

OUTDOOR RENTAL INFORMATION - KIRTLAND COMMUNITY CENTER

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

PAVILION:

The pavilion can accommodate approximately 80 people. It is equipped with charcoal grills, 12 picnic tables, fireplace (firewood not provided), outdoor portable lavatory, running water (April to October), and electricity. Pavilion rentals have priority over drop-in users. If access inside KCC is required, standard rental fees apply. In case of inclement weather, pavilion rentals are NOT relocated indoors. The use of bocce courts is permitted; renters must bring their own bocce balls. To ensure the use of Pickleball courts, an additional reservation is necessary. Without a reservation, we cannot guarantee that the courts will not be in use during a specified rental period.

PICKLEBALL:

There are three outdoor pickleball courts located next to the Pavilion. Pickleball courts are available to the public unless reservations have been made 30 days in advance. Court priority will be given to Kirtland Senior Center members from 10:00 am – 1:00 pm each weekday.

PAVILION RENTAL FEES

WEEKEND AVAILABILITY

Friday*, Saturday, Sunday
9:00 am – 10:00 pm
**Friday start time is 3:00 pm*

Residents - \$25 flat rate
Non-Residents - \$50 flat rate

WEEKDAY AVAILABILITY

Monday – Thursday
3:00 pm – 10:00 pm

Residents – Free
Non-Residents - \$50 flat rate

PICKLEBALL COURT RESERVATION FEES

WEEKEND AVAILABILITY

Saturday, Sunday
8:00 am – 9:00 pm*

Residents - \$25/hour per court**
Non-Residents - \$50/hour per court**

WEEKDAY AVAILABILITY

8:00 am – 10:00 am
1:00 pm – 9:00 pm*
**At this time, Pickleball courts close at dusk
** With at least one month notice*

Residents - \$25/hour per court**
Non-Residents - \$50/hour per court**

PICKLEBALL RESERVATIONS

- Reservations must be made at least thirty days in advance. **If reservations are made with less than thirty days notice, the fees will be increased to \$50/hour for residents and \$100/hour for non-residents.**
- The maximum for a reservation is four hours unless prior arrangements have been made with Center staff.
- Individuals or groups cannot make more than three reservations at one booking.
- Reserved times will take priority over drop-in players.
- Reserved times will be posted on the court as well as online at www.kirtlandcommunity.com/calendar.
- No alcohol will be allowed on the Pickleball courts at any time.

PAVILION RENTALS

SET-UP/CLEANUP

- Set-up and cleanup are the responsibility of the renter.
- The Center must be notified of the use of any additional tents.
- Tables may be arranged according to the renter's needs and must be returned to their original location.
- Cleanup includes wiping tables and taking out trash to the on-site dumpster (rentals are responsible for their own garbage bags).
- All food and materials must be removed from the premises at the end of the event unless prior arrangements have been made with the Center.
- If a renter fails to clean up, a fee of **\$50 per 30 minutes** will be deducted from the deposit for cleaning services.

PAVILION RENTALS CONTINUED

ALCOHOL

- If alcohol will be served at any event, a Police Officer must be hired for the duration of the function.
- The cost of the Police Officer on duty is \$45 per hour at a minimum of four hours or \$180 and must be paid in full with cash when booking the rental. Center staff will coordinate the hiring of the Police Officer. **Any renter who attempts to have alcohol present without a Police Officer present will risk having their security deposit forfeited and event shut down.**
- Renter may provide or allow the presence or consumption of alcohol, while on the grounds of the Community Center (excluding the Pickleball Courts), 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.
- 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.

ALL OUTDOOR RENTALS

RENTAL REQUIREMENTS

- To receive the resident rate, the rental contract must be signed in person by the actual resident (proof of residency required) and paid for with the resident's check or cash.
- Renter is legally responsible for the event and must be present the entire time.
- 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 (*with the exception of a bereavement*). **If a rental is requested with less than three weeks notice, a \$50 administrative fee will be incurred.**
- Rentals are not guaranteed until all fees have been collected.

SECURITY DEPOSIT

- \$200 deposit is required for all rentals.
- Security deposit AND rental fees are required at time of booking. At this time, only cash and checks are accepted. All checks should be made out to the "City of Kirtland."
- If all policies have been followed, the security deposit will be returned to the renter listed on the contract within one month of the event.
- Damages which occur to the facility, furnishings, or grounds will be repaired at the renter's expense and deducted from the deposit.

CANCELLATIONS & "NO SHOWS"

- A **\$25 cancellation** fee applies to all rentals cancelled with less than 48 hours' notice.
- If a renter fails to show up, the rental fees are forfeited.
- 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.

ADDITIONAL POLICIES

- Unruly guests will result in loss of security deposit.
- Children under 18 must always be supervised.

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.

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