



Mayor Brenda T. Bodnar

6622 Wilson Mills Road  
Mayfield Village, OH 44143

440.461.2210 Fax 440.461.7349  
ContactUs@mayfieldvillage.com

**Community Room Rental Permit Application**

Facility Address: 6621 Wilson Mills Road, Mayfield Village 44143

|  |  |
|--|--|
| <b>Date of Event</b> (call for availability)   | Bookings permitted one year in advance for MV Residents. Non-residents must be sponsored by a Resident and cannot book until 60 days in advance of event.  |
| <b>Hours of Event (6 hour = \$200; each add'l hour + \$25)</b><br>5 p.m. to 11 p.m. – Mon-Thurs<br>5 p.m. to 1 a.m. - Fri<br>11 a.m. to 1 a.m. – Sat & Sun | <b>Beginning/Ending Times of Event:</b><br><br>Time needed for set up and clean up to be included in Hours of Event.                                       |
| <b>Name of Applicant</b>   |  |
| <b>Address</b>   |  |
| <b>Applicant's Contact Info</b>  | Phone: _____ Cell: _____   |
|  | Email: _____   |
| <b>If Non-Resident, name and phone # of Resident Sponsor</b>   | Phone: _____   |
| <b>Address of Sponsor</b>  |  |
| <b>Name of Organization or Group (if applicable)</b>   | <input type="checkbox"/> Check if non-profit   |
| <b>Caterer?</b> Please note that <b>ON-SITE COOKING IS PROHIBITED.</b> Prep and warming kitchen only; see Rules and Regulations (attached).                | <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, please provide name/phone: _____   |
| <b>Alcohol?</b> If served, MV Police Security is required. Call 440-461-1234 to make arrangements.   | <input type="checkbox"/> Yes <input type="checkbox"/> No   |
| <b># of Guests (max 170 or 120 seated)</b><br>If more than 75 people are expected, MV Police Security is required. Call 440-461-1234 to make arrangements. | Type of Event: _____<br><br># of Guests Expected: _____  |
| <b>Please check if these items are needed for your event:</b>  | <input type="checkbox"/> Sound System<br><input type="checkbox"/> Projector (laptop not provided) & Screen<br><input type="checkbox"/> Podium w/microphone |

## **Community Room Rental Permit Application – Page 2**

Please complete this Application and return it, in person and with your driver's license so that a copy can be made, between the hours of 8:30 a.m. and 4:30 p.m. (M-F), to the Mayfield Village Civic Center, 6622 Wilson Mills Road, Mayfield Village, OH 44143 along with your rental fee as well as a \$200.00 damage/restoration deposit fee. The deposit fee will be applied toward repair of any damage caused during use of the Community Room or to restore it to its original condition, including additional or unusual cleaning. The Applicant (and sponsoring Resident, if applicable) is responsible for any amounts necessary to repair damage or restore the Community Room to its original condition, including but not limited to any amounts not covered by the deposit fee. Checks must be made payable to "Mayfield Village. No out-of-state checks will be accepted.

Rental fees are calculated based on the event hours listed on the Application. If the Applicant and/or any of Applicant's guests remain at the facility beyond the event hours, additional rental fees will apply and will be deducted from the deposit fee.

Once approved, a copy of this Application and a receipt will be returned to the Applicant. After the event, the damage deposit shall be returned as long as the Community Room is left in satisfactory condition. If the Applicant cancels less than 48 hours prior to a scheduled event, a \$50.00 cancellation fee will be deducted from the rental fee; the remainder will be returned.

The Applicant (and sponsoring Resident, if applicable) assumes full responsibility and liability for any and all damage to persons or property, either private or public, which occurs during the rental period. The Applicant (and sponsoring Resident, if applicable) is responsible for general clean-up and proper disposal of waste materials after the event.

**Failure to abide by the Community Room Rules and Regulations (attached hereto) will result in forfeiture of your deposit fee and revocation of all future privileges. Use of the Community Room is subject to the rules and regulations of Mayfield Village.**

In the event the Applicant is renting the Community Room on a date or dates recognized by the Village as a holiday (Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day and Easter), Applicant must obtain and provide to the Village a certificate of liability insurance naming Mayfield Village, Ohio as an additional insured/certificate holder in connection with Applicant's use of the Community Room. Such certificate of insurance shall include, at a minimum, limits of \$1,000,000.00 per each occurrence, including damage to rented premises, medical expenses, and personal injury at a minimum of said limit.

I have read and hereby acknowledge receipt of the Community Room Rules and Regulations and Community Room Cleaning Checklist, including but not limited to the provisions regarding liquor, gambling, parking and police security. I agree to abide by all such regulations and understand what constitutes forfeiture of my deposit. I agree to hold the Village, together with its public officials, employees, agents, representatives and insurers harmless from any liability

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in connection with loss of life, personal injury or damage to property arising from or out of the use of the Community Room.

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

Date: \_\_\_\_\_  
Resident Sponsor (if applicable)

|                       |           |                  |             |
|-----------------------|-----------|------------------|-------------|
| <b>Rental Fee</b>     | <b>\$</b> | <b>Receipt #</b> | <b>Date</b> |
| <b>Damage Deposit</b> | <b>\$</b> | <b>Receipt #</b> | <b>Date</b> |

Approved: \_\_\_\_\_  
Mayor Brenda T. Bodnar

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



## **COMMUNITY ROOM RULES AND REGULATIONS**

**1. Generally.** The Mayfield Village Community Room is located at 6621 Wilson Mills Road, Mayfield Village, Ohio. The Community Room has a main meeting room that can be separated into two smaller meeting rooms with a partition wall, a lounge area with gas fireplace, a warming kitchen, a concession/food preparation area, a bar with running water, refrigeration and a small ice machine, a coat room and men's and women's restrooms. The maximum seating capacity in the main meeting room without the partition wall is 120 people. Maximum seating capacity with the partition wall is 80 people on larger side and 40 people on the smaller side. If other portions of the building are utilized, the maximum occupancy permitted is 170.

**The Applicant shall not admit to the premises a larger number of people than the seating capacity will accommodate or can safely move in or about the Community Room.** An adult, 21 years of age or older, shall be present at all times during use of the facility.

**2. Rental and Security Deposit.** The Community Room can be rented between the hours of 5 p.m. and 11 p.m. Monday thru Thursday, 5 p.m. and 1 a.m. on Fridays, and 11 a.m. and 1 a.m. on Saturdays and Sundays. The rental rate is \$200.00 for the first six (6) hours of rental with an additional fee of \$25.00 per hour to a maximum of nine (9) hours (or \$275.00). A refundable \$200.00 damage/restoration deposit fee is also required. If on the day of the rental, the Applicant and/or any of Applicant's guests remain at the facility beyond the rental hours, additional rental fees will apply and will be deducted from the deposit fee.

Applicants renting the Community Room on a regular basis are permitted to leave their damage/restoration deposit fee on file with Mayfield Village.

**3. No Smoking.** The Community Room is a non-smoking facility. No smoking is permitted anywhere in the building or on the property. In addition, no open flames, candles, smoke machines or similar items are permitted.

**4. Gambling.** Ohio law generally prohibits the use of the Community Room for gambling purposes. If you have any questions regarding whether your activity constitutes gambling, you should consult an attorney.

**5. Police Security / Serving Alcoholic Beverages.** **If 75 or more people are expected at your event, or if you will be serving alcohol, you must make arrangements with the Mayfield Village Police Department to hire a security officer.** Payment shall be made directly to the officer. The officer must be present during the entire event. Please contact 440-461-1234 to make appropriate arrangements. *Remember that alcoholic beverages may only be served to persons 21 years of age or older. It is the applicant's responsibility to make sure no one under the age of 21 consumes alcohol in the Community Room. If you have any questions about your responsibility, you should consult an attorney.*

**6. Parking.** There are 105 parking spaces at the Community Room in the parking lot that is shared with Center School. Additional parking is available at the Civic Center parking lot. Parking is free. Parking is permitted only in designated parking areas.

**7. Tables and Chairs.** Folding tables and chairs are available for use at no additional charge. Current availability includes 10 rectangular tables (6' x 30"), 20 round tables (4' diameter) and 120 chairs. Set up of tables and chairs for your event will be provided by Mayfield Village and is included in the rental fee. Attached is a diagram with the standard setup. **If you want a different setup, you must return the attached floor plan with your Application and rental and deposit fees, showing how you would like the tables and chairs to be arranged.** No individual or group may bring chairs, tables or other furnishings into the Community Room without the prior written consent of the Village. All chairs, tables and furnishings located inside the Community Room are the sole property of the Village and may not be removed.

**8. Access.** A Village employee will meet you at the Community Room at the date and time designated on your application. Please bring your license, passport, State I.D., or other form of identification along with your approved application.

**9. Catering.**

- a) Catering is not provided as part of the rental agreement and, if desired, a private caterer may be obtained. Dishes and linens are also not provided.
- b) The Community Room kitchen contains a number of appliances, including a 100-cup coffee urn. The Concession kitchen is also available for food preparation and contains a number of appliances. The bar area includes an ice machine and dry sink for beverages. **Both kitchens are for warming food only; cooking is strictly prohibited.** All hot food shall be prepared off-site.
- c) The Applicant and/or Applicant's caterer must remove all food from the Community Room at the end of the event. All trash must be placed in trash bags and deposited into the trash receptacles located behind the Community Room (just outside the kitchen). Trash bags will be provided.

**10. Temporary Liquor Permit.** State of Ohio liquor control laws contain special provisions through which nonprofit organizations may obtain temporary liquor permits to sell or serve alcoholic beverages. Applications for temporary liquor permits are available through the Ohio Division of Liquor Control at [www.liquorcontrol.ohio.gov](http://www.liquorcontrol.ohio.gov). The sale of alcoholic beverages at the Community Room is prohibited unless an appropriate permit has properly been obtained and presented prior to the event date.

**11. Facility Protection/Decorations.** In order to avoid permanent damage to the Community Room, decorating must adhere to the following guidelines:

- a) All decorations and entertainment equipment are subject to the approval of Mayfield Village.
- b) All decorations must be of a type that will not damage or deface the premises. No nails, tape, glue, tacks, putty, Command Strips or similar items shall be used. Backdrops must be freestanding. **No decorations are to be hung from walls, exit signs, lights, appliances, sprinkler heads, fixtures, etc.**
- c) No open flames (e.g. candles, oil lamps) are permitted.
- d) All decorations and/or equipment brought in for the event must be removed at the end of the event.
- e) The Applicant assumes responsibility for all costs related to damage of the Community Room or equipment resulting from use, abuse or neglect. If the damage deposit is not sufficient to repair damage caused during the rental, the Applicant (and sponsoring Resident, if applicable) is responsible for any additional amounts necessary.
- f) Mayfield Village shall not be liable for any damage to or loss of personal property or equipment brought into the Community Room in conjunction with the event by the Applicant, or Applicant's members, officers, employees, agents, representatives, contractors or any person who attends the event.

**12. No Assignment.** The Applicant shall not assign, sublet, or license its rights under this agreement to any third party without the written consent of Mayfield Village.

**13. Concurrent Use.** Mayfield Village reserves the right to allow the concurrent use of other areas of the Community Room not being used by Applicant.

**14. Indemnity.** The Applicant shall indemnify, defend and hold harmless Mayfield Village, its officials, directors, agents, representatives, employees and insurers from all claims, damages, losses, costs and expenses which they may suffer or incur as a result of the rental of the Community Room.

**15. Condition of Premises.** The Applicant shall take the Community Room in the condition found at the time of the beginning of the rental and return the Community Room to the same condition at the conclusion of the event. A Cleaning Checklist, attached and incorporated by reference into these Rules and Regulations, shall be completed by Applicant and returned to the Village after the event has concluded.

**16. Termination and Cancellation.**

- a) If the Community Room or any part thereof is destroyed or damaged and, in Mayfield Village's opinion, rendered unusable, or if the Community Room otherwise becomes unavailable prior to Applicant's event, then Applicant's Permit shall terminate, and the Applicant hereby waives any claim for damages or compensation as a result of such

termination. In this event, the rental fee and damage deposit will be returned to the Applicant.

- b) If the Applicant fails to pay any sum due to Mayfield Village, or fails to comply with any part of these Rules and Regulations and any other Village regulation, Mayfield Village shall be entitled to terminate the Applicant's permit without notice.



## COMMUNITY ROOM CLEANING CHECKLIST - APPLICANT

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

Applicant: \_\_\_\_\_

Please ensure that all of the following tasks are completed before leaving the Community Room at the end of your event. **Failure to do so could result in forfeiture of your damage deposit.**

- All food and trash has been placed in trash bags and deposited in the trash receptacles located outside the kitchen.
- Floors are free of litter (including confetti).
- All decorations have been removed.
- All tables and countertops have been wiped down (this includes the bar area, kitchen and concession kitchen).

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*For Village use only:*

- All cleaning has been completed and inspected.
- All cleaning has not been completed as required. Items not addressed and/or damage caused by Applicant/Renter include: \_\_\_\_\_

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The Applicant/Renter vacated the building at \_\_\_\_\_ am/pm.

Inspected and Approved:

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Community Room Coordinator

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Applicant

## COMMUNITY ROOM CLEANING CHECKLIST - COORDINATOR

(Contact Police Dispatch at 440-461-1234 if Police or Service Dept. assistance is needed)

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

Applicant: \_\_\_\_\_

Please check the following before leaving the Community Room at the end of the event:

If event included outdoor use:

- Check for stains on sandstone caps. Rinse with water if necessary.
- Turn off outdoor lights.
- Store cushions indoors.
  
- Television remote and audio receivers are on site.
  
- Carpet and furniture are free of stains.
  
- All ovens are turned off.
  
- Fireplace is turned off.
  
- Refrigerator doors are closed.
  
- The restrooms have been checked to make sure there is no running water and no debris left in the sinks, toilets or urinals.
  
- All exterior doors are locked.
  
- Senior Services Office is locked.
  
- Dry sink in bar has been drained.
  
- Coffee urn has been cleaned and stored.
  
- Thermostats are set appropriately.

Inspected and Approved:

\_\_\_\_\_  
Community Room Coordinator