

# AVON COMMUNITY CENTER RENTAL AGREEMENT 2023

**Community Center Address: 2155 Eaton Drive**

Avon Community Center is rented through the Avon Parks & Recreation Dept.

Phone: 440-937-6106

Address: 35001 Schwartz Road

Hours: M-F 7:30am-3:30pm

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Renter Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Estimated # of Guests: \_\_\_\_\_

Event Date: \_\_\_\_\_ Rental Start Time: \_\_\_\_\_ Rental End Time: \_\_\_\_\_

## **PAYMENT PROCEDURE** (Refundable security deposit and all hourly rental fees are required to secure the date)

**A. Payments:** All payments must be made at the Parks & Recreation Dept. located at 35001 Schwartz Road. Fees may be paid with a credit card or check payable to Avon Parks & Recreation (NO CASH). There will be a \$50 service charge for any check that is returned for insufficient funds.

**B. Cancellations:** Any cancellation less than 60 days prior to the event will forfeit their security deposit and hourly rental fees.

**C. Security:** An off-duty officer will be required for any event serving alcohol. The Parks & Recreation Department will make arrangements with the Avon Police Security Detail. Payment must be made in cash or check directly to the officer, in the amount of \$60 per hour, prior to the start of the event. (*Fees subject to change without notice*). Security hours are set up 60 days prior to your event.

## **D. Pricing:**

<b>Pricing:</b>	<b><i>Avon Resident/Avon Business</i></b>
	\$100 – 4 hour minimum
	\$20 – Each additional hour
	\$50 – Refundable security deposit

<b><i>Non-Resident/Non-Resident Business</i></b>
\$175 – 4 hour minimum
\$25 – Each additional hour
\$100 – Refundable security deposit

Resident  or Non-Resident

Security Deposit: \_\_\_\_\_ + Hourly Rental Fees: \_\_\_\_\_ = Total Amount Due: \_\_\_\_\_

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

**KEY PICK UP:** Keys to the Avon Community Center **MUST** be picked up at Avon Parks & Rec. (35001 Schwartz Rd) the Wednesday, Thursday or Friday (8:00am-3:30pm) before weekend events. Weekday events can pick up key between 8am – 3:30pm. This does not mean that you will have access to the building before your contracted date! Anyone found entering the building any time other than contracted will be charged the appropriate hourly rate.

**KEY RETURN:** Keys to the Avon Community Center **MUST** be returned to Avon Parks & Rec **48 hours after your event** (drop slot in door). Security deposit will not be refunded until keys have been returned and the building has been assessed.

## **FACILITY RULES**

No smoking or smoke machines, vaping or e-cigarettes and no illegal gambling.

No taping, nailing or adhering decorations to the walls in any way. Anyone defacing the building or stealing anything from the building will be barred from using the Avon Community Center again and may face legal action from the City. The security deposit will be forfeited.

In the event the security deposit made by the individual, group or organization is insufficient to cover the cost of the necessary labor or replacement for lost or damaged equipment or furniture, or damage to the building or property, the individual representing the group or organization will be held personal responsible for such damage, loss or replacement.

Frequently used surfaces such as countertops, tables and chairs **MUST** be disinfected. Cleaning products are located beneath the kitchen sink.

**\*\*Please leave 3 tables out with 6 chairs at each table. One 6 foot rectangular table can be left out too.\*\***

Any items left behind will be donated/disposed of after 2 weeks. If there is anything of value found, then we will contact the renter.

All trash must be removed and placed in dumpster outside of the building.

Refrigerators must be emptied. Clean up any spills immediately. There are cleaning products available in the utility closet.

Anyone found entering the building any time other than contracted will be charged the appropriate hourly rate.

Alcohol may be consumed but may NOT be sold. No "cash bars" are permitted by law.

All parties will adhere to all current Ohio Fire Codes and NFPA (National Fire Protection Association) codes and guidelines that are applicable to the use group per the AHJ (Authority Having Jurisdiction) and agreed upon by the City of Avon Parks Department. If you have any concerns or questions on these guidelines, please contact the Avon Fire Prevention Bureau.

The renter and guests will abide by all codified ordinances of the City of Avon.

### **INITIALS:**

**Alcohol WILL be served\*** \_\_\_\_\_

**Security Officer Hours Due By (60 days prior to event)**

**Security Hours:** \_\_\_\_\_

\*For events requiring security, \$60/hour cash or check will be paid to the security officer at the event.

**Alcohol will NOT be served** \_\_\_\_\_

I, \_\_\_\_\_ for value received as renter/user of the Avon Isle forever discharge the City of Avon, all its agents, representatives and employees thereof, from any and all actions, cause of actions, claims and demands for, upon or by reason of any damage, loss or injury, of whatsoever kind and nature, arising from, and by reason of any known and unknown, foreseen, bodily and personal property or any items in storage, and the consequences thereof by me and any successors and assigns of the same, resulting from the rental/use of, or any party thereof, located in the City of Avon. I agree to abide by all facility rules and agree to pay all fees associated with the rental.

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Renter's Signature

Date

Approved by: \_\_\_\_\_

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

12/2/19 ORD: 96-19