

## WESTLAKE RECREATION CENTER 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 facilities.
- Rooms can be reserved up to one year in advance.
- Smoking is not permitted in the community or conference rooms.
- **Alcohol beverages are prohibited in the park and the Recreation Center.** This Ordinance is strictly enforced by the City.
- **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. Cleanup consists of wiping all tables, bagging all garbage, and vacuuming under and around all tables. The room is expected to be returned to the condition that existed at the time of rental.**
- Hosts shall check in at the Front Desk upon arrival and 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.
- 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 to rent for a flat rate.
- The warming kitchen consists of a refrigerator, freezer, icemaker, and warming ovens. 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 half or full 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 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, masking tape, nails, or tacks are to be used on walls or ceilings. No confetti or glitter is permitted.**
- Open flame is prohibited (i.e. table 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 paid with the rental fee 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 at the time the event is booked.
- The Security Deposit must be paid using a credit card and any checks used to pay for the Room Rental should be made payable to the "City of Westlake".

#### CANCELLATIONS

- Cancellations made at least **30 days prior to the rental date** will receive 90% refund of the rental fee. **The security deposit will be refunded only if re-booking occurs.**
- 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.

**INDEMNIFICATION/HOLD HARMLESS:** 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 officials, employees and 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.

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 adhere to the above rules and all rules and regulations of the Westlake Recreation Center.