



Streetsboro Parks & Recreation Department

Community Center Rental Request Form

8970 Kirby Lane | Streetsboro, OH | 44241

Rental Information

The City of Streetsboro Community Center features an event hall to serve as the ideal location for a variety of events including weddings, Bar/Bat Mitzvahs, holiday parties, corporate meetings, fundraising galas, school reunions, baby showers, birthday parties, and much, much more.

Size of rooms

The event hall measures 63' X 35' with an estimated capacity of up to 180 guests based on room setup. The event hall can be divided into 3 smaller rooms measuring 21' X 35' with an estimated capacity of 40 guests based on room setup.

SEATING CAPACITY

Seating Capacity	Banquet Style Seating	Auditorium Style Seating
1/3 Hall Space w/kitchen	Up to 40	Up to 60
2/3 Hall Space w/kitchen	Up to 80	Up to 120
Full Hall Space w/kitchen	Up to 120	Up to 180

ROOM RENTAL RATES

Friday, Saturday, and Sunday	Resident Rates	Non-Resident Rates/Corporate
1/3 Hall Space w/kitchen	\$30 per hour	\$50 per hour
2/3 Hall Space w/kitchen	\$60 per hour	\$95 per hour
Full Hall Space w/kitchen	\$90 per hour	\$145 per hour

- All rentals have a minimum rental of 3 hours. *(except 1/3 Hall Space can be rented for one-hour blocks during normal business hours)*
- Rental time must include the renters set up and clean up time.
- Rentals will not be available on holidays.

Security Deposit (s): Deposits are separate fees that are held after the rental. The security deposit amount, and signed Rental Agreement are due at the time of the reservation to secure the rental.

Standard Deposit: \$250

Alcohol Security Deposit: \$500 + SPD request form

- The security deposit amount and signed Rental Agreement are due at the time of the reservation to secure the rental. The security deposit can only be made in CASH or CHECK (payable to the City of Streetsboro).
- Final rental payment MUST be made NO LESS THAN 30 days before the scheduled event (by cash, check, or credit card).

Wedding/Banquet Package: The Wedding/Banquet Package is for the Full Hall only. 15- hour rental starting at 9:00 AM Saturday and ending at 11:59 PM Saturday night.

Resident: \$1,000

Non-Resident: \$1,600

Cancellations:

Cancellations and refund requests must be submitted in writing to the Streetsboro Parks & Recreation Department. Please see the cancellation guidelines below:

- **90 + days before rental date: Full refund – including any fees already paid.**
- **89-60 days before the rental date: 75% of the rental deposit (and full rental fee if applicable).**
- **59-31 days before the rental date: 50% of the rental deposit (and full rental fee if applicable).**
- **30 days or less before rental date: NO REFUND (this includes deposit and fees/payments made).**

Return of Deposit:

Renters will receive the balance of their deposit within 4 weeks of the end of the rental. A refund check will be made out to the renter listed on the application and mailed to the address listed on the application. The deposit will be returned based on the cleanliness of the facility, approximately 4 weeks after the date of rental.

RENTAL REQUEST INFORMATION

Renters Name: _____ Todays Date: _____

Renters Address: _____ City: _____

Phone: () _____ Cell: () _____

Email: _____

Proof of residency (must provide ID and Utility Bill) _____

Date of Rental Request: _____ Room(s): _____

Type of Event: _____ Estimated # of People: _____

Time Requested: _____ am/pm - _____ am/pm Total # of hours requested: _____

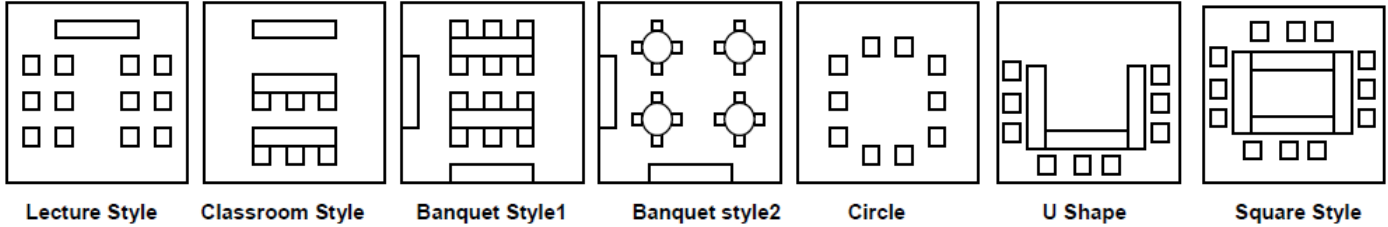
Statement of understanding: I understand that this form is a request for rental, the completion of this form does not guarantee my rental of the requested facility. A rental agreement and deposit must be included along with approval from the Parks & Recreation Department. _____ (Renters Initials).

ROOM SETUP

Please select one of the facilities setup styles below.

- _____ **Lecture Style:** One table in front and chairs in two sections with an aisle in the middle
- _____ **Classroom Style:** One table in front and tables with chairs facing the front across the room
- _____ **Banquet Style 1:** Rectangle tables with chairs placed accordingly and tables along the side for food or other materials
- _____ **Banquet Style 2:** Round tables with chairs placed accordingly and tables along the side for food or other materials
- _____ **Circle Discussion Style:** Chairs in a circle facing the middle
- _____ **U-Shape:** Rectangle tables placed on three sides with chairs around the outside facing the middle
- _____ **Square Style:** Rectangle tables placed in a square with chairs around the outside facing the middle
- _____ **Diagram Supplied:** Renter supplies diagram for layout of the tables and chairs
- _____ **None (Clear Room):** No tables or chairs are setup

LAYOUT EXAMPLES: These designs are for illustrative purposes only. Actual table and chair dimensions are not portrayed.



Number of tables needed: 6-foot round tables _____, 4-foot round tables _____, 6-foot rectangle tables _____
max. 15 max. 10 max. 10

Number of chairs needed: _____
max. 120

SPECIAL ARRANGEMENTS

Will a caterer be used? Yes _____ No _____ Catering Company Name: _____
Catering phone number: () _____ Catering Company Contact Person: _____
Will open flame (Sterno cans) be used to warm food: Yes _____ No _____
Please list any other special arrangements necessary for your rental request:

FOR OFFICE USE ONLY

Room(s) Requested: _____ Date of rental: _____
Room Rate: \$ _____ x Number of Hours _____ + Additional Hours _____ = Total Rental Fee: \$ _____
Required Security Deposit Amount: \$ _____
Residency Verified: _____ Cancellation policy acknowledgement: _____
Security Guard Request From: Yes _____ No _____
Payment Amount: _____ Received on: _____ Staff Initials: _____
Reservation # (from Sportsmen) _____