

Joyce E Hanks Community Center Rental Agreement

Phone: (440)949-5157 4575 E. Lake Road Sheffield Lake, Ohio 44054

Renters Name:	Organization:
Address:	City, Zip:
Email:	Phone Number: () -

Date(s) of Rental:	Time of Rental:
Type of Event:	Approx # of Attendees:
Will alcohol be on site? Yes No	Using the kitchen? Yes No
Total rental cost (Use the table below):	

Rental Rates (Must provide proof of residency to receive resident rates):		
	<u>West Room</u>	<u>East Room</u>
Fridays (10am-midnight)	\$325 Resident \$425 Non-Resident	\$175 Resident \$275 Non-Resident
Saturday (10am-midnight)	\$550 Resident (access to both rooms) \$750 Non-Resident (access to both rooms)	
Sundays (10am-6pm) <small>*First to rent may choose 10am-10pm</small>	\$200 Resident \$300 Non-Resident	\$175 Resident \$275 Non-Resident
Weekday Holidays <small>*New Years, NYE, Thanksgiving, Christmas, Christmas Eve</small>	\$325 Resident \$425 Non-Resident	\$175 Resident \$275 Non-Resident

Policies and Regulations

- **Reservations:** Reservations are on a first come, first served basis, no more than 1 year prior to the date of the event. The adult signing the rental agreement is the duly authorized representative for the group and is responsible for any and all damage, missing items, and clean up.
- **Security Deposit:** A security deposit of \$200 will be collected upon renting the center. The renter will be refunded the security deposit after the facility is inspected and is found to be properly cleaned with no damage. If there is a need for additional cleaning or repairs, the deposit will be reduced.
- **Set up, Clean up and Damage Policy:** The renter is required to set up and take down all tables, chairs, and personal equipment. Renter is responsible for cleaning all areas utilized, including wiping off tables and chairs, sweeping, taking care of spills (do not use our dry mop for this), removal of garbage to outside dumpster, removing all decorations, personal equipment, etc. Please do not drag equipment across the floors. The facility is expected to be left in the same condition the renter found it. The renter will be held responsible and billed for any unnecessary clean-up, losses, or damage, over and above the security deposit, as well as be subject to loss of future rental privileges. The City of Sheffield Lake is not responsible for any equipment or items left behind. Tables and chairs are not permitted to be used outside. Your deposit may be charged for failure to follow policy.
- **Decorating Information:** All decorations will be limited to placement on tables, countertops, or free-standing easels. **Nails, tape, tacks, staples, wall putty, command strips and screws are strictly prohibited. Glitter, confetti, rice, silly string, or natural flower petals are not allowed at any time.** Decorations must be removed immediately following the event by the renter.
- **Rental Fees:** The rental fee must be paid in full 60 days prior to the scheduled event.

- **Cancellations:** If a cancellation is made at least 60 days prior to the scheduled event, the deposit and any rental fees will be returned. All fees are non-refundable if a cancellation is made less than 60 days prior, unless the center ends up being rented by another party.
- **Keys:** A key will be issued to the renter the week of their scheduled event. All doors leading outside must be locked and the key left in the “key drop” box located inside the main entrance.
- **Smoking Policy:** Smoking is prohibited on the premises and grounds at all times.
- **Alcohol Policy:** Alcohol is permitted with rentals. It is the renter’s responsibility to ensure that all laws relating to alcohol service and consumption are abided by, especially relating to underage drinking. The renter assumes all responsibility for any and all incidents/damage stemming from alcohol related issues.
- **Admission Fees:** No admission fees, donations, or contributions shall be collected or be permitted to be collected by the renter unless authorized by the Community Center Manager
- **Violations:** Any violation of the above rules and regulations may subject all permits to be revoked and the event to be cancelled or terminated by the City of Sheffield Lake, without any liability to the City for any anticipated or actual damage or loss incurred. The Renter agrees to hold the City of Sheffield Lake its employees, representatives, or agents harmless for any such damage or loss. Any violation of these rules may be grounds for the denial of future requests by the Renter for us of City owned buildings or facilities. **No illegal activities will be allowed, and violators will be prosecuted to the extent of the law.**

General Information

- Garbage must be taken to the dumpster at the NW corner of the building. Large bags are provided.
- Exterior doors are not to be left open (to conserve heating/cooling energy and prevent bugs).
- Kitchen equipment should be wiped down after use. Fridge/freezer emptied and cleaned. A dry sweep of all floors should be done. Brooms, dust mops and dust pans are located in the coat room. Any spills should be cleaned up with paper towels. **Do not use the dust mop on liquids.**
- Consider bringing handwipes/spray cleaners to wipe down counters, tables, chairs, etc.
- If tables will be used for eating, arts/crafts, or any other use that may become “messy”, please supply table coverings/cloths for your guests to avoid excessive messes or damage.
- The room partition in the west room is for city use only. The use of the mounted televisions must be arranged in advance and otherwise is not available to renters.
- There are many outlets available that are wired independently. Spread your use of outlets for cookware, DJ equipment, etc. along the walls as plugging more than one roaster/crockpot into a multi-plug outlet may trip a breaker.

Disclosure

- The Community Center is equipped with security cameras. Any security footage can and will be used to determine the source and/or the cause of any damage, spills, or inappropriate behavior occurring during the event. The video footage is exclusively and solely property of the City.

Renter’s Signature	Date
Community Center Manager’s Signature	Date

OFFICE USE ONLY			
Rental Fee:	AMOUNT PAID:\$ _____	DATE PAID: _____	
Security Deposit:	AMOUNT PAID:\$ _____	DATE PAID: _____	
	DEPOSIT REFUND:\$ _____	DATE INITIATED: _____	