



**OLMSTED TOWNSHIP
THE COMMUNITY ROOM**

7900 Fitch Road Olmsted Township, OH 44138
(440) 782-5248
thecommunityroom@olmstedtownship.org

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 Employee Non-Profit Organization

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

EVENT INFORMATION

DATE OF EVENT: ____/____/____ PURPOSE OF EVENT: _____

NUMBER OF GUESTS: _____ RENTAL START/END TIME: _____ to _____ (rental time must include time for set-up and clean up)

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

RATES

TOWNSHIP RESIDENT	\$60/hour
NON-PROFIT/EMPLOYEE	\$70/hour
OLMSTED FALLS RESIDENT	\$85/hour
NON-RESIDENT	\$100/hour

Number of Hours Requested for Rental: _____
Rental Rate per hour: _____
TOTAL AMOUNT DUE (# of hours x rate): _____

ADDITIONAL INFORMATION

Will Audio/Visual be needed? No Yes

Will a caterer or food truck be used? No Caterer Food Truck
If yes, Catering/Food Truck Company: _____ License #: _____
Caterer/Food Truck Insurance Information: _____

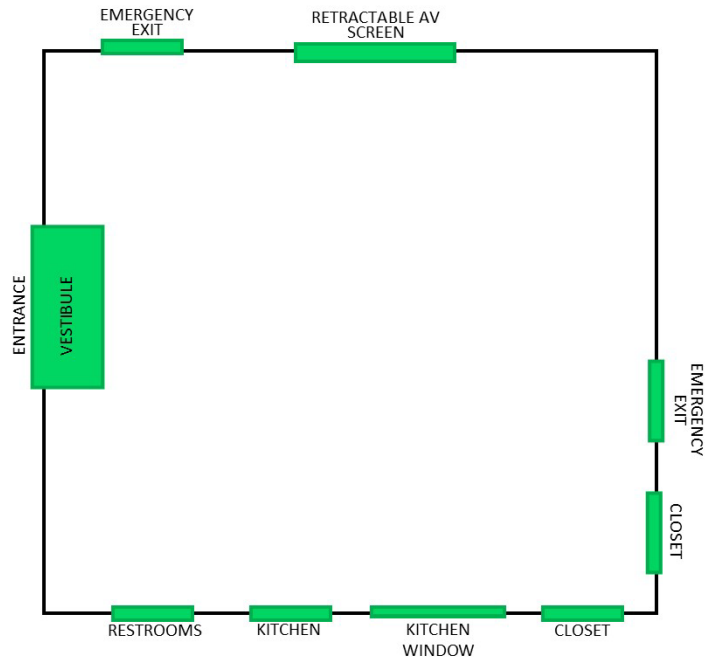
Will alcohol be served? No Yes*

**If alcohol will be served and there will be over 50 attendees at this event, police presence will be required. Please contact Olmsted Township Police Department at (440) 427-5267 to secure arrangements.*

COMMUNITY ROOM SETUP

Olmsted Township provides set-up and take down of tables and chairs. We have 16 – 72” round tables, 16 – 8’ rectangle tables, and 160 chairs available. In the space to the right, please draw a rough draft of how you would like the room to be set up or provide a diagram on a separate sheet.

Please list any other special arrangements necessary for your rental request:



*Room measures 55'x56'. Diagram is not to scale.

I, the undersigned, have read and understand the terms of this rental agreement. I also understand that by signing this agreement, I am the person responsible for any and all situations that may arrive during this event.

A signed application and 50% down payment are required to hold your date. If event date is less than 30 days out, the entire amount will be due. Payments by credit cards are subject to a 3% surcharge. Checks should be made out to Olmsted Township. Cash is not accepted.

Signature of Renter: _____ Date: _____

FOR OFFICE USE ONLY:

Amount of deposit/payment: \$ _____		Received on: _____		By: _____	
Remaining balance owed: \$ _____		Due on _____		Paid in Full? <input type="checkbox"/> On: _____	
Copy of credit card for security deposit included? Yes / No					
Paid with: <input type="checkbox"/> Credit card <input type="checkbox"/> Money Order <input type="checkbox"/> Check Number _____					
Reviewed with renter: <input type="checkbox"/> Automatic Locks <input type="checkbox"/> Lock-up Procedure <input type="checkbox"/> A/V					
<input type="checkbox"/> Decorating Policy <input type="checkbox"/> Room Set up <input type="checkbox"/> Credit Card					
Law enforcement needed? Yes / No Confirmed with PD? _____					



Policy and Procedures for Rental of Community Room

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.

CANCELLATION

In order for rental fees to be eligible for refund, written notification of cancellation must be received no later than 30 days prior to the event date. If the lessee reserves the venue within 60 days of the scheduled event and cancels within said 60 days, Olmsted Township will hold payment and/or deposit until the date is reserved by another party. At that time, Olmsted Township will issue a full refund to the lessee. If Olmsted Township is unable to book the cancelled date, 50% of the rental fee will be forfeited and the remaining balance, if any, will be refunded to the lessee after the reservation date.

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. If items are left in the facility for next day clean up or if excessive cleaning is needed, lessee will be charged an additional cleaning fee as deemed appropriate by the Olmsted Township Board of Trustees.

HOURS OF USE

Hours of use for the community room are 8am to MIDNIGHT. Day before entrance is not permitted for any reason unless you have rented the facility for that date. Clean up must be completed by 1am including **removing all decorations and personal belongings, checking restrooms and kitchen area and turning off lights.**

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. Events with 50-100 attendees require one officer; events with more than 100 attendees require two officers. Please contact the Olmsted Township Police Department at (440)427-5267 to secure arrangements. The Township Trustees require Olmsted Township Police Officers to be present a minimum of the last 3 hours of the scheduled event (ex. 9pm – 12am). The cost will be \$40.00 per officer per hour for a total of \$120.00 each officer. Officers will announce "LAST CALL" 30 minutes prior to the end of the event. All events end at MIDNIGHT, with one additional hour for clean-up. All parties and personal items must be out of the building by 1am the night of the event or additional charges may apply. Payment in CASH must be paid directly to the Olmsted Township Police Officers on the day of the event.

OLMSTED TOWNSHIP PROVIDES

- 16 – 72” Round Tables/16 – 8’ Rectangular Tables/160 Chairs
- Set-up and take down of tables/chairs; lessee is to provide floor plan
- ADA facilitated restrooms
- Double Refrigerator, Freezer and Warming/Proofing Oven
- Broom and dustpan, mop and bucket for small clean ups
- Trash receptacles with liners (additional liners will be at the bottom of trash can)
- Coffee maker
- Drinking fountain in main room; Water cooler in kitchen
- Public Wi-Fi

YOU MUST PROVIDE

- Food – (MUST BE PRECOOKED) Catering Kitchen Only
- Beverages/Ice
- Serving/Clean up items. Serving utensils, dishes/silverware, dishcloth and towels
- Decorations – (See statement below for Prohibited Items)
- Tablecloths/Centerpieces

AUDIO/VISUAL EQUIPMENT

There is an A/V system available for you to use. This can be hooded up directly to a laptop using an HDMI cord. Please notify us prior to the event for instruction, etc.

- Recessed motorized 170” projection screen
- LCD Laser projector
- Podium with microphone and an additional wireless microphone
- Free public wi-fi with no password required

INSTRUCTIONS

- The building doors are on automatic timers. They will be programmed to be unlocked for the duration of your event and will lock at the end. 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. If the doors are not unlocked at the start time of your event, please contact the non-emergency police line at (440) 235-3335.
- Maximum Occupancy 160.
- Operation of the Hall Lights located by the front entrance, kitchen lights are located by the kitchen door, bathroom lights are motion activated.
- 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.
- Charges will be assessed for damage, missing items and excessive cleaning as deemed appropriate by Olmsted Township Board of Trustees.
- Tables, furniture, etc. shall be located so that the fire exits are **freely accessible at all times**.
- In case of power failure, use the emergency contact list located in the kitchen.
- Parking is located in the front and back of building. If additional parking is needed, contact Olmsted Township before the event.

CLEAN-UP

- Put all trash in trash cans (do not remove provided liners) and place by the west exit door.
- 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 coffee pot was used, unplug and remove grounds and rinse out.
- Wipe down all counter tops.
- Leave tables and chairs (Do not stack chairs or fold tables).
- Turn off all lights, 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

- **NO GLITTER, SILLY STRING, or CONFETTI** of any kind or additional cleaning fee up to \$400.00 will apply.
- **ABSOLUTELY NO DECORATIONS ARE PERMITTED ON WALLS, WINDOWS, DOORS and DOOR FRAMES.** Even “damage free” wall hooks and strips will damage the walls.
- **NO HANGING DECORATIONS FROM THE CEILING.** THE USE OF PUSH PINS, TACKS, STAPLES, GLITTER, CONFETTI, SILLY STRING AND TAPE OR ANY ADHESIVE MATERIAL IS ALSO PROHIBITED.
- **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.
- **NO SMOKE MACHINES.**
- **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 BUILDING.** Cigarette receptacles are outside on the West Side of the building.

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. _____ Initial

I, hereby agree and abide by, and initial as the individual responsible for all payments and activities regarding this event. _____ Initial

HOLD HARMLESS AGREEMENT FOR USE OF THE COMMUNITY ROOM

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 any and all situations 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.



7900 Fitch Road, Olmsted Township, OH 44138 440-782-5248 Fax 440-235-7794
www.olmstedtownship.org



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**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 the last four hours of scheduled event. (ex. 9pm-1am).

- Cost will be \$40.00 an hour, for a total of \$160.00/each police officer
- 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. Police Officer(s) will announce LAST CALL 30 minutes, prior to the end of the event. All events end at MIDNIGHT, with one additional hour for clean-up (1am).

All parties and personal items must be out of the building by 1am on the night of the event or additional charges will apply.

Please indicate ONE of the following:

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 four hours of my event.

I, _____ attest, I **WILL NOT** be providing alcoholic beverages and understand if alcoholic beverages are found on the premises during my event and Olmsted Township Police Officers have not been hired, I will be charged a \$500.00 penalty, payable to Olmsted Township.

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 440-782-5248.

For Office Use Only

Police Officer Start Time/End Time _____ Security Confirmed by: _____