



RESIDENTS		NON-RESIDENTS	
Mon-Thurs (3:00-10:00 p.m.)	\$15/hour	Mon-Thurs (3:00-10:00 p.m.)	\$20/hour
Fri (3:00-10:00 p.m.)	\$20/hour	Fri (3:00-10:00 p.m.)	\$30/hour
Sat/Sun (8:00 a.m.-10:00 p.m.)	\$20/hour	Sat/Sun (8:00 a.m.-10:00 p.m.)	\$30/hour
\$100 security deposit is required for all rentals. Additional rooms are \$10/hour.			

To receive the RESIDENT RATE, the rental agreement must be signed in person by the resident, paid for by the resident with the resident's check or cash, and the name and address on the rental agreement must be the resident's. ID is required. The name on the rental agreement is the person legally responsible for the rental and must attend the rental function. Check-in at the office upon arrival.

RESERVATIONS

- To reserve a date the **security deposit and hourly rental fees are due in full, together**. The hourly rental fee must include time for set-up, arrival and departure of guests, and clean-up.
- A signed rental agreement is required to be completed in person, in the office.
- Dates are not penciled in or saved over the phone. Dates are not reserved without full payment.
- All rentals are on booked on a first come, first served basis, as space is available, no less than three weeks in advance.
- Changes to dates and times must be made in person, in the office and will not be accepted over the phone.

SECURITY DEPOSIT

- A \$100 security deposit is required for all rentals. The deposit is refundable provided all terms of the rental agreement are met.
- The deposit is refunded by check through the City of Kirtland Finance Department. The check is mailed to the name and address on the rental agreement. Allow up to three weeks for a refund. Cash refunds are unavailable.
- Any damage incurred during the rental will be repaired at the renter's expense and deducted from the deposit. Damaged, askew, or broken gym ceiling tiles are an automatic \$25 deduction, per tile.

CANCELLATION / "NO SHOW"

- The security deposit is forfeited if the rental is canceled with less than 30 days notice.
- If a rental is canceled with more than 30 days notice, an administrative fee of \$25 is deducted from the deposit.
- If the rental party fails to show up, the entire security deposit and rental fee are forfeited.
- An employee will only wait for the renter to show up for 1 hour. If the renter fails to show up within the first 1 hour of scheduled start time, the rental is canceled. No refund will be given.
- Should an unforeseen emergency arise and the City of Kirtland must cancel a rental, a full refund will be issued.
- The City of Kirtland reserves the right to cancel a rental for any reason. Every effort will be made to avoid such circumstances.

FACILITY ATTENDANT

- An employee is on site for the entire rental period.
- The employee is responsible for overseeing activities during the rental and providing access to necessary supplies. The employee is NOT responsible for assisting the renter with set-up or clean-up.
- The employee is bound by the terms of the rental agreement and is unauthorized to make modifications.

ADDITIONAL POLICIES

- Unruly guests and children will result in a loss of security deposit, as monitored by the employee.
- Candles and fog machines are prohibited. Birthday cake candles are permitted.
- Exits are not to be blocked at any time, pursuant to the Fire Code.
- In the event rooms are rented simultaneously by different parties, or that soccer or baseball fields are in use, it is the responsibility of each renter to ensure that their guests do not interfere with other reserved spaces that are in use.

RENTAL POLICIES

RENTAL PERIOD

- The time required to set-up and clean-up is to be included in the hourly rental fee.
- It's the responsibility of the renter to set the room up and return it to the condition in which it was found.
- The employee is bound by the terms of the rental agreement and is NOT authorized to make modifications.
- Should the rental extend beyond the time stated in the rental agreement, a fee of **\$50 per 30 minutes** is deducted from the security deposit, as monitored by the employee.
- If the rental ends prior to the time stated in the rental agreement, the renter is not reimbursed for the unused time.
- All rentals are a minimum of two hours, booked in full hourly increments.

SET-UP & CLEAN-UP

- **Set-up and clean-up are the responsibility of the renter.** Tables and chairs may be arranged according to the renter's needs.
- Clean-up includes:
 - Cleaning tables and chairs.
 - Vacuuming (carpeted rooms); dry dusting (non-carpeted rooms); mopping (as needed).
 - Returning all tables and chairs to proper storage.
 - Removal of all trash to the outside dumpster. (Trash bags are provided.)
 - Removal of all food and ice that was brought in. Leave nothing behind.
- If a renter fails to clean-up after themselves, a fee of **\$50 per 30 minutes** will be deducted from the security deposit for cleaning after the rental has ended.

DECORATIONS

- Nails, staples, tape, or thumbtacks may not be used to secure decorations inside or outside of the Community Center.
- Sticky putty is provided and may be obtained in the office.
- Artwork may not be removed or rearranged.

KITCHEN -- warming kitchen only

- Food may be reheated. **Cooking is prohibited (boiling water/baking/frying).**
- Microwave, refrigerator, and freezer are available.
- All food and ice must be removed upon departure. Leave nothing behind.
- Indoor rentals have access to the kitchen. If multiple rentals occur simultaneously, kitchen use is shared.

ROOM CAPACITIES

- The Fire Code dictates maximum capacity for each room.
- If the number of guests exceeds room capacity, as monitored by the employee, the rental will either be moved to a larger space (if available) or terminated.
- Renter will only have access to the rooms reserved pursuant to the rental agreement.

Seating Capacities

Guests seated at tables and chairs.

<i>Violet Field</i>	60
<i>Sunflower Meadow</i>	48
<i>Gym</i>	120
<i>West Wing Rooms</i>	24

TABLES and CHAIRS

- Tables and chairs are for **INDOOR USE ONLY.**
- All tables seat up to 8 people.
- Tables and chairs taken outside will result in the loss of the security deposit, as monitored and documented by the employee.

Table Style	Size
<i>Round</i>	5-foot diameter
<i>Rectangular</i>	8-foot long
	4-foot long

PAVILION RENTAL

- The pavilion can accommodate approximately 80 people. It is equipped with charcoal grills, 12 picnic tables, fireplace, side walls, and bocce ball courts.
- An outdoor portable lavatory is available April through October. If access to restrooms inside is required, normal rental fees and policies apply.
- In case of inclement weather, pavilion rentals are **NOT** relocated indoors. The renter assumes the risk of changes in the weather with pavilion rentals.
- Pavilion reservations have priority over drop-in users. Otherwise, pavilion use is first come, first served.

RESIDENTS		NON-RESIDENTS	
Mon-Friday	FREE	Mon-Friday	\$50 (flat rate)
Sat/Sun	\$25 (flat rate)	Sat/Sun	\$50 (flat rate)
For all rentals, \$100 security deposit required. Residency rules and rental policies apply.			

ALCOHOL

Renter may provide or allow the presence or consumption of alcohol, within the confines of the Community Center or the Pavilion, provided the alcohol is without fee and in strict compliance with all the laws of the State of Ohio and the City of Kirtland. All persons must be able to prove their age to the Security Guard if asked. All guests must keep alcoholic beverages within the confines of the Community Center building or Pavilion. Any person who cannot act responsibly with alcohol will be told to leave by the Security Guard. Any person may be removed for public intoxication or inappropriate behavior at any time and at the sole discretion of the Security Guard or the Kirtland Police Department.

SECURITY GUARD

The hiring of the Security Guard will be coordinated by the Community Center Director. An "off-duty" officer must be present for the duration of any function at the Community Center in which alcohol will be served. A daytime function (ending by 6:00 P.M.), with fewer than 60 attendees is exempt from this requirement. Up to one hour will be exempt from this requirement to allow for set-up. The Security Guard is required to be present from the moment guests arrive until the end of the reservation period. **The cost of the Security Guard is \$30 per hour and must be paid in full with cash when booking the rental. Any renter who attempts to have alcohol present without a Security Guard present will risk having their security deposit forfeited and event shut down, as monitored by the facility attendant.**

OBSCENITIES

Renter is responsible for the overall behavior of all guests during the reservation period. Any obscenities, lewd, obscene, or disruptive behavior will not be tolerated. Any use of obscenities may result in the person(s) and or entire function being asked to leave the premises.

GAMBLING and FUNDRAISING

Ohio law prohibits the use of the Kirtland Community Center for gambling purposes. If you have any questions as to whether your activity while in the utilization of the premises constitutes gambling, or games of chance, please check the Ohio Revised Code Chapter 2915 (www.codes.ohio.gov/orc/2915) or the office of the Ohio Attorney General, Charitable Law Section, 150 E. Gay St., 23rd Fl., Columbus, OH 43215, phone (800) 282-0515. It is the responsibility of the renter to verify that the renter's activities, at all times while utilizing the Community Center premises, are in full compliance with the applicable gambling or gaming laws and signature to this rental agreement is the renter's acknowledgment of his/her or its acceptance of that responsibility and further constitutes a statement of renter's intention to, at all times while on the premises, be in full compliance with those laws. For-Profit fundraisers are prohibited. Any violation of the state or federal gambling laws on the Community Center premises will result in an immediate termination of its use and forfeiture of the rental fee.

