



City of Munroe Falls

43 Munroe Falls Avenue
Munroe Falls, Ohio 44262
330-688-7491 330-688-3720 fax

RENTAL PERMIT APPLICATION

RENTER INFORMATION *Please print clearly*

Today's Date: _____

Renter's Name: _____

Daytime phone: _____

Renter's Address: _____

Email: _____

City: _____ State: _____ Zip: _____

DATE OF USE: _____ 9am to 11pm Estimated number of guests: _____

Group Name (if applicable): _____ Activity Planned: _____

FOR RESIDENT RATE: Proof of residency is required. The individual renting the facility shall be present to rent facility and at the event and shall be the permit holder and responsible party for payment, deposit, rental and clean up. **Any and all damages or excessive cleanup will be charged to the permit holder in addition to loss of the security deposit.**

RENTAL FACILITY	Weekdays (Monday - Thursday)	Friday, Saturday, Sunday	Holidays (city desig- nated)	Security Deposit
Guise Park Lodge 38 Guise Park Dr MAX CAPACITY: 78	Resident \$125 Non-resident: \$200 Civic Org/Non-Profit \$50	Resident \$150 Non-resident \$250	Resident \$350 Non-resident \$500	Resident \$200 Non-resident \$200

City Employees and Serving Board / Commission Members 50% rate reduction (no deposit)

YOUR COST:				
-------------------	--	--	--	--

**MUST PROVIDE 4 WEEK NOTICE OF CANCELLATION - TO RECEIVE REFUND OF FEE AND SECURITY DEPOSIT LESS ADMINISTRATIVE FEE OF \$50.00
LESS THAN 4 WEEK NOTICE SHALL FORFEIT ENTIRE RENTAL FEE**

ALCOHOL IS NOT PERMITTED

I, the undersigned applicant, agree to the following terms of this application:

- Alcoholic beverages are NOT permitted / NO SMOKING
- The Renter agrees to return the facility to a clean and usable condition.
- All decorations, provisions and items brought into the facility shall be removed by the end of the rental by the Permit Holder
- The use of tape, nails, screws or pins for decorating is NOT permitted
- The Permit Holder is fully responsible for the use of the facility and for the actions of all guests.
- Use is permitted from 9am to 11pm on the specified date of rental ONLY. Additional time for setup is not permitted unless you pay for another day of rental.

RESERVATION LIMITATIONS AND REQUIREMENTS ON THE FOLLOWING PAGES ARE A PART OF THIS AGREEMENT.

FACILITY USE AGREEMENT: I have read and agree to follow ALL facility policies, rules and regulations and procedures set forth in this permit

EXCESSIVE CLEANING OR DAMAGE TO THE FACILITY OR EQUIPMENT OR GROUNDS SHALL BE CHARGED TO ME IN ADDITION TO THE LOSS OF MY SECURITY DEPOSIT.

Print Name: _____ Signature: _____ Date: _____

RESERVATION APPLICATION

Facilities may be rented up to 6 months in advance.

To reserve a facility, a Rental Application must be completed and submitted in person at the City Hall, 43 Munroe Falls Avenue, Munroe Falls, along with proof of residency (for resident rate), and payment of all fees and deposits. The permit holder must be at least 21 years of age or older and will be solely responsible for the supervision of the event; including behavior of all participants and their prompt departure at the end of the facility use. The permit holder will be charged for any damage or excessive cleaning to the facility and/or grounds or equipment over and above the security deposit amount.

Permit holders may not assign, transfer or sublet to others the use of the facility.

Any violations will result in the forfeiture of the reservations and all fees/deposits paid.

TIME PERMITTED

Renter must adhere to the time allotted on the rental agreement. You are NOT permitted to drop off items to the facility, or to set up at the facility prior to the permitted date/times for which are arranged. The time available for use is 9:00 am to 11:00 pm.

OPENING/CLOSING PROCEDURE

Permittee is instructed to pick up a key in person at the City Hall located at 43 Munroe Falls Avenue, Munroe Falls Ohio, the day before their scheduled date of use (or Friday before if on Sunday or Holiday). A key shall be signed out by the permittee between the normal City Hall hours of operation (8:30am to 4:30pm M-F) unless holiday hours necessitate earlier pickup. The key is the sole responsibility of the permit holder and shall be returned to the City Hall immediately following the end of use of the facility. If the City Hall is closed, permittee is instructed to deposit the key in the drop box in front of the main entrance to City Hall.

Failure to return the key as required will result in the loss of the deposit in full.

Failure to obtain the key prior to a scheduled date of use will require the permit holder to contact the Munroe Falls Police Department Dispatch via the call box located next to the Police Department entrance at City Hall. The call box phone will call dispatch and dispatch will call someone to meet you to unlock the facility.

TABLES/CHAIRS/EQUIPMENT FOR USE

Tables and chairs are provided and will accommodate up to 64 guests (seated). The permittee shall set up, keep clean and in good repair, and put away all tables and chairs. Tables and chairs are not to be taken outside the facility. Refrigerator/microwave are there for the sole use of the renter for the time permitted. These items shall be used with care, as intended and cleaned immediately after use.

NO PERSONAL ITEMS OR PERISHABLES SHALL BE LEFT AT THE FACILITY FOR ANY REASON. These items will be discarded by the City - additional fees may be charged in addition to loss of security deposit.

SMOKING

Smoking is not permitted at City facilities.

CATERERS

Caterers are required to follow the rules and regulations and are the sole responsibility of the Permit Holder.

FIRES/GRILLS

Fires are NOT permitted at any of the City facilities. Grills may be permitted and must be kept a minimum of 15 feet away from any building or structure.

DECORATIONS

Do **NOT** use pins, staples, nails, screws or TAPE on any facility service. No confetti or glitter is permitted. All decorations placed inside or outside shall be removed at the end of the rental. Failure to remove any and all decorations from facilities or grounds will result in the loss of the security deposit.

EQUIPMENT RENTAL

Equipment not included with the rental of the facility must be secured by the renter and approved by the City of Munroe Falls at least 30 days prior to the event. The City of Munroe Falls is in no way to be included as a party in any such agreements or services and does not accept responsibility for such.

OUTDOOR AREA USE; TENTS/INFLATABLES/RENTAL VEHICLES/OUTSIDE STRUCTURES

Use of inflatable equipment, tents, shade structures or any outdoor structure must have prior approval by the City of Munroe Falls.

Rental equipment that requires pick up the next day may necessitate additional charges.

AMPLIFIED MUSIC/SOUND SYSTEM

Sound systems and or Wi-Fi are not provided. Amplified audio associated with any event at an indoor facility is to be kept at a reasonable volume within the facility. The City of Munroe Falls reserves the right to control audio level and can terminate the rental agreement if it believes the renter's amplified sound volume is not in keeping with the intent of the established rental policies. The use of amplified music or public address system is NOT PERMITTED OUTSIDE the facilities.

ADULT SUPERVISION

An adult guardian/parent 21 years of age or older must remain in the facility at all times during the rental reservation with minor children.

ADMISSIONS, CONCESSIONS OR SALES

Admission may not be charged for any event or activity without prior written consent of the City of Munroe Falls. Charging for food, beverages and products is strictly prohibited except for community-based, non-profit organizations with prior approval from the City of Munroe Falls.

PARKING

Guests, entertainment, caterers and all other outside entities secured by the renter must adhere to the parking rules. All vehicles and equipment shall be parked in designated parking areas only. Roadways and entrances must be left clear at all times. **NO ON STREET PARKING.** Vehicles left parked in the street may be ticketed or towed.

LOSS OF PROPERTY/INJURY

The City of Munroe Falls does not assume any liability for lost or stolen property and/or personal injuries sustained during the use of the premises. Any and all personal items left behind will be discarded by the City - additional fees shall be charged in addition to loss of security deposit.

FACILITY DEPARTURE

Facilities shall not be used past 11:00 pm. Failure to leave by permit time will result in the loss of the security deposit.

CLEANUP/TRASH DISPOSAL

At the conclusion of the rental you are required to return the facility to its original condition.

Trash must be placed in trash bags (not provided) in outside receptacles

Cleaning supplies, trash can liners, detergents, towels, and any items needed for cleanup are the responsibility of the permittee to provide. Hand towels and toilet paper are filled in each restroom by the City of Munroe Falls. However, extra toilet paper and hand towels are not kept on site and if needed, shall be provided by permittee.

SECURITY DEPOSIT REFUNDS

A portion of or all of the security deposit will be withheld for the following violations; otherwise the Deposit will be returned by regular mail to the Permit Holder approximately 4 to 8 weeks after the rental date of use.

- a. Failure to clean or remove trash or remove decorations from the facility or grounds
- b. Excessive cleaning needed to restore facility to public use
- c. Using the facility prior to or after the time stated on permit
- d. Damage to the building, facilities, equipment or grounds
- e. Misrepresenting the type of event held or group/individual using/renting the facility

Additional fees may be charged to the renter to cover any damages or excessive cleaning.

REFUNDS, CHANGES OR CANCELLATIONS 163.28 (d)

(d) **Cancellation Policy for Residents and Nonresidents.** In the event a written notice of cancellation of a facility rental is received by the City from a resident or nonresident at least four weeks prior to the date of the scheduled rental event, the applicable rental fee and security deposit will be refunded after first deducting therefrom an administrative fee in the amount of \$50.00. Should written notice of cancellation of a facility rental be received by the City from a resident or nonresident less than four weeks prior to the date of the scheduled rental event, the rental fees shall be non-refundable. Should written notice of cancellation of a facility rental be received any time prior to the scheduled Holiday rental event, the rental fees shall be non-refundable.

Provided at facility:

60" Round Tables - 8

Chairs - 64

8' Rectangular tables - 4

Refrigerator

Microwave