

# Beachwood Community Center Rules and Regulations

## HOURS OF OPERATION

**Regular Hours:** Monday – Friday 9 am – 4 pm

**Extended Hours:** Outside of regular hours (Monday – Friday 9 am – 4 pm) with the following limitations:

- No earlier than 6:00 am
- No later than 11 pm. Note the building must be vacated by 11 pm.

Reservations must include set-up and take-down. If using any kind of catering or entertainment, please remember their set-up/take-down time must be included. If a third party is used as a coordinator of an event (i.e. party planner, caterer, etc.) all communication is to be done via the renter.

## PROOF OF RESIDENCY

Proof of residency is required at the time of booking. Please note: falsification of proof of residency will result in the forfeiture of all fees. *Two (2)* forms of proof must be presented for each rental. Examples include: current utility bill and current driver's license or state photo ID with address.

## ARRIVAL

Applicants are to be the first person on site and the last person to leave. A pre-inspection and post-inspection form must be completed and signed the day of use. Applicant is required to be present during the entire event or the event will be terminated and all fees forfeited.

## CATERERS

Applicant is responsible for the caterer. The caterer must adhere to all rules set forth by the Beachwood Community Center.

## SUPERVISION

Children must be supervised at all times. All youth activities must have adult supervision. Adult supervisors are to be 21 years or older. The required ratio is 1 adult per 10 children. Most youth activities will require police security with an additional per hour charge.

## POLICE SECURITY

A police security/parking lot attendant fee may be assessed for special circumstances depending on the nature of the event, attendance levels etc. If it is determined that a police/parking lot attendant is necessary a fee of \$70/hr per officer shall be paid at the time of booking. Falsification of attendance may result in the forfeiture of all fees.

## ANIMALS

Special arrangements must be made with the Beachwood Community Center Rental Coordinator prior to an event for the use of live animals. Failure to comply will result in the termination of event and the forfeiture of all fees.

## GAMBLING

Ohio law prohibits the use of the Beachwood Community Center for gambling purposes. If you have any questions as to whether your activity constitutes gambling, please contact the Beachwood Community Center Rental Coordinator at (216) 292-1970. For Profit fundraisers are not permitted.

## EQUIPMENT

Special equipment requests or additional furniture needs must be made at least two (2) weeks prior to the event and the City of Beachwood will invoice the applicant for the expenses. Arrangements may be made with the Beachwood Community Center Rental Coordinator if there is a specific vendor(s) you wish to be used; otherwise the City will choose the vendor.

## ATTENDANCE

All private events held at the Beachwood Community Center must be by invitation only.

## SOUND SYSTEM

Sound System and microphones may be provided and appropriate volumes are to be controlled by Community Center Staff. Independent sound systems (*i.e.* DJ equipment) sound levels may not exceed the level deemed appropriate by the Beachwood Community Center Staff. If a DJ is used, please make sure your rental time includes the equipment set-up and take-down; otherwise loss of security deposit may result.

## Page 2 – Beachwood Community Center Rules and Regulations

### TABLES/CHAIRS/WINDOW SHADES

Available furnishings include: chairs, 3' card tables, 6' rectangular tables and 60" round tables. Window shades will be adjusted per renter's request by Beachwood Community Center staff.

### CLEANING

All papers, garbage or rubbish in areas used are to be neatly cleaned up and placed in trash containers/bags provided. Tables and chairs should be clear of debris and wiped off. Improper clean-up may result in loss of security deposit.

### DECORATIONS

No tape, thumbtacks, nails, screw-in hooks, staples, sticky tape or other fasteners may be used on ANY surface or wall in the Community Center. Glitter, confetti, lighted candles, open flames, smoke or fog machines are not permitted. Helium balloons must be weighted.

### FOOD

No food preparation is permitted on site. All food and refreshments must remain inside the reserved areas. The Community Center Staff reserves the right to inspect all containers.

### KITCHEN RENTAL

Kitchen use is limited to one renter at a time; subject to previous rentals. Kitchen rental consists of counter space, refrigerator, sinks and ice machine.

### ROOM RENTAL INCLUDES/PAYMENT INFORMATION

Specified room(s), room set-up, tables, chairs and sound system if requested (does not include common areas, lobby, patio space or food service.) Kitchen rental (if available) is a separate fee. Complete room rental payment, security deposit and police security/parking lot attendant fee (if applicable) **is required at time of booking. Accepted forms of payments are:** personal check, certified cashiers check, credit card and cash. See room layout sheet for set-up requirements.

### HOW TO RESERVE A ROOM AND RESTRICTIONS:

- Complete a formal agreement at least 30 days before and not more than 6 months in advance
- Groups or individuals are limited to 1 time use per quarter or a maximum of 4 times a calendar year
- The use of the facility must correspond with the applicant: A Beachwood business may not use the facility for a personal event nor may a Beachwood resident reserve for a Non-Beachwood Business event/function
- Application is non-transferable
- Applicant must be 21 years of age or older and must be present for the entire function
- Applicants are responsible for enforcement of all rental policies
- Entire payment for reservation is due at the time of booking
- The sale, solicitation or advertising for sale of merchandise, circulars, tickets, prizes, rewards or other monetary rewards or the collection of money or goods by any profit entity are not be permitted
- Political activities are prohibited in all common areas (lobby and hallways) and within 25 feet of all entrances to the Community Center. Political activities are permitted in reserved room only with the permission of the group/individual that is responsible for the reservation. Political activities include but are not limited to, campaign activities, solicitation of contributions, and collecting petition signature.
- Alcoholic beverages, smoking, guns, weapons or illegal drugs in any City building or on City grounds are not permitted
- Adult or inappropriate entertainment are not permitted
- There will be no refund or credit for unused time for applicants that vacate the premises earlier than signed contract
- Athletic events are not permitted (*i.e.* kicking or throwing balls)
- City of Beachwood is not responsible for lost, stolen or damaged items

## Page 3 – Beachwood Community Center Rules and Regulations

### EXPECTED CONDUCT:

- All persons attending events in the Beachwood Community Center shall:
  - Conduct themselves in an orderly manner
  - Children should not run or “rough-house” in the rental area or common area.
  - Be respectful of the rights of others
  - Protect City property from damage
  - Follow the orders of any authorized official regarding the use and occupancy of City property. Occupancy may not exceed stated room limits

### SECURITY DEPOSITS:

A security deposit of **\$200** is due at time of registration. The City of Beachwood reserves the right to keep the security deposit (partial or entire) for the following reasons:

- Facility damage including marks or scuffs to the walls.
- Improper clean-up
- Falsification of application – including reserving for another non-Beachwood individual or Business (termination of event may occur)
- Event exceeds reserved time (additional fees may also apply)
- Exceeding the stated occupancy of a room

Any violation of the above rules and regulations may result in the forfeiture of security deposit and possible termination of event. The City of Beachwood reserves the right to deny any future requests at the Community Center.

### CANCELLATION POLICY

To receive a full refund (including security deposit):

- Applicant(s) must cancel the event thirty (30) days in advance
- There will be a 15% handling fee applied to cancellations which are less than thirty (30) days but before seven (7) days prior to event
- There will be NO refund for events cancelled less than seven (7) days prior to event

### SPECIAL NOTE:

The Mayor and Council reserve the right to cancel or re-schedule the use of the Beachwood Community Center if a City function requires its use. If we cannot reschedule the event, a full refund will be issued.

### DATE AVAILABILITY:

Rental dates for the Beachwood Community Center are subject to availability.

NOTE: Rules and Regulations are subject to change.

### FEE SCHEDULE:

ROOM	OCCUPANCY w/ TABLES AND CHAIRS	OCCUPANCY W/ CHAIRS ONLY	REGULAR HOURS	EXTENDED HOURS**	w/KITCHEN
1. Fairmount	72	125	\$90 / hour	\$100 / hour	\$50 extra
2. Richmond	72	125	\$90 / hour	\$100 / hour	\$50 extra
3. COMBINED	144	250	\$100 / hour	\$125 / hour	\$75 extra
4. Beechwood *	48	75	\$50 / hour	\$60 / hour	\$30 extra
5. Chagrin *	56	75	\$50 / hour	\$60 / hour	\$30 extra
6. COMBINED	104	150	\$75 / hour	\$85 / hour	\$50 extra
7. Cedar *	20	35	\$30 / hour	\$45 / hour	\$20 extra
8. Green *	20	25	\$30 / hour	\$45 / hour	\$20 extra
9. COMBINED	40	60	\$60 / hour	\$60 / hour	\$30 extra
10. * 4, 5, 7, 8 ROOMS COMBINED	144	210	\$100 / hour	\$125 / hour	\$75 extra
Coffee/Hot Tea Service	\$13 per small pot (~13 cups)	\$26 per large pot (~26 cups)			
Security Deposit	\$200				
Ice Complimentary					

## Page 4 – Beachwood Community Center Rules and Regulations

**\*\* Extended hours:** Outside of regular hours (Monday – Friday 9 am – 4 pm) with the following limitations:

- No earlier than 6:00 am
- No later than 11 pm. Note the building must be vacated by 11 pm.

### **SECURITY DEPOSIT:**

- A security deposit of \$200 is due at time of booking. The cost of repairing any damage to the facility or its contents shall be charged directly to the permit holder in occupancy at the time of the damage. Such cost shall be charged against the security deposit. Any cost over and above the security deposit shall be the responsibility of the permit holder. Any remaining deposit will be refunded within (30) days after the event. The City of Beachwood reserves the right to retain the entire security deposit for part thereof for any violation to the above stated rules and regulations.

### **POLICE SECURITY:**

- A police security/parking lot attendant fee may be assessed for special circumstances depending on the nature of the event, attendance levels etc. If it is determined a police/parking lot attendant is necessary a fee of \$70/hr per officer shall be paid at the time of booking.

### **WHO CAN RENT/USE A ROOM:**

#### **No Charge:**

- City of Beachwood sponsored activities
- Beachwood Board of Education activities
- Beachwood Chamber of Commerce
- Government Entities
- Homeowners Associations
- Non Profit Organizations that directly provide services and/or programs to the City of Beachwood or its employees

Any requests which do not constitute a regular meeting may be subject to additional charges as determined by the Community Services Director and/or the Mayor.

#### **No Room rental fee during regular hours (all other fees may apply):**

Regular hours are defined as Monday – Friday 9am – 4pm

- Civic or Community groups with a majority of Beachwood residents or an office within the City limits; must provide a copy of 501 C3 status. A membership Roster must be provided or regular rental rates apply.
- Non-Profit/Charitable organizations which have an office in Beachwood or provide services to a significant number of Beachwood residents; must provide a copy of 501 C3 status

During extended hours: These groups may rent at 50% off the extended hour rate listed above.

#### **Room rental fee (all other fees may apply):**

- Beachwood residents
- Businesses or Commercial institutions with offices located in the City of Beachwood