

WESTLAKE RECREATION CENTER COMMUNITY ROOM / CONFERENCE ROOM RENTAL POLICIES AND PROCEDURES

- It is the policy of the City of Westlake to allow the rental of the Community and/or Conference rooms for non-profit making activities or not for profit organizations.
- Westlake Recreation Center activities/programs have priority over any private rentals.
- All private rentals are on a first come, first served basis.
- Floor plans must be submitted at least ten (10) days in advance of the rental.
- You must be 21 years of age to rent the hall.
- Rooms can be reserved up to one year in advance.
- Smoking is not permitted in the community or conference rooms.
- Groups shall not arrive before the authorized rental time and shall leave the premises at the expiration time. Set up and clean up is to be done during the time of the rental.
- All corporations or non-profit organizations desiring to serve alcoholic beverages at functions held at the Westlake Recreation Center shall make application to the Director and comply with the following requirements: a) Applicant shall obtain an F-2 Permit from the Ohio Department of Liquor Control and be in compliance with such Permit. b) Two (2) off duty Westlake Police Officers shall be hired for the duration of the functions as security guards. The Applicant shall make arrangements to hire said security guards and pay security guards directly. c) Applicant shall obtain a \$1,000,000.00 liquor liability policy or a \$1,000,000.00 host policy. The City shall be named as an additional insured and a Certificate of Insurance shall be submitted with the application prior to the event date. d) The Mayor or his designee has the authority to deny an application to serve alcoholic beverages in order to protect the health and safety of the users of the Recreation Center.
- Guests shall use the community room entrance.
- Rental of a room in the facility DOES NOT entitle you to use the remainder of the facility.
- Tables and chairs will be supplied (for indoor use only) for your rental to have a sit down function such as a meeting to accommodate up to approximately 200 individuals or a sit-down dinner with tables and chairs to accommodate up to approximately 160 individuals.
- Any signage must be free standing and approved through the Recreation Department before posting.
- A warming kitchen is available for rental -- however -- the warming kitchen may be shared with another group. Exclusive use of the warming kitchen is only available when the full Community Room is rented.
- The warming kitchen consists of a refrigerator, freezer, icemaker, and warming oven. All other necessary equipment or materials are to be provided by the renter with the approval of the Recreation Department.
- No cooking is to be done on site and the City recommends a caterer be utilized.
- No food is to be left in the refrigerator or on the premises.
- Rental of the Community Room is permitted after regular business hours. An hourly rate plus \$30 per hour for the full Community Room, and an hourly rate plus \$15 per hour for 1/2 of the Community Room will be charged to cover the cost of a building supervisor who must be on the premises during such times.
- No storage space is available. All attempts should be made to have deliveries made no more than 2 hours before the event is to take place.

- The room is expected to be returned to the condition that existed at the time of rental.
- The rental applicant shall remain on the premises the entire time the rental is being held. If any damages occur, Rental Applicant shall be held responsible and will be billed for any repairs that are required. The Rental Applicant shall remove any decorations or signs inside and out. NO scotch tape, making tape, nails, or tacks are to be used on walls or ceilings.
- Open flame is prohibited (i.e. candles) by order of the Westlake Fire Department.
- Profanity and unruly or abusive language or behavior will not be tolerated and may result in ejection from the facility and/or termination of the event.
- Any misrepresentation of the description of the nature, type or size of use to be undertaken at the rental premises shall cause the Applicant's rental agreement to become null and void at the opinion of the City of Westlake, and may preclude any future rentals of City facilities.

SECURITY DEPOSIT AND ROOM RENTAL FEES

- A security deposit will be required for each rental of the Community Room and is necessary to hold a reservation. The security deposit amount for rental of half of the Community Room is \$150 and the deposit fee for the whole room is \$300. This security deposit is separate from the rental fee and will be returned within a month after the event provided the room is left in the same condition as when it was rented. If damages or losses occur, the amount will be deducted from the security deposit with any excess damages charged to the Rental Applicant.
- Rental fees are based on an hourly basis and are due 10 days before the event. If payment is not received, you will be notified of reservation cancellation, and no refund on the deposit will be issued.
- Checks for both the Security Deposit and Room Rental should be made payable to the "City of Westlake".

CANCELLATIONS

- Cancellations made at least 2 months prior to the rental date will be granted a full refund of the rental fee and the security deposit. If cancellation notice is received after this period then a 90% refund of the rental fee amount will be returned provided the space is re-booked. If no re-booking occurs, the rental fee deposit shall be non-refundable.
- A change of event date may be possible with a \$10 transfer fee and may be permitted based on room availability.
- Any cancellation or transfer requests must be made in writing.
- Transfers to another date may be allowed according to room availability.

PLEASE NOTE: The City of Westlake, nor the employees of the Westlake Recreation Department shall be held accountable for any items that are lost or stolen at the facility from the rental group or member/companies providing services and equipment for the rental party. The Rental Applicant shall indemnify and hold harmless the City of Westlake, the Westlake Recreation Department, and any and all employees and agents at all times from any claims or damages on account of injury to anyone using the facility and/or grounds in connection with the function sponsored or operated by the Rental Applicant, and/or growing out of their use and occupancy of the said facility/grounds, or through any defect in said premises, including sidewalks adjoining the same and use or operation thereof.

Rental applicant must sign the Rental Contract. By signing the contract, the Rental Applicant acknowledges that he/she is responsible for ensuring that all guests adhered to the above rules and all rules and regulations of the Westlake Recreation Center.