



ROOM RENTAL CONTRACT



WESTLAKE RECREATION CENTER
28955 HILLIARD BLVD. WESTLAKE, OHIO 44145
PHONE: (440) 808-5700 FAX: (440) 808-5690
WWW.WLREC.ORG

GROUP/COMPANY NAME: _____ DATE: _____

CONTACT: _____ PH:(H) _____ (W) _____

ADDRESS: _____ CITY: _____ ZIP: _____

E-MAIL ADDRESS (optional) _____

*ROOMS AVAILABLE FOR RENT: FULL COMMUNITY ROOM, 1/2 COMMUNITY ROOM,
CLASSROOM OR CONFERENCE ROOM*

DATE OF RENTAL	ROOM	TIME IN	TIME OUT	TOTAL HOURS	FEE PER HOUR	ADD'L COST	TOTAL DUE

*IT IS THE POLICY OF THE CITY OF WESTLAKE TO ALLOW THE RENTAL OF THE ROOMS
FOR NON-PROFIT MAKING ACTIVITIES OR NOT FOR PROFIT ORGANIZATIONS.
ALCOHOL IS PROHIBITED.*

NATURE OF EVENT: _____ NUMBER OF PEOPLE EXPECTED: _____

I AM A: MEMBER WESTLAKE RESIDENT/NON-MEMBER CORPORATION IN THE CITY OF WESTLAKE

A SECURITY DEPOSIT OF \$150 FOR 1/2 ROOM - OR- \$300 FOR FULL ROOM IS NEEDED TO SECURE THE ROOM
*The security deposit will be refunded the month following your event providing the room is left in the same condition as when it was rented. Same condition means: tables cleaned, garbage put in garbage bags (bags supplied by recreation center), floor clear of food, confetti or any other decorations.
The Kitchen, bathrooms and surrounding areas are to be left clean also.
A vacuum cleaner and cleaning supplies are provided. We will be responsible for trash removal.*

RENTAL BALANCE OF \$ _____ IS TO BE PAID 10 DAYS BEFORE YOUR EVENT. DUE DATE IS: _____

ADDITIONAL FEES: \$25 FLAT FEE FOR KITCHEN (IF NEEDED)
Kitchen is full caterer's kitchen with warming ovens, refrigerator, freezer, dishwasher & ice machine.

AFTER HOUR PARTIES REQUIRE AN OFF DUTY WESTLAKE POLICE OFFICER WHICH WE WILL ARRANGE. THE RENTER WILL PAY THE OFFICER DIRECTLY ON THE NIGHT OF THE RENTAL IN CASH. ASK FOR CURRENT RATES.

THERE IS NO GRACE PERIOD FOR TIME IN OR OUT.

SET UP AND CLEAN UP TIMES NEED TO BE INCLUDED IN CONTRACT TIME.

IF THE RENTER ARRIVES EARLY OR LEAVES LATER THAN THE CONTRACT TIMES, THE ADDITIONAL TIME WILL BE DEDUCTED FROM THE SECURITY DEPOSIT.

PLEASE REVIEW AND SIGN

I HAVE READ, UNDERSTAND AND AGREE TO THE WESTLAKE COMMUNITY RECREATION CENTER ROOM RENTAL POLICIES AND PROCEDURES. I UNDERSTAND THAT IF MY GUESTS AND I ARE UNABLE TO ADHERE TO THE POLICIES AND PROCEDURES OF THE WESTLAKE RECREATION CENTER, WE WILL BE ASKED TO VACATE THE PREMISES.

PLEASE NOTE: NEITHER 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 GROUPS OR MEMBERS/COMPANIES PROVIDING SERVICES AND EQUIPMENT FOR THE RENTAL PARTY. THE MEMBER, COMPANY/GROUP RENTING THE ROOM SHALL INDEMNIFY AND HOLD HARMLESS THE CITY OF WESTLAKE, THE WESTLAKE RECREATION DEPARTMENT, AND ALL EMPLOYEES, AGENTS AT ALL TIMES FROM ANY CLAIMS OR DAMAGES ON ACCOUNT OF PERSONAL INJURY OR PROPERTY DAMAGE 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.

SIGNATURE OF APPLICANT _____ DATE _____

PAYMENT CAN BE MADE BY: CASH, CHECK, MASTERCARD OR VISA. CHECKS TO BE MADE OUT TO 'CITY OF WESTLAKE'.

DEPOSIT PAID
DATE _____ AMOUNT PAID _____ CLERK _____
PAID BY: CASH CHECK CHECK # _____ VISA MC EXP. DATE _____

BALANCE PAID
DATE _____ AMOUNT PAID _____ CLERK _____
PAID BY: CASH CHECK CHECK # _____ VISA MC EXP. DATE _____

DIRECTIONS TO THE WESTLAKE RECREATION CENTER

FROM CLEVELAND

- Take I-90 west to Crocker / Bassett Road exit.
- Turn left on Crocker Bassett and proceed south to Hilliard Blvd.
- Turn left on Hilliard Blvd and proceed east.
- Westlake Recreation Center is 1/4 mile on the right side.

FROM I-480 WEST

- From the airport, take Great Northern exit.
- Turn right on Great Northern Blvd.
- Turn left on Lorain Ave., then right on Dover Center Road.
- Turn left on Hilliard Blvd. Pass Bassett Road.
- Westlake Recreation Center is 1/4 mile on the left side.

FROM LORAIN COUNTY AND AVON

- Take I-90 east to Crocker / Bassett Road exit
- Turn right on Crocker Bassett and proceed south to Hilliard Blvd.
- Turn left on Hilliard Blvd and proceed east.
- Westlake Recreation is 1/4 mile on the right side.

FROM I-480 EAST

- From Lorain County, take great Northern exit.
- Turn left on Great Northern Blvd.
- Turn left on Lorain Ave., then right on Dover Center Road.
- Turn left on Hilliard Blvd. Pass Bassett Road.
- Westlake Recreation Center is 1/4 mile on the left side.