

## **Streetsboro Parks & Recreation Department**

Mailing address 9184 State Route 43 Streetsboro, OH 442041 Office Location 9307 State Route 43 Streetsboro, OH 44241

The Streetsboro Parks & Recreation Department offers rental space within the McMichael Professional Building, located at 9307 State Route 43. Rented rooms can be used for birthday parties, baby and wedding showers, family gatherings and meetings. The department offers the following rooms for rent:

<u>Kitchenette</u>: 600 sq/ft room, seats 10-20 . Perfect for small birthday parties, meetings and social gathering. Comes equipped with sink, residential refrigerator, and microwave.

**Studio:** 900 sq/ft room that seats 30-40. Perfect for birthday parties, baby and wedding showers, family gatherings and more.

Individual room rentals available during the week. Combined room rentals available on weekends.

## **Room Rental Rates**

	Kitchenette  Available on weekdays only	Studio  Available on weekdays only	<u>Kitchenette &amp;</u>
	2 hour minimum	2 hour minimum	<u>Studio</u>
			Available only on weekends 3 hour minimum
Resident	\$15 per hour	\$20 per hour	\$30 per hour
Non-Resident	\$25 per hour	\$30 per hour	\$40 per hour
Rental Deposit	\$50 Refundable Deposit	\$50 Refundable Deposit	\$100 Refundable Deposit

All rental must include set-up and clean-up.

## **Rental Request Information**

enters Name:		<u></u>	Date:
enter's Address:			City:
none: ()			()
Home		Work	Cell
oof of residency:			
ate of Rental Request:		Room(s):	
tivity Type:			Estimated # of People
me Requested:	am/pm	am/pm	Total # of Hours requested:

<u>Statement of Understanding:</u> I understand that this form is a request for rental, the completion of this form does not guarantee my rental of the requested facility. \_\_\_\_\_ (Renters Initials )

## **Studio Room Setup**

Please select one of the facility set up styles below or provide a diagram on a separate sheet of paper.
Lecture Style: One table in front and chairs in two sections with an isle in the middle
Classroom Style: One table in front and tables with chairs facing the front across the room
<ul> <li>Banquet Style 1: Rectangle tables with chairs placed accordingly and tables along the side food or other materials</li> <li>Banquet Style 2: Round tables with chairs placed accordingly and tables along the side for food or other materials</li> </ul>
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.
Lecture Style Classroom Style Banquet Style1 Banquet style2 Circle U Shape Square Style
Tables needed: Chairs needed:
Tubics fiecaca.
SPECIAL ARRANGEMENTS
SPECIAL ARRANGEMENTS  Will a caterer be used?   No Yes Catering Company Name:
Will a caterer be used? □ No □ Yes Catering Company Name:
Will a caterer be used? □ No □ Yes Catering Company Name:  Catering Company License #:
Will a caterer be used?  No Yes Catering Company Name:  Catering Company License #:  Please indicate if you will need any of the following: TV (\$10) VCR/DVD Player (\$8)
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