

McMichael Building Room Rental Rules and Guidelines

Address: 9307 State Route 43, Streetsboro, OH 44241

Renter responsibilities for room rental:

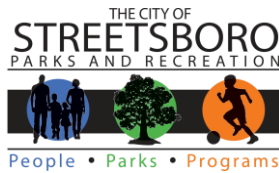
Failure to abide by any of the following responsibilities will result in the forfeit of the renter's damage deposit, and possible future denial of renting form the City of Streetsboro.

Renter Responsibilities & General Guidelines:

1. 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, 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. Please use the cork board strips that have been placed on the walls for this purpose.
3. All trash is to be picked up, bagged, and taken to the dumpster located in the back of the parking lot. If trash is not disposed, a \$25 trash removal fee will be deducted from the deposit.
4. 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.
5. Additionally, 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.
6. Renter is responsible for 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).
7. Smoking, alcohol and any controlled substances are not permitted on the premises.
8. All lights must be turned off and doors must be locked at the conclusion of the event.
9. Please report any malfunctions or damage promptly.

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 prior to 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 weighted. Table covers are required to ensure that tables are not damaged and to ensure an 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. Requests for the use of any open flames including candles, “sternos,” etc. must be noted on the application and approved in writing in advance.
6. Outdoor decorations must be removed concluding the event.

Return of Deposit:

Renters will receive the balance of their deposit within 3 weeks of the end of the rental. The refunded amount will be made out to the renter listed on the application by credit card if originally paid in that way or check if the original deposit was made by check or money order. Assuming that the facility rental begins and ends at the agreed upon time and that 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 maybe withheld:

- Renter listed on the Rental Application was not present during the length of the entire rental
- Renter arrived earlier to set-up or stayed later than was agreed to in Rental Agreement
- Kitchen or other special equipment was used that was not included in the original Rental Agreement
- Facility was left dirty or in worse condition than was presented to Renter at start of rental
- Parks & Recreation Department equipment or the facilities was damaged during the rental
- Trash was not removed/disposed of as was agreed upon in Rental Agreement
- False information was provided on Rental Application
- Police were called to address an incident that occurred during the rental

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, 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.

Renter Signature

Date

Parks & Recreation Staff Member

Date