

# **RENTAL INFORMATION - KIRTLAND COMMUNITY CENTER**

7900 Euclid-Chardon Road, Kirtland, OH 44094  
(440) 256-4711 Communitycenter@Kirtlandohio.com www.kirtlandcommunity.com

**OCCUPANCY:** Gym: 125 people      Violet Field: 60 people      Sunflower Meadow: 48 people  
Pavilion: 80 people

## **SECURITY DEPOSIT - \$200.00**

- Required for all rentals.
- Security deposit AND rental fees are required at time of booking.
- The deposit is refundable provided all terms of the contract are met. The deposit is refunded by check through the City of Kirtland Finance Department within three weeks after the rental. Cash refunds unavailable.
- Deposit is issued to renter, as listed on the contract.
- Damages which occur to the facility, furnishings, or grounds will be repaired at the renter's expense and deducted from the deposit. Damaged, askew, or broken gym ceiling tiles are a \$25.00 deduction, per tile.

## **RENTAL FEES**

**WEEKENDS** – Fri\*/Sat/Sun 9:00 a.m. – 10:00 p.m. Residents - \$30.00 per hour      Non-Residents - \$35.00 per hour  
**WEEKDAYS** – Mon - Thu 4:00 p.m. – 10:00 p.m. Residents - \$20.00 per hour      Non-Residents - \$25.00 per hour  
**Additional rooms** - \$20.00 per hour per room      \*Fri start time is 4:00 p.m.

- Proof of residency is required (current driver's license or utility bill with the resident's name and address).
- To receive the resident rate, the rental contract must be signed in person by the actual resident and paid for with the resident's check or cash.
- Renter is legally responsible for the event and must be present the entire time.
- Security deposit AND rental fees are required at time of booking.
- All rentals are booked on a first come, first served basis, in person, as space is available, no less than three weeks in advance of rental date. Dates are not penciled in or saved. Rentals are not booked over the phone.
- If alcohol will be served, a Police Officer must be hired. See page 3 for details.

**PAVILION** – The pavilion can accommodate approximately 80 people. It is equipped with charcoal grills, 12 picnic tables, fireplace (firewood not provided), outdoor portable lavatory and running water (April to October), electricity. Pavilion reservations have priority over drop-in users. If access inside KCC is required, standard rental fees (above) apply. In case of inclement weather, pavilion rentals are NOT relocated indoors.

Sat/Sun.	Residents - \$25.00	Non-Residents - \$50.00
Mon - Fri	Residents - FREE	Non-Residents - \$50.00

## **RENTAL PERIOD**

- All rentals are a minimum of two hours, booked in full hourly increments.
- Time must be included in the rental period for setting up and cleaning up.
- *Start time* is when building attendant (employee) opens the building. Rental starts at the time listed on the contract.
- *End time* is when event is complete and cleaned up. Renter is to be walking out the door at the *end time* as listed on the contract.
- If the rental ends prior to the *end time*, the renter is not reimbursed for unused time.
- A **DEDUCTION of \$50.00 per 30 minutes** is taken from the deposit if the rental extends beyond the *end time*.

## **DECORATIONS**

- Nothing is to be attached or hung on the walls or woodwork. Nothing. No tape, tacks, adhesive.
- Artwork may not be removed or rearranged.
- Non-compliance will result in a loss of security deposit, as monitored by the building attendant.

## **CANCELLATIONS & “NO SHOWS”**

- A **\$50.00 cancellation** fee applies to all rentals cancelled with greater than 30-day notice.
- The deposit is forfeited if the rental is cancelled with less than 30-day notice.
- If a renter fails to show up, the entire security deposit and rental fees are forfeited.
- Renters are expected to arrive within the first hour of their scheduled *start time*. The building attendant will only wait one hour for the renter to arrive. If the renter fails to arrive within the first hour of the scheduled start time, the rental is cancelled, and no refunds will be given.
- Should an unforeseen emergency arise, and the City of Kirtland must cancel the 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.

## **SET-UP/CLEANUP**

- Set-up and cleanup are the responsibility of the renter.
- Tables and chairs may be arranged according to the renter's needs and must be returned to their original location.
- Cleanup includes wiping tables, vacuuming, sweeping, mopping spills, taking out trash (see building attendant for use of vacuum, mop, broom, garbage bags).
- Remove all food and ice from premises.
- If a renter fails to cleanup, a fee of **\$50.00 per 30 minutes** will be deducted from the deposit for cleaning services.

## **KITCHEN**

- Kitchen is for warming and reheating foods only. Cooking, boiling, sautéing, frying is prohibited, by order of the Kirtland Fire Department. All food must be fully prepared off-site.
- Microwave, refrigerator, freezer, and stoves are available. All must be cleaned.
- Remove all food and ice upon rental completion.
- Kitchen use may be shared if multiple rentals occur simultaneously.

## **BUILDING ATTENDANT**

- An employee is on site for the entire rental period.
- The building attendant is responsible for overseeing the activities during the rental and providing access to necessary supplies. The building attendant is NOT responsible for setup or cleanup.
- The building attendant is bound by the terms and start and end times of the contract and is unauthorized to make modifications.

## **TABLES & CHAIRS**

- Tables and chairs are for INDOOR use only.
- All tables seat up to 8 people.
- There are 20 round (5' diameter), 20 rectangular (8' long), and 5 small rectangular (3' long) tables available.

## **ADDITIONAL POLICIES**

- Unruly guests will result in loss of security deposit, as monitored by building attendant.
- Children under 18 must always be supervised, both inside and outside.
- The use of sterno and birthday candles are permitted. All other open flames and fog machines are prohibited.
- Do not block exits.
- Tables, chairs, garbage cans, and garbage bags are the only items provided to renters.

**Failure to comply with these policies will result in loss of deposit and termination of event.**

## 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 Police Officer 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 Police Officer. Any person may be removed for public intoxication or inappropriate behavior at any time and at the sole discretion of the Police Officer or the Kirtland Police Department.

## POLICE OFFICER

- A police officer must be present for the duration of any function at the Community Center in which alcohol will be served.
- The hiring of the Police Officer be coordinated between the renter, Community Center and the Kirtland Police Department.
- Up to one hour will be exempt from this requirement to allow for set-up. The Police Guard is required to be present from the moment guests arrive until the end of the reservation period.
- **The cost of the Police Officer is \$140 for the first four hours and \$35.00 per hour thereafter and must be paid in full with cash to the Community Center two weeks in advance of the rental. Any renter who attempts to have alcohol present without a Police Officer 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](http://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.

