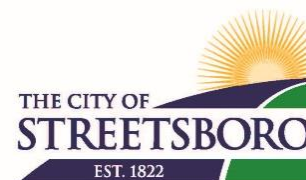


# Streetsboro Parks & Recreation Department

## Community Center Rental Request Form

8970 Kirby Lane | Streetsboro, OH | 44241 | 330.626.3802



### SEATING CAPACITY

Seating Capacity	Banquet Style Seating	Auditorium Style Seating
2/3 Hall Space w/kitchen (approx. 42' X 33')	Up to 80	Up to 120
Full Hall Space w/kitchen (approx.. 63' X 33')	Up to 110	Up to 180

### ROOM RENTAL RATES

Friday, Saturday, and Sunday	Resident Rates	Non-Resident Rates/Corporate
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.
- Rental time must include the renters set up and clean up time.
- Rentals will not be available on holidays.
- **Rentable hours: Fridays 5:00 PM – 9:00 PM | Saturdays 9:00 AM – 10:00 PM | Sundays 9:00 AM - 7:00 PM.**
- Should the event conclude before the scheduled end time, no refund shall be issued.

**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). Should you remit payment via check, the City will process the funds and subsequently issue a replacement check.
- 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 their returned 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: \_\_\_\_\_ Phone: (        ) \_\_\_\_\_

City | State | Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Proof of residency (must provide ID and Utility Bill) \_\_\_\_\_

Date of Rental Request: \_\_\_\_\_ Room(s): **2/3 Hall Space** OR **Full Hall Space**

Type of Event: \_\_\_\_\_ Estimated # of People: \_\_\_\_\_

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

**Will your event have alcohol? Please circle response: YES | NO** (If yes, please refer to page 7 and 8 for details). \_\_\_\_\_ (Renters Initials).

***\*\*Please be aware that once staff assignments are confirmed, it may not be possible to extend event hours (if applicable).\*\****

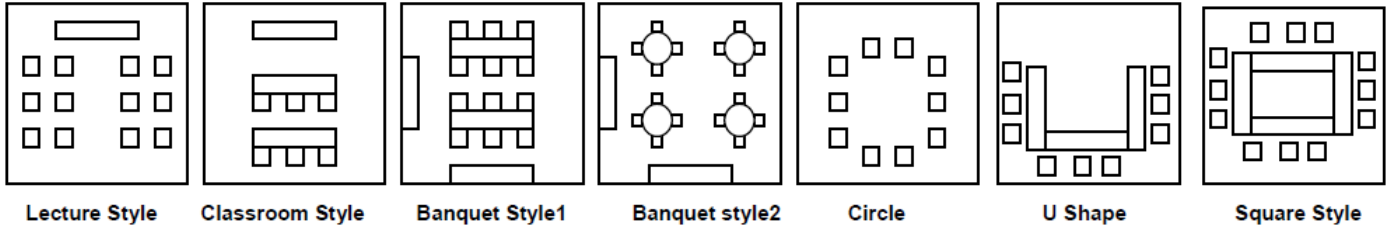
**Statement of understanding:** I understand that this form is a request for rental, the completion of this form does not guarantee my rental of the requested facility. A rental agreement and deposit must be included along with approval from the Parks & Recreation Department. \_\_\_\_\_ (Renters Initials).

### 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 \_\_\_\_\_

**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: \_\_\_\_\_

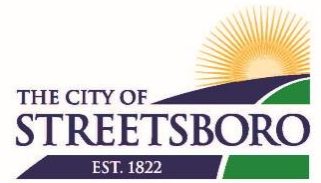
Security Guard Request From: Yes \_\_\_\_\_ No \_\_\_\_\_

Payment Amount: \_\_\_\_\_ Received on: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

Reservation # (from Sportsmen) \_\_\_\_\_

# Streetsboro Parks & Recreation Department

## Community Room Rental Rules and Agreement



Address: 8970 Kirby Lane | Streetsboro, OH | 44241 | 330.626.3802

### Rental Information

The event hall can be rented as one large room or can be divided into a smaller room. Room rentals include tables and chairs. The renter is responsible for all event decorations and table coverings. **See event decorations for more details on page 3.**

### Hall Capacity

Seating Capacity	Banquet Style Seating	Auditorium Style Seating
2/3 Hall Space w/kitchen (approx. 42' X 33')	Up to 80	Up to 120
Full Hall Space w/kitchen (approx.. 63' X 33')	Up to 110	Up to 180
Suggested seating capacity based on room setup		

- Tables available: (15) 6-foot round tables, (10) 4-foot round tables and (10) 6-foot rectangular tables. The table setup is done by the city. The setup must be determined in advance of the function and communicated to the city in writing.
- Kitchen features: Commercial refrigerator a stove, sinks, microwave, coffee pots, and ice maker.
- Additional amenities include a lobby entrance area equipped with comfortable seating, heating, and air conditioning systems, as well as restroom facilities.

### Rates

Fridays, Saturdays, and Sundays	Resident Rate	Non-Resident Rate/Corporate Rate
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.
- Rental time must include the renters set up and clean up time.
- Rentals will not be available on holidays.
- **Rentable hours: Fridays 5:00 PM – 9:00 PM | Saturdays 9:00 AM – 10:00 PM | Sundays 9:00 AM - 7:00 PM.**
- Should the event conclude before the scheduled end time, no refund shall be issued.
- 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).

*The Parks & Recreation Director may, at their discretion, authorize a discount on room rental fees for qualified local organizations.*

**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

**Security Deposit(s):** Deposits are SEPARATE fees that are held AFTER the rental. The security deposit amount, and signed Rental Contract are due at the time of the reservation to secure the rental. Security deposits must be made in CASH or CHECK (payable to the City of Streetsboro). Should you remit payment via check, the City will process the funds and subsequently issue a replacement check.

Standard Deposit: \$250

Alcohol Security Deposit: \$500

**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).**

\_\_\_\_\_ Initial

**Return of Deposit:** Renters will receive a return 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. If the facility rental begins and ends at the agreed-upon time and the facility is left in the same condition found at the start of the rental, renters should have little issue in having the entire amount of their deposit returned. However, below are listed some examples of reasons why a portion or all of a deposit may be withheld:

- The renter listed on the Rental Application was not present during the entire rental.
- The renter did not make the final payment within 30 days of the rental date.
- **Renter arrived earlier to set up or stayed later than was agreed to in the Rental Agreement.**
- Kitchen or other special equipment was used that was not included in the original Rental Agreement.
- The facility was left dirty or in worse condition than was presented to the Renter at the start of the rental.
- City of Streetsboro equipment or facilities were damaged during the rental.
- Trash was not removed/disposed of as was agreed upon in the Rental Agreement.
- False information was provided on the Rental Application.
- Triggering the fire alarm without proper cause.

\_\_\_\_\_ Initial

### **Advanced Reservations:**

Streetsboro Resident: Reservations are accepted up to 12 months (or 1 year) before the rental date.

Non-Streetsboro Residents: Reservations are accepted up to 6 months before the rental date.

*\*Reservations are approved based on the availability of the facility and surrounding park activities.*

### **Renter Responsibilities & General Guidelines:**

1. The renter is responsible for leaving the facility in the same condition it was found. All decorations must be removed, tables and chairs must be wiped down, the floor must be swept, and any other necessary cleaning must be done within the scheduled rental time.
2. **No decorations are to be taped or tacked to the walls.**
3. Deep frying is not permitted.
4. **All trash is to be picked up, bagged, and taken to the dumpster located on the East side of the building. If trash is not disposed of, a \$25 trash removal fee will be deducted from the deposit.**
5. The renter (the specific person listed on the Rental Application) is required to be present for the entire length of the event – including setup and cleanup.
6. Additionally, the renter understands that the rooms are used for other programs throughout the year and rooms may have program-related furniture/material tucked away in corners and materials posted on walls that must remain intact.
7. The Renter is responsible for their own actions and the actions of those in attendance at their event as well as ensuring

that all activities are properly controlled and supervised. Adequate adult chaperones must be provided for guests under 19 years of age (generally at least 1 adult chaperone should be provided for every 10 youth in attendance).

8. Use of tobacco products, including cigarettes, chewing tobacco, and electronic smoking devices, is prohibited in city parks within 150 feet of playgrounds, shelters, ballfields, tennis courts, basketball courts, or other structures. Use is only permitted at designated areas within the park.
9. Please report any malfunctions or damage promptly.
10. In case of security problems, contact the Streetsboro Police Department at 330-626-4976, or in case of an emergency dial 911.
11. All functions serving alcohol must have a Streetsboro Police Officer on site for security. The attached security form must be completed and submitted 30 days before the event to the Streetsboro Police Department. The renter will pay the officer directly by cash or personal check at the rental.
12. Failure to abide by any of the following responsibilities will result in the forfeit of the renter's security deposit and possible future denial of renting from the City of Streetsboro.
13. No pets please, only trained service animals permitted in the building.

\_\_\_\_\_ Initial

### Use of an Event Caterer

1. The renter/caterer is responsible for providing their own food, dishware, utensils, serving dishes and serving utensils and other needed items for their event. All of these items are to be removed by the Renter after the event.
2. The renter/caterer is prohibited from using any food items, dishware, utensils, serving dishes, serving utensils, storage containers, and any other item located in the cupboards.
3. The break room is to be used only for the final presentation of food being served. Using the break room to cook food for an event is **prohibited**.
4. The renter/caterer will have use of the refrigerator for the holding of renters' food during the event. All food from the renter/caterer must be removed at the end of your event unless other arrangements with the city have been made.

\_\_\_\_\_ Initial

### Appliances in the Break Room

1. Renters will have access to the following items during rentals.
2. Refrigerator – for the storage of food items during the event. No items may be left without arrangements made ahead of time.
3. Oven/stove – for warming up food items. No cooking is to be done in the breakroom. Proper cookware/bakeware should be used when using the oven/stove.
4. Merchandise refrigerator – for the use of keeping cans/bottles cold during the event.
5. Coffee maker – Please read usage instructions before brewing. *Coffee and coffee cups are not included in the rental.*
6. Sink and disposal.
7. The dishwasher is not to be used during rentals.

\_\_\_\_\_ Initial

**Ice Machine** - The ice machine is available for use during rentals. NO food items may be stored in the ice machine.

\_\_\_\_\_ Initial

### Event Decorations & Permitted Activities:

1. All materials, decorations, and equipment brought into the rented facility must be removed upon the completion of the rental. The Parks & Recreation Department assumes no responsibility for any accident, theft, or loss of property.
2. There are no provisions for renters to store any items before or after any rental unless approved in writing in advance (and at an additional cost).
3. All decorations must be free-standing (nothing can be attached to walls, doors, ceilings, or windows). Helium balloons must be weighed. Table covers are required to ensure that tables are not damaged and to ensure easy cleanup.

4. No confetti, glitter, flower petals, silly string, or any other items of this nature may be used by the renter or anyone in the renter’s party.
5. Fog/Smoke or bubble machines are prohibited.
6. No tape shall be used on the floor. Cords on the floor shall be covered with mats. (no provided by facility)
7. Requests for the use of any open flames including candles, “Sterno,” etc. must be noted on the application and approved in writing in advance. Flameless candles are preferred.
8. Outdoor decorations must be removed at the end of the event.
9. No type of substance may be used on the floor for dance purposes.
10. The renter provides table linens, chair coverings, and place settings.
11. All decorations must be removed at the end of the event, or they will be discarded by the city.
12. Any extra custodial time needed for cleanup, repairs, etc. following the event will be deducted from your security deposit at a rate of \$50.00/hour.
13. Hall capacities shall not be exceeded.
14. Use of the outdoor patio is included in the rental agreement and is permitted.
15. Event room TVs can be made available upon request.
16. All events must comply with, and adhere to City’s noise ordinance:  
<https://codelibrary.amlegal.com/codes/streetsboro/latest/overview> (ORD to review, but not limited to: 509.10, 1501)

\_\_\_\_\_ Initial

**Functions Serving Alcohol:**

- Any function serving alcohol at the Community Center must have police security on site. The Streetsboro Police Department will schedule an officer to be on the premises one-half (1/2) hour before and one (1) hour after the function with a minimum of (4) four hours. Please complete the Streetsboro Off-Duty Employment Request Form.
- To request a Security renter MUST contact the Streetsboro Police Department directly. The Parks and Recreation Department will not be responsible for scheduling or canceling the renter’s security.
- The Security Request Form must be submitted 30 days before the event.
- Rate (subject to change without notice): \$50.00 per hour (minimum of (4) four hours) to be paid in cash or personal check directly to the officer on the day of the function. Payment is still due even if the officer does not stay the entire time. The officer has the right to deny extra rental time if permission is requested on the rental night.
- Cancelling Security: The renter is responsible for canceling the officer should they cancel their event. The Streetsboro Police Department may be contacted at 330-626-4976. Failure to cancel the contracted officer in this manner will result in the renter being held responsible for a (4) four-hour minimum fee for the police officer.

\_\_\_\_\_ Initial

**Public Park Use:** Please note that Streetsboro City Park is a shared open area for public enjoyment, including activities like basketball, picnics, hikes, and outdoor gatherings. Streetsboro Parks & Recreation is not responsible for outside visitors who use park amenities, wander near the Community Center, or use the parking space during scheduled events.

\_\_\_\_\_ Initial

**Waiver & Release of Claims:** By signing below, I understand and agree to follow all guidelines set forth in this document. I recognize that I am responsible for my actions as well as those of anyone else in attendance at my event, invited or uninvited. To the extent permitted by law, my organization, representatives, guests, and I will indemnify, save, defend, and hold harmless the Streetsboro Parks & Recreation Department agents, volunteers, and employees (hereinafter referred to as “city”) from and against any and all liabilities, obligations, claims, damages, penalties, cause of actions, costs and expenses (including reasonable attorney and

paralegal fees) from any and all claims resulting from injuries, damages, and losses sustained arising directly or indirectly in connection with, or under, or as a result of this application process and permitted event. Should I or my guests fail to follow the rules and guidelines outlined in this agreement, and perform adequate clean-up, or if damage occurs to physical property, I understand that I will be billed at full cost plus overhead for clean-up and repair. In addition, such failure may result in the denial of future approval for a facility rental or the requirement of a larger deposit for future events.

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**Renter Signature**

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**Date**

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**Parks & Recreation Staff Member**

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**Date**