



OLMSTED TOWNSHIP  
THE COMMUNITY ROOM  
7900 Fitch Road Olmsted Township, OH 44138  
(440) 782-5248  
thecommunityroom@olmstedtownship.org

## TOWNSHIP COMMUNITY ROOM RENTAL REQUEST APPLICATION

### **PLEASE READ ALL PAGES CAREFULLY AND COMPLETELY BEFORE SIGNING**

This is a request for facility reservation. To secure a date for the Community Room, this application and a 50% deposit must be received. Availability can be found on our website or by calling. Dates are available on a first come, first served basis. Deposits can be made via check, money order or credit card. **NO CASH is accepted.** Your reserved date will be confirmed once your application has been accepted.

### RENTER INFORMATION

Today's Date: \_\_\_\_\_

Responsible Party's Name: \_\_\_\_\_

Business or Organization (if applicable): \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

I am a: Township Resident\*  Non-Resident  Falls Resident  Employee  Non-Profit Organization

*\*Please note: The responsible party MUST be a Township Resident in order to receive the Resident rate and must be present for the duration of the event. Identification must be presented.*

### EVENT INFORMATION

Date of Event: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Rental Time: \_\_\_\_\_ to \_\_\_\_\_ (*must include time for set-up and clean up*)

Purpose of Event: \_\_\_\_\_ Approximate Number of Guests: \_\_\_\_\_

The Community Room is available for rent from 8am-1am. Rates are as follows, with a 3-hour minimum.

**PLEASE NOTE: YOUR RENTAL TIME MUST INCLUDE TIME FOR SET-UP AND CLEAN UP. YOU WILL ONLY HAVE ACCESS TO THE BUILDING DURING YOUR SCHEDULED TIME.**

### RATES

TOWNSHIP RESIDENT/EMPLOYEE	\$70/hour
NON-PROFIT ORGANIZATION	\$80/hour
OLMSTED FALLS RESIDENT	\$90/hour
NON-RESIDENT	\$150/hour

Number of Hours Requested for Rental: \_\_\_\_\_

Rental Rate per hour: \_\_\_\_\_

**TOTAL AMOUNT DUE (# of hours x rate): \_\_\_\_\_**

## COMMUNITY ROOM SETUP

Olmsted Township provides the set-up and take down of tables and chairs. We have 16 – 72" round tables, 16 – 8' rectangle tables, and 160 chairs available. Below, please indicate how many chairs and tables you will need. If there is a specific layout, you may submit a draft on an additional sheet of paper. *(This information can be provided at a later date.)*

---

---

---

## ADDITIONAL INFORMATION

Will alcohol be served?      No      Yes\*

Will event have over 50 in attendance?      No      Yes\*

*\*If alcohol will be served at this event, please complete the Alcohol Addendum on the last page of the application. If over 50 guests are in attendance, police presence will be required. Please contact Olmsted Township Police Department at (440) 427-5588 to secure arrangements.*

Will a caterer or food truck be serving on the premises during your event?      No       Caterer       Food Truck

If yes, Company name and contact: \_\_\_\_\_

## HOLD HARMLESS AGREEMENT FOR USE OF THE COMMUNITY ROOM

I, hereby declare and agree that I have read and will comply with the Terms, Conditions and Regulations set forth in this Rental Contract. I also declare that no illegal activity will be conducted or permitted on the Olmsted Township property during the designated hours.

Olmsted Township shall not be liable for any personal injury or property damage occurring on or to premises or any person hereon resulting from (1) loss of property by theft or burglary, (2) accidental damage to personal or property on or about the premises from the use of any utility on the premises, (3) any damage caused by action of natural elements, or (4) damage or injury resulting from the conduct of an employee or guest of lessee, whether negligent or otherwise. Lessee shall not make any claim against Olmsted Township for any loss of damage described herein.

I, the undersigned, have read and understand "The Community Room" policy and procedures. I also understand that by signing this agreement, I am the person responsible for all payments, activities, and /or any situation that may arise during the event.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

AT ANY TIME, THE OLMSTED TOWNSHIP BOARD OF TRUSTEES MAY CHANGE OR AMEND THIS CONTRACT IF DEEMED NECESSARY.

### IN OFFICE USE ONLY

Amount of deposit/payment: \$ \_\_\_\_\_ Received on: \_\_\_\_\_ By: \_\_\_\_\_

Remaining balance owed: \$ \_\_\_\_\_ Due on \_\_\_\_\_ Paid in Full?  On: \_\_\_\_\_

Paid with:       Credit card       Money Order       Check Number \_\_\_\_\_      Credit Card on file? \_\_\_\_\_



## TOWNSHIP COMMUNITY ROOM POLICIES AND PROCEDURES

### **INSTRUCTIONS**

The building doors are on automatic timers. They will be programmed to be unlocked for the duration of your event and will relock at the event end time. The back and side exit doors are for exit only and you will not be able to regain access to the building from these doors.

- Maximum Occupancy 160.
- Set up of table and chairs will be according to lessee's floor plan done by Olmsted Township personnel. No additional tables and chairs will be available.
- Tables, furniture, etc. shall be located so that the fire exits are **freely accessible at all times**.
- Parking is located in the front and back of building. If additional parking is needed, contact Olmsted Township.
- Hours of availability are 8am-midnight. You will only have access to the room during the rental period indicated. Entrance the day before your event is not permitted for any reason unless you have rented the facility for that date.

### **OLMSTED TOWNSHIP PROVIDES**

- Set up and tear down of tables and chairs. (No table coverings are provided)
- ADA facilitated restrooms
- Double refrigerator, freezer, warming oven (no stovetop or oven) and coffee urns in the kitchen
- Broom and dustpan, mop and bucket for small clean ups
- Trash receptacles with liners
- Drinking fountain in main room; Water cooler in kitchen

### **AUDIO/VISUAL EQUIPMENT**

There is an A/V system available for you to use which includes a recessed, motorize 170" projection screen, LCD Laser projector, and a podium with microphone. This can be hooked up directly to a laptop using an HDMI cord (provided). There is free public wi-fi with no password required. Please notify us prior to the event for instruction, etc.

### **CLEAN-UP**

- All trash must be placed in the provided receptacles.
- Remove all items in the kitchen including items in the refrigerator, freezer and warming oven.
- Turn off warming oven. Make sure all freezer and refrigerator doors are shut.
- If the coffee urn was used, unplug unit, remove grounds and rinse out.
- Wipe down all counter tops.
- Leave tables and chairs (Do not stack chairs or fold tables).
- Make sure all doors are shut and secure.
- A fee will be charged for an excess of items left for the next day cleaning.



#### **THE FOLLOWING IS PROHIBITED**

- **ABSOLUTELY NO DECORATIONS ARE PERMITTED ON WALLS, WINDOWS, DOORS and DOOR FRAMES.** Even "damage free" wall hooks and strips will damage the walls and are not permitted. No push pins, tacks, staples or adhesive material of any kind is also prohibited.
- NO decorations hanging from the ceiling.
- **NO GLITTER, SILLY STRING, or CONFETTI** of any kind or additional cleaning fee up to \$400.00 will apply.
- **NO SUBSTANCES ON FLOOR SUCH AS SAW DUST, BABY POWDER, SAND, RICE, ETC.**
- **NO OPEN BURNING CANDLES** – candles must be enclosed or floating in glass receptacle.
- **NO ANIMALS SHALL BE PERMITTED INSIDE THE BUILDING.** Special requests must be made to Olmsted Township Board of Trustees. Service Animals are always permitted.
- **NO CONCEALED WEAPONS.** Section 2923.126(B)(9) of the Ohio Revised Code does not authorize the carrying of a concealed weapon in the building.
- **NO SMOKING or VAPING IN THE BUILDING.** Cigarette receptacles are located outside building exits.

#### **PAYMENT**

50% deposit is due to hold the date and reservation through Olmsted Township, with the remaining balance due 30 days before the event. Olmsted Township resident or employee rates apply, only if, the resident will be attending the event in its entirety. The Olmsted Township resident is responsible for completing all paperwork and must show proof of residency. Check, money order or credit card are acceptable forms of payment. **NO CASH can be accepted.** Credit card payments are subject to a 3% processing fee.

#### **CANCELLATION**

In order for rental fees to be eligible for refund, notification of cancellation must be received no later than 14 days prior to the event date. Refunds will be processed within 7-10 days.

#### **SECURITY DEPOSIT, DAMAGE AND OTHER CHARGES**

Renters are required to have a credit card on file in case of damages. The card will not be charged unless in case of damages. All damages will be charged at full replacement cost. Damage fee begins at \$100 and will include administrative costs. If excessive cleaning is needed, lessee will be charged an additional cleaning fee as deemed appropriate by the Olmsted Township Board of Trustees.

#### **PERMITS**

Caterers must have a CURRENT HEALTH BOARD PERMIT and adequate liability insurance coverage as determined by the Olmsted Township Board of Trustees. Food Trucks are required to be registered with Olmsted Township.

#### **SECURITY REQUIREMENTS**

If any ALCOHOLIC BEVERAGES are served, it is the lessee's responsibility to comply with any and all laws, regulations, and rules set forth by the Ohio Department of Liquor Control and to obtain any permits required by said agency. Alcohol is not permitted outside of The Community Room. For events serving alcohol to groups less than 50, no security is required. For events serving alcohol to groups larger than 50, security provided by the Olmsted Township Police Department is MANDATORY. Please contact the Olmsted Township Police Department at (440) 427-5588 to secure arrangements.



7900 Fitch Road  
Olmsted Township, OH 44138  
440-782-5248

---

## SECURITY REQUIREMENTS FOR FUNCTIONS SERVING ALCOHOLIC BEVERAGES ON OLMSTED TOWNSHIP PROPERTY

The Olmsted Township Trustees require police officer(s), from the Olmsted Township Police Department to be present during (at minimum) the last three hours of scheduled event.

-Cost will be \$50.00 per hour per officer (*subject to change*)

-CASH payment must be paid directly to the Olmsted Township Police Officer(s) on the day of the event.

### *PAYMENT IN CASH IS REQUIRED AT TIME OF EVENT*

If an event is larger than 50 people in attendance, one police officer is required. If an event is larger than 100 people in attendance, two officers are required.

I, \_\_\_\_\_ attest, I **WILL** be providing alcoholic beverages during my event held on Olmsted Township properties. Furthermore, it is my responsibility to hire Olmsted Township Police Officer(s) for the last three hours of my event.

I, \_\_\_\_\_ attest, I **WILL** be providing alcoholic beverages during my event, however, our event **will have less than 50 people** in attendance so security will not be required. I understand if alcoholic beverages are found on the premises and more than 50 people are in attendance, I will be charged a \$500.00 penalty, payable to Olmsted Township.

Responsible Party \_\_\_\_\_ Date \_\_\_\_\_

Olmsted Township \_\_\_\_\_ Date \_\_\_\_\_

**ANY QUESTIONS/CONCERNS REGARDING SECURITY, PLEASE CONTACT OLMSTED TOWNSHIP AT 440-782-5588.**

---

*For Office Use Only*

Police Officer Start Time/End Time \_\_\_\_\_ Security Confirmed by: \_\_\_\_\_