

RENTAL INFORMATION - KIRTLAND COMMUNITY CENTER

7900 Euclid-Chardon Road, Kirtland, OH 44094

(440) 256-4711 Communitycenter@Kirtlandohio.com www.kirtlandcommunity.com

OCCUPANCY:

Gym – 125 people
Violet Field – 60 people

Sunflower Meadow – 48 people
Pavilion – 80 people

RENTAL FEES

	INDOOR FACILITIES		PAVILION	PICKLEBALL COURTS*
Weekend Resident	\$30/hour	\$45/hour**	\$25 flat fee	\$25/hour per court
Weekend Non-Resident	\$35/hour	\$55/hour**	\$50 flat fee	\$50/hour per court
Weekday Resident	\$20/hour	\$35/hour**	Free	\$25/hour per court
Weekday Non-Resident	\$25/hour	\$45/hour**	\$50 flat fee	\$50/hour per court
Additional Rooms	\$20/hour			

**if made more than thirty days prior to event*

** Fee for any activity or party with over 100 participants

Weekend Rental Hours: 8:00 am – 10:00 pm (Friday evening rentals begin at 4:00 pm)

Weekday Rental Hours: 4:00 pm – 10:00 pm

Pickleball Court Hours: Weekdays from 8:00 am – 10:00 am and 1:00 pm – 9:00 (or dusk)

Weekends from 8:00 am – 9:00 pm (or dusk)

- To receive the resident rate, the rental contract must be signed in person by the actual resident (proof of residency required) and paid for with the resident's check or cash.
- Renter is legally responsible for the event and must be present the entire time.
- All rentals are booked on a first come, first served basis, in person, as space is available, no less than three weeks in advance of rental date (*with the exception of a bereavement*). **If a rental is requested with less than three weeks' notice, a \$50 administrative fee will be incurred.**
- Rentals are not guaranteed until all fees have been collected.
- If alcohol will be served, a Police Officer must be hired. See page 3 for details.

SECURITY DEPOSIT

- \$200 deposit is required for all rentals.
- Security deposit AND rental fees are required at time of booking. At this time, only cash and checks are accepted. All checks should be made out to the "City of Kirtland."
- If all policies have been followed, the security deposit will be returned to the renter listed on the contract within one month of the event.
- Damages which occur to the facility (including ceiling tiles in the gym), furnishings, or grounds will be repaired at the renter's expense and deducted from the deposit.

PAVILION

The pavilion can accommodate approximately 80 people. It is equipped with charcoal grills, 12 picnic tables, fireplace (firewood not provided), outdoor portable lavatory, running water (April to October), and electricity. Pavilion rentals have priority over drop-in users. If access inside KCC is required, standard rental fees apply. In case of inclement weather, pavilion rentals are NOT relocated indoors. The use of bocce courts is permitted; renters must bring their own bocce balls. To ensure the use of Pickleball courts, an additional reservation is necessary. Without a reservation, we cannot guarantee that the courts will not be in use during a specified rental period.

PICKLEBALL

There are three outdoor pickleball courts located next to the Pavilion. Pickleball courts are available to the public unless reservations have been made 30 days in advance. Court priority will be given to Kirtland Senior Center members from 10:00 am – 1:00 pm each weekday.

PICKLEBALL RESERVATIONS

- Reservations must be made at least thirty days in advance.
- Leagues or lessons are not permitted without express consent from the City.
- The maximum for a reservation is four hours unless prior arrangements have been made with Center staff.
- Individuals or groups cannot make more than three reservations at one booking.
- Reserved times will take priority over drop-in players.
- Reserved times will be posted on the court as well as online at www.kirtlandcommunity.com/calendar.
- No alcohol will be allowed on the Pickleball courts at any time.

RENTAL PERIOD AND FACILITY USE

- All rentals are a minimum of two hours (*with the exception of Pickleball courts*), booked in hourly increments.
- Time must be included in the rental period for setting up and cleaning up.
- **Start time** is when building attendant (employee) opens the building. Rental begins at the time listed on the contract.
- **End time** is when event is complete and cleaned up. Renter is to be walking out the door at the *end time* as listed on the contract.
- If the rental ends prior to the *end time*, the renter is not reimbursed for unused time.
- If additional rooms are listed on the contract and not used, no refund will be issued unless arranged with the Center at least 30 days in advance. If rooms not originally in the contract are added to the rental on the day of the event, an invoice will be issued the week following with the additional rental fees.
- A **DEDUCTION of \$50 per 30 minutes** is taken from the deposit if the rental extends beyond the *end time*.

DECORATIONS

- Nothing is to be attached or hung on the walls or woodwork. Artwork may not be removed or rearranged.
- Non-compliance will result in a loss of security deposit, as monitored by the building attendant.

CANCELLATIONS & "NO SHOWS"

- All cancellations (including partial or full rental) must be made prior to 30 days of the rental.
- The security deposit is forfeited if the rental is cancelled with less than 30 day notice.
- If a renter fails to show up, the entire security deposit and rental fees are forfeited.
- Renters are expected to arrive within the first hour of their scheduled *start time*. The building attendant will only wait one hour for the renter to arrive. If the renter fails to arrive within the first hour of the scheduled start time, the rental is cancelled, and no refunds will be given.
- Should an unforeseen emergency arise, and the City of Kirtland must cancel the rental, a full refund will be issued. The City of Kirtland reserves the right to cancel a rental for any reason. Every effort will be made to avoid such circumstances.

SET-UP/CLEAN-UP

- Set-up and cleanup are the responsibility of the renter.
- Tables and chairs may be arranged according to the renter's needs and must be returned to their original location.
- Cleanup includes wiping tables, vacuuming, sweeping, mopping spills, taking out trash (see building attendant for use of vacuum, mop, broom, garbage bags).
- Remove all food and ice from premises.
- If a renter fails to clean-up, a fee of **\$50 per 30 minutes** will be deducted from the deposit for cleaning services.

KITCHEN

- Kitchen is for warming and reheating foods only. Cooking, boiling, sautéing, and frying is prohibited, by order of the Kirtland Fire Department. All food must be fully prepared off-site.
- Microwave, refrigerator, freezer, and stoves are available. All must be cleaned.
- Remove all food and ice upon rental completion.
- Kitchen use may be shared if multiple rentals occur simultaneously.

BUILDING ATTENDANT

- An employee is on site for the entire rental period.
- The building attendant is responsible for overseeing the activities during the rental and providing access to necessary supplies. The building attendant is NOT responsible for setup or cleanup.
- The building attendant is bound by the terms and start and end times of the contract and is unauthorized to make modifications.

TABLES & CHAIRS

- Tables and chairs are for INDOOR use only.
- All tables seat up to 8 people.
- There are 20 round (5' diameter), 20 rectangular (8' long), and 5 small rectangular (3' long) tables available.

ADDITIONAL POLICIES

- Unruly guests will result in loss of security deposit, as monitored by building attendant.
- Children under 18 must always be supervised, both inside and outside.
- The use of sternos and birthday candles are permitted. All other open flames and fog machines are prohibited.
- Do not block exits.
- Tables, chairs, garbage cans, and garbage bags are the only items provided to renters.

Failure to comply with these policies will result in loss of deposit and termination of event.

ALCOHOL

- Renter may provide or allow the presence or consumption of alcohol, within the confines of the Community Center or the Pavilion, provided the alcohol is without fee and in strict compliance with all the laws of the State of Ohio and the City of Kirtland.
- All persons must be able to prove their age to the Police Officer if asked.
- All guests must keep alcoholic beverages within the confines of the Community Center building or Pavilion. The consumption of alcohol is not permitted on the Pickleball courts.
- Any person who cannot act responsibly with alcohol will be told to leave by the Police Officer. Any person may be removed for public intoxication or inappropriate behavior at any time and at the sole discretion of the Police Officer or the Kirtland Police Department.

POLICE OFFICER

- A Police Officer must be present for the duration of any function at the Community Center in which alcohol will be served.
- The hiring of the Police Officer will be coordinated between the renter, the Community Center, and the Kirtland Police Department.
- Up to one hour will be exempt from this requirement to allow for set-up. The Police Guard is required to be present from the moment guests arrive until the end of the reservation period.
- **The cost of the Police Officer is a minimum of \$180 for the first four hours and then \$45 per hour thereafter. It must be paid in cash to the Community Center two weeks in advance of the rental. Any renter who attempts to have alcohol present without a Police Officer present will risk having their security deposit forfeited and event shut down, as monitored by the facility attendant.**

OBSCENITIES

Renter is responsible for the overall behavior of all guests during the reservation period. Any obscenities, lewd, obscene, or disruptive behavior will not be tolerated. Any use of obscenities may result in the person(s) and or entire function being asked to leave the premises.

GAMBLING / FUNDRAISING

Ohio law prohibits the use of the Kirtland Community Center for gambling purposes. If you have any questions as to whether your activity while in the utilization of the premises constitutes gambling, or games of chance, please check the Ohio Revised Code Chapter 2915 (www.codes.ohio.gov/orc/2915) or the office of the Ohio Attorney General, Charitable Law Section, 150 E. Gay St., 23rd Fl., Columbus, OH 43215, phone (800) 282-0515. It is the responsibility of the renter to verify that the renter's activities, at all times while utilizing the Community Center premises, are in full compliance with the applicable gambling or gaming laws and signature to this rental agreement is the renter's acknowledgment of his/her or its acceptance of that responsibility and further constitutes a statement of renter's intention to, at all times while on the premises, be in full compliance with those laws. For-Profit fundraisers are prohibited. Any violation of the state or federal gambling laws on the Community Center premises will result in an immediate termination of its use and forfeiture of the rental fee.

