



Community Center
225 Tuxedo Avenue
Brooklyn Heights, Ohio 44131

CONDITIONS OF RENTAL

The rental fee for the use of the Community Center of Brooklyn Heights is as follows:

<u>USE OF</u>	<u>PER DAY</u>	<u>CAPACITY</u>
1 st floor & kitchen	\$175.00	120 persons
2 nd floor only	\$125.00	110 persons
Entire hall	\$250.00	230 persons

- 1) Rental of the Community Center is restricted to village residents or non-resident village employees **ONLY**. Renters must be twenty-one (21) years of age or older.
- 2) A deposit of **\$150.00** is required for use of the Community Center, **and will be forfeited** if there is any loss to the property, breakage or damage to the building and/or fixtures, or if the premises are left in an unreasonably dirty condition. The deposit must be paid at the Municipal Center Administrative Offices during normal business hours, by cash or check. Dates for use of the Community Center will not be reserved until the deposit is paid. Extraordinary loss, in excess of the deposit, will be charged to the permit holder. _____ (Please initial).
- 3) Permits must be obtained and the deposit paid a minimum of ten (10) days prior to the date of the event.
- 4) Any village organization, and any others as determined by the Village Council, will be exempt from the above fees.
- 5) Permits issued for use of the Community Center are not valid between the hours of 1:00 AM and 10:00 AM.
- 6) Responsibility for obtaining access to the Community Center will 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 to unlock the doors. When the event is over, the permit holder must contact the Police Department at 216-741-2700 to have an officer walk through the Community Center and secure the building. The permit holder is required to sign a copy of this document after the event.
- 7) Permit holders are responsible for any damage to the building, parking lot, landscaping, furniture and fixtures, and other equipment located therein. **The permit holder must be present at the event.**
- 8) Rental of the Community Center is limited only to the floor which was reserved, and for which the rental was paid. Regardless of apparent hall vacancy, the permit holder and his/her guests do not have a right to use the other space unless it was paid for in advance.
- 9) The Community Center is a SMOKE FREE building. Smoking is permitted outside the building only.
- 10) The air conditioning and hall lights should be turned off when the event is over.
- 11) Card tables should be stored face to face to avoid damaging them.
- 12) All dancing should be on the wooden floor upstairs.
- 13) Children should not be allowed to play in or ride the elevator unattended by an adult. Pushing multiple buttons causes the elevator to jam and can result in someone being trapped inside.
- 14) A portable bar is provided for use during events held on the first floor only. No other portable bar may be set up on the second floor, as damage can occur from water leakage. Any use of bar equipment on the second floor will result in forfeiture of the security deposit, and the permit holder will be prohibited from further use of this facility.

- 15) No decorations, posters or similar items should be attached to the walls or ceilings by way of tape, nails, tacks, etc. Use of glitter, confetti or rice in the Community Center is prohibited.
- 16) An ice machine is provided for your convenience. There is a 40 cup and a 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.
- 17) Tables should be washed before putting them away. Garbage must be taken out and placed in the dumpster located outside the kitchen door.
- 18) There should be 6 – eight foot tables, 10 – six foot tables, and 5 round tables on each floor. If tables are moved between floors, please return them to their original location.



Permission is hereby granted for Community Center rental at 225 Tuxedo Avenue, Brooklyn Heights, Ohio 44131, from 10:00 AM to 1:00 AM as follows:

Name _____ Date of Rental _____

Address _____ Phone _____

1st floor & kitchen _____ 2nd floor _____ Entire Hall _____

Type of function _____

<u>ACCOUNT</u>	<u>HOW PAID</u>
Beginning Balance _____	Cash _____
Hall Rental _____	Check # _____
Cash Bond <u>\$150.00</u>	Check must be from Village Resident, with Brooklyn Heights address.

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 I will be responsible for the conduct of my guests while in the hall, and the condition the hall will be left in.

Signature of Permit Holder at Application

Date

Signature of Permit Holder Opening Hall

Officer

Date

Signature of Permit Holder Closing Hall

Officer

Date