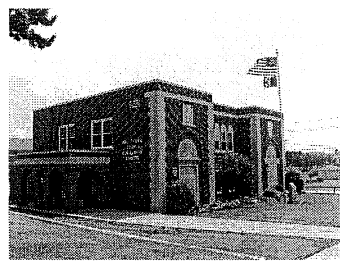


BROOKLYN HEIGHTS VILLAGE

COMMUNITY CENTER
225 TUXEDO AVE.
BROOKLYN HTS., OHIO 44131

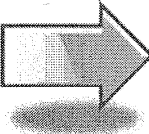


Conditions of Rental

2009 Community Center Rental

The rental fee to be charged for the use of the Community Center of the Village of Brooklyn Heights shall be as follows:

<u>USE OF</u>	<u>PER DAY</u>	<u>CAPACITY</u>
1 ST floor & kitchen	\$100.00	100 persons
2 nd floor only	\$75.00	110 persons
Entire hall	\$150.00	210 persons

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- (A) Rental of the Community Center shall be restricted to VILLAGE RESIDENTS ONLY and who are eighteen (18) years of age or older.
 - (B) A deposit of One Hundred (\$100.00) Dollars shall be required for use of the Community Center hall to insure against any loss, breakage, or leaving premises in unreasonable dirty condition. Said deposit shall be tendered at the Municipal Center Administrative Offices and shall be made by check or cash. Dates for the use of the hall shall not be reserved until the aforesaid deposit is made. Extraordinary loss, not covered by the above fee, will be charged to the permit holder. _____ (Please Initial)
 - (C) Any village organization, and any others determined by the Village Council, shall be exempt from the above fees.
 - (D) Permit holders shall be solely responsible for the conditions of rental contained in this section.
 - (E) No permit issued for the use of the Community Center shall be valid during the hours of 1:00 am to 10:00 am.
 - (F) Responsibility for obtaining access to the Community Center shall rest with the permit holder. The permit holder is required to appear at the Police Department, 345 Tuxedo Avenue, and a police officer on duty will escort the permit holder to the Community Center and shall unlock the doors. When the party is over and you are ready to leave, you must contact the Police Department at 216-741-2700 to have them walk through the Community Center and secure the building.
 - (G) Permit holders shall be responsible for any damage to the building, parking lot, landscaping, furniture and fixtures, and/or equipment therein. **PERMIT HOLDER MUST BE PRESENT AT THE EVENT.**
 - (H) **YOU ARE PERMITTED TO USE ONLY THE FLOOR FOR WHICH YOU HAVE CONTRACTED. REGARDLESS OF APPARENT HALL VACANCY, YOU DO NOT HAVE THE RIGHT TO THAT FLOOR, UNLESS PAID FOR IN ADVANCE.**

PERTINENT INFORMATION AND RULES FOR HALL RENTAL

1. The building is a "SMOKE FREE" building. Smoking is allowed **OUTSIDE** the building only.
2. Please **TURN OFF AIR CONDITIONING AND LIGHTS** when your party is over.
3. Please place card tables **FACE TO FACE** to keep from damaging these tables.
4. All dancing must be on the wooden floor upstairs.
5. Please do not allow children to play in the elevator. In the past, we have had a problem with them pushing all the buttons causing it to jam and then the doors remain closed.

PERTINENT INFORMATION AND RULES FOR HALL RENTAL (CONTINUED)

6. We have provided a **portable bar** for your use. It is imperative this bar **REMAIN DOWNSTAIRS!!!** No other portable bar shall be set up on the second floor as damage has resulted from water leakage. Any use of bar equipment upstairs will result in the village retaining your security deposit and will prohibit your further use of this facility.
7. No decorations, posters or similar objects shall be attached to the walls or ceiling by way of tape, nails, tacks or any other instrument or substance that mars, defaces, or otherwise soils said walls or ceilings.
8. **PLEASE – PLEASE – DO NOT USE CONFETTI, GLITTER OR RICE IN THE COMMUNITY CENTER.**
9. An ice machine is provided for your convenience – Please do not abuse it. There is a 40-cup and 100 cup coffee pot available in the kitchen. Dishes and flatware are not provided. There are 4 garbage cans located in the kitchen under the counter. Please use them.
10. **Please wash all the tables before putting them away and all garbage must be taken out to the dumpster located outside the kitchen door.**
11. **THERE SHOULD BE 6 EIGHT FOOT TABLES, 10 SIX FOOT TABLES, AND 5 ROUND TABLES ON EACH FLOOR. IF TABLES ARE MOVED BETWEEN FLOORS, MAKE SURE THEY ARE RETURNED TO ORIGINAL LOCATION.**

VIOLATION OF THE ABOVE RULES MAY RESULT IN FORFEITURE OF DEPOSIT AND FUTURE RESERVATIONS.

 Permission is hereby granted for Community Center Rental at 225 Tuxedo Avenue, Brooklyn Heights, Ohio 44131 from 10:00 a.m. – 1:00 a.m. on the following date:

Name _____ Date of Rental _____
 Address _____ Phone _____
 Up _____ Kitchen & Down _____ Entire Hall _____
 Type of Function _____

<u>ACCOUNT</u>	<u>HOW PAID</u>
BEGINNING BALANCE _____	CASH _____
HALL RENTAL _____	CHECK # _____
CASH BOND <u>\$100.00</u>	<small>(Check must be from Village Resident, with Brooklyn Heights address)</small>
	MONEY ORDER _____

BY SIGNING THIS AGREEMENT, YOU AGREE TO THE RULES AND REGULATIONS AS RENTER AND UNDERSTAND THAT YOU WILL BE RESPONSIBLE FOR ANY DAMAGES.

I affirm that I will be present at the function for which I rented the community center, and will be responsible for the conduct of my guests while in the hall, and the condition that the hall will be left in.

 Signature

 Date

 Name of Permit Holder Opening Hall

 Officer

 Time

 Name of Permit Holder Closing Hall

 Officer

 Time