 - Current utility bill
 - Lease agreement or mortgage statement
 - Insurance card
 - Voter registration card
 - Bank or credit card statement, insurance policy or bill

The City of Bedford reserves the right to require additional information to verify residency.

- Date of event
- Purpose of event
- Number of people expected
- Will food be served
- Will you require use of the warming kitchen (available only with use of the gymnasium)
- Will alcohol be served

The answers to these questions will help determine which room or rooms will best meet the applicant's needs.

The City reserves the right to require police security for any event at the applicant's expense. All events offering alcohol and/or expect 75 people or more require police security. Police security must remain on



duty throughout the scheduled event. Applicant must contact the Bedford Police Department to make appropriate arrangements. Payment shall be made directly to police security. **Bedford Police Department, Records: 440-232-7600.**

The applicant shall not admit to the premises a larger number of people than the seating capacity will accommodate or can safely move in or about the permitted space.

Rental and Deposit – Ellenwood Center is available for rent Fridays 5:00 p.m. to 11:00 p.m., Saturdays 11:00 a.m. to 11:00 p.m., and Sundays 11:00 a.m. and 10:00 p.m. with a minimum rental of 3 hours. **Be sure to include any set-up and clean-up time you may need. Doors will be unlocked no more than 15-minutes prior to the start time listed on the permit.** The Center may not be rented for teen parties. Inquire at the Recreation Department for weeknight rentals.

A deposit to hold the date is due within 5 business days of application approval. The balance of the rental fee is due no later than one month prior to the event. Applications may be submitted no more than 6-months in advance of the event date.

Private parties require a deposit equivalent to one hour of rental time plus the maintenance fee.

Rental Fees –

Gymnasium

Maximum seating capacity – 175

Deposit – \$150

Rental Fee – \$75 per hour (includes use of the warming kitchen)

Maintenance Fee - \$75 per event

Multipurpose Room (Room 4)

Maximum seating capacity – 70

Deposit – \$120

Rental Fee – \$60 per hour

Maintenance Fee - \$60 per event

Classroom

Maximum seating capacity – 30

Deposit – \$100

Rental Fee – \$50 per hour

Maintenance Fee - \$50 per event

All fees are to be paid to Bedford Recreation and can be paid in-person, over the phone or online. Cash, check (in-person only), and credit/debit cards accepted (in-person, by phone, or online). Checks are to be made payable to Bedford Recreation.

No Smoking or Vaping – Ellenwood Center is a non-smoking facility. No smoking or vaping is permitted anywhere in the building or on the property. In addition, no open flames, candles, smoke machines or similar items are permitted.



Gambling – Ohio law prohibits the use of Ellenwood Center for gambling purposes. If you have any questions regarding whether your activity constitutes gambling, you should consult an attorney.

Police Security/Serving Alcoholic Beverages – The City reserves the right to require police security for any event at the applicant’s expense. All events offering alcohol require police security. Any event expecting 75 people or more require police security. Police security must remain on duty throughout the scheduled event. **Please contact the Bedford Police Department, Records: 440-232-7600** to make appropriate arrangements. Payment shall be made directly to the officer. The officer must be present during the entire event. Remember that alcoholic beverages may only be served to persons 21 years of age or older. It is the applicant’s responsibility to make sure no one under the age of 21 consumes alcohol in the Center. If you have any questions about your responsibility, you should consult an attorney.

Parking – Parking is free and is permitted only in designated parking areas.

Tables and Chairs – Folding tables and chairs are available for use at no additional charge. Six-foot round top tables and chairs will be setup by City staff based on expected number of guests unless otherwise requested. Set-up and takedown of tables and chairs will take place by Parks & Recreation Department staff outside of the rental time. A maintenance fee equivalent to one hour of rental time will be charged for set-up and takedown of tables and chairs. Persons and groups may not bring in tables, chairs, furniture, or equipment without the written consent of the Parks & Recreation Director. All furniture or special equipment permitted must be removed immediately after the event concludes and cannot remain overnight.

Access – A City employee will meet you at the Center 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. If a person or group is late in arriving, staff will wait a reasonable amount of time (approximately one hour) before cancelling the event. Any person or group must relinquish the facilities at its scheduled time. Even if arriving late, the time of the event will not be extended beyond the time indicated on the permit. Cancellation due to “no-show” will not receive a refund.

Catering –

- A. Catering is not provided as part of the rental agreement and, if desired, a private caterer may be obtained. Dishes and linens are not provided.
- B. Caterers may only access the facility during the times listed on the permit.
- C. The warming kitchen contains a number of appliances, including a 100-cup coffee urn. The kitchen is for warming food only; cooking is prohibited. All hot food shall be prepared off-site. The use of sternos with warming trays is permissible.
- D. The applicant and/or applicant’s caterer must remove all food from the Center at the end of the event. All trash must be placed in trash bags and deposited into the trash receptacle located behind Ellenwood Center (just outside the gymnasium). Trash bags will be provided.

Temporary Liquor Permit – State of Ohio liquor control laws contain special provisions through which nonprofit organizations may obtain temporary liquor permits to sell or serve alcoholic beverages.



Applications for temporary liquor permits are available through the Ohio Division of Liquor Control at www.liquorcontrol.ohio.gov. The sale of alcoholic beverages at the Center is prohibited unless an appropriate permit has properly been obtained and presented prior to the event date.

Facility Protection/Decorations – In order to avoid permanent damage to Ellenwood Center, decorating must adhere to the following guidelines:

- A. All decorations and entertainment equipment are subject to the approval by the Parks & Recreation Director.
- B. All decorations must be of a type that will not damage or deface the premises. The use of nails, tape, glue, tacks, putty, Command Strips or similar items is prohibited. Backdrops must be freestanding. No decorations are to be hung from walls, exit signs, lights, appliances, sprinkler heads, fixtures, etc. Decorations must be removed immediately after the event.
- C. No open flames (e.g. candles, oil lamps) are permitted.
- D. Bounce houses, inflatable apparatuses, and climbing walls are prohibited.
- E. Persons and groups may not bring in tables, chairs, furniture, or equipment without the written consent of the Parks & Recreation Director.
- F. All furniture or special equipment permitted must be removed immediately after the event concludes and cannot remain overnight.
- G. The applicant assumes responsibility for all costs related to damage of the Center or equipment resulting from use, abuse or neglect.
- H. The City of Bedford shall not be liable for any damage to or loss of personal property or equipment brought into Ellenwood Center in conjunction with the event by the applicant, or applicant's members, officers, employees, agents, representatives, contractors or any person who attends the event.

No Assignment – The applicant shall not assign, sublet, or license its rights under this agreement to any third party without the written consent of the Parks & Recreation Director.

Concurrent Use – The City of Bedford reserves the right to allow the concurrent use of other areas of Ellenwood Center not being used by applicant.

Indemnity – The applicant shall indemnify, defend and hold harmless the City of Bedford, 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 Ellenwood Center.

Condition of Premises – The applicant shall take the permitted space in the condition found at the time of the beginning of the rental and return the permitted space to the same condition at the conclusion of the event.

Cancellation and Termination –

- A. Cancellation of any event must be made in writing and at least 5 business days prior to the event. Any written cancellation made less than 5 business days prior to the event no refund will be issued.



- B. If Ellenwood Center or any part thereof is destroyed or damaged and, in the City's opinion, rendered unusable, or if the Center otherwise becomes unavailable prior to applicant's event, 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 deposit will be returned to the applicant.
- C. If the applicant fails to pay any sum due to the City of Bedford, or fails to comply with any part of these Rules and Regulations and any other City regulation, the City of Bedford shall be entitled to terminate the applicant's permit without notice.