

CLEVELAND  
HEIGHTS

## Parks & Recreation Indoor Facility Request Form

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

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

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

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

Type of Organization:

**Individual** (Member of the public)  
 **Community/Business** (Schools, Government Agencies, Other County Departments) \_\_\_\_\_

EVENT DATE(S):	ESTIMATE NUMBER OF ATTENDEES:
START TIME*:	END TIME*:

*\*Time includes setup and breakdown time.*

<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday	<input type="checkbox"/> Saturday	<input type="checkbox"/> Sunday
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Location	Rate	Capacity	Time Frame
<input type="checkbox"/> <b>Community Center:</b> South Atrium	\$35. /hr. CH Res \$70.hr Non-Res	50	Sat &Sun: 10a-4p Mon-Fri: 10a-8p
<input type="checkbox"/> <b>Senior Activity Center:</b> Conference Room	\$25. /hr. CH Res \$50.hr Non-Res	20	Sat &Sun: 10a-4p Mon- Fri: 5p-8p
<input type="checkbox"/> <b>Community Center:</b> Room 1A/1B <b>Security Deposit: \$110.00</b>	\$55. /hr. CH Res \$110.hr Non-Res	50	Sat &Sun: 10a-4p Mon- Fri: 10a-8p
<input type="checkbox"/> <b>Community Center:</b> Activity Room 7 (upstairs, kitchen available) <b>Security Deposit: \$220.00</b>	\$110. /hr. CH Res \$220.hr Non-Res	100	Sat &Sun: 10a-4p Mon Fri: 10a-8p
<input type="checkbox"/> <b>Senior Activity Center:</b> Multi-Purpose Rm <b>Security Deposit: \$300.00</b>	\$150. /hr. CH Res \$300.hr Non-Res	150	Mon-Fri: 5p-8p Sat &Sun: 10a-4p
<input type="checkbox"/> <b>Community Center:</b> South Field House <b>Security Deposit: \$500.00</b>	Fee based on usage (*)	600	Field House Rental booked through Sports Manager. Call 216-691-7383
<input type="checkbox"/> <b>Community Center:</b> Gym	\$50.00/hr.	Depends on activity	Gym rentals booked through the Sports Manager. Call 216.691.7383
<input type="checkbox"/> <b>Community Center:</b> North Rink	\$150 to \$250/hr.	Dependent on staffing	Rink rentals booked separately through the Rink Manager. Call 216.691.7434

\* Long term rental: \$50.00 – \$75.00/hr. Daily rental: \$150.00-\$250.00/hour. Trade show: \$1,000.00/day

\* No after-hours rentals, no teen parties

Planned Activity: \_\_\_\_\_

Set-up Style:  Classroom  U-Shape  Lecture  Boardroom  Other \_\_\_\_\_

Equipment: (Projector screen, podium, microphone, extension cords, etc.) \_\_\_\_\_

- 1) All persons must submit an Indoor Facility Request Form at least fourteen (14) days in advance of the rental date at the Community Center Front desk or North Rink desk. Payment of the deposit and ½ the rental fee must be made when the request is submitted. Final payment in full is due no later than two (2) days before the day of the rental (credit card preferred). Failure to make the final payment on time may lead to cancellation of the event.
- 2) The City of Cleveland Heights Parks & Recreation will grant a refund for facility reservations that are cancelled seven (7) days before the reservation date.
- 3) A certificate of Insurance and an off-duty police officer may be required for some events (cost to be covered by the renter).
- 4) Renter may not have access to the room before the reservation start time and must vacate the space completely by the reservation end time.
- 5) Decorations may be applied only during the scheduled rental time.
- 6) Posted room capacities may not be exceeded.
- 7) All trash must be placed in trash containers or removed before vacating the premises.
- 8) Room rental does not entitle participants to free use of other areas in the facility.
- 9) The cost of replacement or repair of any damage to equipment, furnishings or the facility shall be the responsibility of the Contracting Party and the Contracting Organization if any, jointly and severally. Renter agrees to pay for all damages to property, trash pick-up and any other charges that may be incurred as a direct result of their use.
- 10) Participants must adhere to all posted rules and regulations of the Facility. Any of the following shall be grounds for immediate termination of a scheduled event and ejection of the group from the premises: consumption or dispensing of alcoholic beverages; gambling in any form (i.e., card games, bingo for money); loud music; fighting; inappropriate language or behavior; disorderly conduct; the carrying of weapons; or any act which is in violation of City Ordinances or State Law. Cleveland Heights Parks & Rec reserves the right to stop/prohibit use at any time if any of the above rules are violated. Violation of the terms of this agreement, in addition to any loss of security deposit or other monetary damages, will result in loss of future rental privileges and could also result in loss of use privileges for other Cleveland Heights Parks and Recreation Facilities and/or programs.
- 11) **Room Rental Rules:**
  - Availability of rental space is subject to other events and programming and is subject to change or cancellation.
  - All rentals must be booked at least fourteen (14) days in advance and the deposit and ½ the rental fee is due at the time the reservation is made. Full payment is due no later than two (2) days in advance of the rental date.
  - If balance is not received two (2) days before the rental date start time, management reserves right to cancel the rental without return of fees.

- The individual who signs the contract must be **present during the entire event**.
- A resident signing on behalf of a non-resident agency will be charged the non-resident rate.
- Sales are not permitted in rental rooms.
- Room set up plan must be received at least ten (10) days prior to event.
- Set up, take down and clean up time is included in rental time period. Early setups are not permitted.
- Alcohol and smoking are **NOT** permitted in or on the premises (including non-alcoholic beer/wine).
- Live animals are **NOT** permitted in or on the premises.
- Loud or offensive music (to be determined by management) is **NOT** permitted at any time in any room.
- All parties shall vacate the building upon conclusion of their predetermined rental time period. Failure to vacate the building promptly as required will result in the Contracting Party being removed by the Cleveland Heights Police Department and the loss of future rental privileges.

12) The City shall not be responsible for theft or injury to person or property, whether caused by the Contracting Party, a guest at any event, a third party, or any act or omission of the City or any agent or employee thereof. In consideration of the City of Cleveland Heights providing Rental Space as specified in this Agreement, the Contracting Party for himself/herself, the contracting organization (if applicable) and all person(s) using the Community Center does hereby release, hold harmless and indemnify the City of Cleveland Heights and all of its officers, agents and employees from and against any and all liability, claims, demands, action and/or causes of action for injury to person or property arising from or in any way related to the use of the Rental Area and other portions of the Community Center herein. Furthermore, the contracting party must provide a certificate of insurance.

By signing below, I acknowledge I have read the attached Indoor Facility Use Rules and agree to abide by them.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_