

AVON COMMUNITY CENTER RENTAL AGREEMENT

Community Center Address: 2155 Eaton Drive

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

Main Office Phone: 440-937-6106; Facility Line: 440-937-6107

Main Office Address: 35001 Schwartz Road

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

Renter Name: _____

Address: _____ City/State/Zip: _____

Phone: _____ Email: _____

Type of Event: _____ Estimated # of Guests: _____

Event Date: _____ Rental Start Time: _____ Rental End Time: _____

PAYMENT PROCEDURE

Payments Procedures: Refundable security deposit required to secure the date. The hourly/daily rental fees are due 60 days prior to the event date. If they are not paid by this time, you will lose your deposit and reservation. Any booking less than 60 days from the event date require both the security deposit and rental fees upon reservation. Payments can be made at the Parks & Rec Office, 35001 Schwartz Road, with check or credit card (NO CASH) OR you can book online visit <http://avonrec.activityreg.com> . There will be a \$50 service charge for any check that is returned for insufficient funds. Please provide proof of residency (I.D. & utility bill).

Cancellations: Any cancellations received within 60 days of the event date will receive a full refund of the security deposit & any paid hourly fees. If cancellation is less than 60 days of the event date only the security deposit will be refunded. Cancellations less than 30 days prior to the event will forfeit the security deposit and hourly fees.

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 \$75.00 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.

**Requested event time can possibly be adjusted. You are responsible for paying any additional costs. *Be sure to take into consideration the time needed to set up and clean-up for the event! Time is tracked and those that go over their allotted time will be charged the appropriate hourly rate.* Please provide proof of residency (I.D. & utility bill).

Avon Resident/Avon Business

Monday-Thursday

\$150 – 4 hour minimum

\$25 – Each additional hour

\$100 – Refundable security deposit

Friday-Sunday & Holidays

\$200- 6 hour

\$400- ALL DAY (9am-Midnight)

\$100- Refundable security deposit

Non-Resident/Non-Resident Business

Monday-Thursday

\$250 – 4 hour minimum

\$50 – Each additional hour

\$100 – Refundable security deposit

Friday-Sunday & Holidays

\$350- 6 hour

\$600- ALL DAY (9am-Midnight)

\$100- Refundable security deposit

☐ Resident ☐ Non-Resident

Security Deposit: _____ + Hourly Rental Fees: _____ = Total Amount Due: _____

Security Deposit: _____ Date Paid: _____

Hourly Fees: _____ 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 at 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 Indoor or Outdoor Pyrotechnics on City of Avon Property.

-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.

-All tables and chairs must remain inside of the facility. No outside tables or chairs can be brought inside the facility. ****Please leave 4 tables with 6 chairs at each table and one 6-foot rectangular table set up. ****

-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 personally 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.

-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.

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

-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* _____ **Alcohol will NOT be served** _____

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

Security Hours: _____

*For events requiring security, \$75.00/hour cash or check will be paid to the security officer at the event.

I, _____ for value received as renter/user of the Community Center 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.

Renter's Signature: _____ Date: _____ Approved by: _____ 1/1/25