

## **COMMUNITY ROOM RULES AND REGULATIONS**

1. **Generally.** The Mayfield Village Community Room is located at 6621 Wilson Mills Road, Mayfield Village, Ohio. The Community Room has a main room that can be separated into two smaller meeting rooms with a partition wall, a lounge area with gas fireplace, a warming kitchen, a concession/food preparation area, a bar with running water, refrigeration and a small ice machine, a coat room and men's and women's restrooms. The maximum seating capacity in the main meeting room is 120 people. If other portions of the building are utilized, the maximum occupancy permitted is 170.

**The Applicant must be present for the duration of the event and shall not admit to the premises a larger number of people than the seating capacity will accommodate or can safely move in or about the Community Room.**

2. **Hours/Rental and Security Deposit.** The Community Room is available for rent during the following hours ONLY:

- Between the hours of 5 p.m. and 11 p.m. Monday thru Thursday,
- Between the hours of 5 p.m. and 1 a.m. on Fridays, and
- Between the hours of 11 a.m. and 1 a.m. on Saturdays and Sundays.

The Community Room is not available for rent on the following days recognized by the Village as holidays: Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day and Easter.

The rental rate is \$300.00 for the first six (6) hours or any portion thereof with an additional fee of \$100.00 per hour to a maximum of eight (8) hours (or \$500.00). No rentals are permitted beyond the maximum 8-hour duration without specific approval from Mayfield Village. A refundable \$300.00 damage/restoration deposit fee is also required. If on the day of the rental, the Applicant and/or any of Applicant's guests remain at the facility beyond the stated rental hours, additional rental fees will apply and will be deducted from the deposit fee. If the Applicant or any guests remain at the facility beyond the eight (8) hour maximum rental, the entire damage/ restoration deposit fee will be forfeited.

If the Applicant cancels less than 30 days prior to a scheduled event, a \$150.00 cancellation fee will be deducted from the rental fee; the remainder will be returned.

3. **No Smoking.** The Community Room is a non-smoking facility. No smoking is permitted anywhere in the building or on the property. In addition, no open flames, candles, smoke machines or similar items are permitted.

4. **Gambling.** Ohio law generally prohibits the use of the Community Room for gambling purposes. If you have any questions regarding whether your activity constitutes gambling, you should consult an attorney.

5. **Police Security / Serving Alcoholic Beverages.** If 75 or more people are expected at your event, or if you will be serving alcohol, you must make arrangements with the Mayfield Village Police Department to hire a security officer at least six (6) weeks prior to the event. Payment shall be made directly to the officer at the

event. The officer must be present before alcohol can be served and must remain for the duration of the entire event. Please contact 440-471-1065 to make appropriate arrangements. *Remember that alcoholic beverages may only be served to persons 21 years of age or older. It is the applicant's responsibility to make sure no one under the age of 21 consumes alcohol in the Community Room. If you have any questions about your responsibility, you should consult an attorney.*

**6. Parking.** There are 105 parking spaces at the Community Room in the parking lot that is shared with Center School. Additional parking is available at the Civic Center parking lot. Parking is free. Parking is permitted only in designated parking areas.

**7. Tables and Chairs.** Folding tables and chairs are available for use at no additional charge. Current availability includes 10 rectangular tables (6' x 30"), 20 round tables (4' diameter) and 120 chairs. Set up of tables and chairs for your event will be provided by Mayfield Village and is included in the rental fee. Attached is a diagram with the standard setup. **If a different setup is desired, Applicant must return the attached floor plan with the Application and rental and deposit fees, showing how the tables and chairs are to be arranged.** No outside chairs, tables or other furnishings may be brought into the Community Room without the prior consent of Mayfield Village. All chairs, tables and furnishings located inside the Community Room are the sole property of the Village and may not be removed.

**8. Rentals.** Commercial rentals of entertainment or other equipment (including but not limited to tents, dance floors, bouncy houses, and arcade games) are not permitted without the prior consent of Mayfield Village.

**9. Access.** A Community Room Coordinator employed by the Village will meet the Applicant at the Community Room at the date and time designated on your application. **Do not arrive early. You will not be permitted in the building until the time designated on your application.** Please bring a form of identification along with your approved application.

**10. Catering.**

- a) Catering is not provided as part of the rental agreement and, if desired, a private caterer may be obtained. Dishes and linens are also not provided.
- b) The Community Room kitchen contains a stovetop, oven, and refrigerator. The Concession kitchen is also available for food preparation and contains a large freezer, large cooler, and dishwasher. Two 60-cup coffee urns are also available. The bar area includes an ice machine and dry sink for beverages. **Both kitchens are for warming food only; cooking is strictly prohibited.** All hot food shall be prepared off-site. Sinks are not equipped with disposals and food should not be placed in the drains.
- c) The Applicant and/or Applicant's caterer must remove all food from the Community Room at the end of the event. All trash must be placed in trash bags and deposited into the trash receptacles located behind the Community Room (just outside the kitchen) and clean bags shall be placed in the trash receptacles. Trash bags will be provided. Sinks must be clean and free of food.

**11. Temporary Liquor Permit.** State of Ohio liquor control laws contain special provisions through which nonprofit organizations may obtain temporary liquor permits to sell or serve alcoholic beverages. Applications for temporary liquor permits are available through the Ohio Division of Liquor Control at [www.liquorcontrol.ohio.gov](http://www.liquorcontrol.ohio.gov). The sale of alcoholic beverages at the Community Room is prohibited unless an appropriate permit has properly been obtained and presented prior to the event date.

**12. Facility Protection/Decorations.** In order to avoid permanent damage to the Community Room, decorating must adhere to the following guidelines:

- a) All decorations and entertainment equipment are subject to the approval of Mayfield Village.
- b) All decorations must be of a type that will not damage or deface the premises. No nails, tape, glue, tacks, putty, Command Strips or similar items shall be used. Backdrops must be freestanding. No decorations are to be hung from walls, exit signs, lights, appliances, sprinkler heads, fixtures, etc.**
- c) No open flames (e.g. candles, oil lamps) are permitted.
- d) All decorations and/or equipment brought in for the event must be removed at the end of the event.
- e) The Applicant assumes responsibility for all costs related to damage of the Community Room or equipment resulting from use, abuse or neglect. If the damage deposit is not sufficient to repair damage caused during the rental, the Applicant is responsible for any additional amounts necessary.
- f) Mayfield Village shall not be liable for any damage to or loss of personal property or equipment brought into the Community Room in conjunction with the event by the Applicant, or Applicant's members, officers, employees, agents, representatives, contractors or any person who attends the event.
- g) Furniture should not be moved from its position without specific permission. If furniture is moved, it must be returned to its original location at the end of the event. Any damage to the furniture, walls, floors or moldings is the responsibility of the Applicant.

**13. No Assignment.** The Applicant shall not assign, sublet, or license its rights under this agreement to any third party without the written consent of Mayfield Village.

**14. Concurrent Use.** Mayfield Village reserves the right to allow the concurrent use of other areas of the Community Room not being used by Applicant.

**15. Indemnity.** The Applicant shall indemnify, defend and hold harmless Mayfield Village, its officials, directors, agents, representatives, employees and insurers from all claims, damages, losses, costs and expenses which they may suffer or incur as a result of the rental of the Community Room.

**16. Condition of Premises.** The Applicant shall take the Community Room in the condition found at the time of the beginning of the rental and return the Community Room to the same condition at the conclusion of the event. A Cleaning Checklist, attached and incorporated by reference into these Rules and Regulations, shall be completed by Applicant and returned to the Village after the event has concluded.

**17. Termination and Cancellation.**

- a) If the Community Room or any part thereof is destroyed or damaged and, in Mayfield Village's opinion, rendered unusable, or if the Community Room otherwise becomes unavailable prior to Applicant's event, then Applicant's Permit shall terminate, and the Applicant hereby waives any claim for damages or compensation as a result of such termination. In this event, the rental fee and damage deposit will be returned to the Applicant.
- b) If the Applicant fails to pay any sum due to Mayfield Village, or fails to comply with any part of these Rules and Regulations and any other Village regulation, Mayfield Village shall be entitled to terminate the Applicant's permit without notice.

# COMMUNITY ROOM CLEANING CHECKLIST – APPLICANT/RENTER

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

Applicant: \_\_\_\_\_

Please ensure that all of the following tasks are completed before leaving the Community Room at the end of your event. **Failure to do so will result in forfeiture of your damage deposit.**

- All food and trash has been placed in trash bags and deposited in the trash receptacles located outside the kitchen. Clean bags have been placed in trash receptacles. Sinks and drains are clean and free of food.
- Floors and furniture in areas used during the rental have been vacuumed and/or are free of litter (including confetti and glitter) and stains.
- All decorations have been removed. **[Remember: All decorations must be of a type that will not damage or deface the premises. No nails, tape, glue, tacks, putty, Command Strips or similar items shall be used.]**
- All tables and countertops have been wiped down (this includes the bar area, kitchen and concession kitchen).
- If any part of the event was held outdoors, all trash and decorations have been removed.

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*For Village use only:*

- All cleaning has been completed and inspected.
- All cleaning has not been completed as required. Items not addressed and/or damage caused by Applicant/Renter include:  
\_\_\_\_\_  
\_\_\_\_\_

The Applicant was present at the start of the event.

The Applicant vacated the building at \_\_\_\_\_ am/pm.

Inspected and Approved:

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Community Room Coordinator

# COMMUNITY ROOM CLEANING CHECKLIST - COORDINATOR

(Contact Police Dispatch at 440-461-1234 if Police or Service Dept. assistance is needed)

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

Applicant: \_\_\_\_\_

Please check the following before leaving the Community Room at the end of the event:

If event included outdoor use:

- Check for stains on sandstone caps. Rinse with water if necessary.
- Turn off outdoor lights.
- Television remote and two audio receivers are on site. (Audio receivers are in kitchen and main event room).
- Carpet and furniture are free of stains and all areas used have been vacuumed.
- All ovens are turned off.
- Fireplace is turned off.
- Refrigerator doors are closed.
- The restrooms have been checked to make sure there is no running water and no debris left in the sinks, toilets or urinals.
- All exterior doors are locked.
- Senior Services Office is locked.
- Dry sink in bar has been drained.
- Coffee urns have been cleaned and stored.
- Thermostats are set appropriately.

Inspected and Approved:

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Community Room Coordinator