

BROOKLYN HEIGHTS VILLAGE

**COMMUNITY CENTER
225 TUXEDO AVE.
BROOKLYN HTS., OHIO 44131**



Conditions of Rental

The rental fee for the use of the Community Center of Brooklyn Heights is as follows:

<u>USE OF</u>	<u>PER DAY</u>	<u>CAPACITY</u>
1 ST floor & kitchen	\$175.00	120 persons
2 nd floor only	\$125.00	110 persons
Entire hall	\$250.00	230 persons



- (A) Rental of the Community Center shall be restricted to **VILLAGE RESIDENTS ONLY** and who are twenty-one (21) years of age or older.
- (B) **The minimum deposit of \$150.00 will be held for use of any damages, or leaving premises in an unreasonable dirty condition. The deposit will be charged to the credit card on file.**
- (C) Dates for the use of the Community Center will **NOT** be reserved until the rental fee is paid.
- (D) Any village organization, and any others determined by the Village Council, shall be exempt from the above fees.
- (E) Permits must be obtained and the rental fee paid within 5 business days of the reservation approval.
- (F) No permit issued for the use of the Community Center shall be valid during the hours of 1:00 am to 10:00 am.
- (G) Responsibility for obtaining access to the Community Center shall rest with the permit holder. The permit holder will need to call the Police Department (216)-741-2700 to unlock the doors. When the event is over and you are ready to leave, you must contact the Police Department at (216)-741-2700 to have an officer walk through the Community Center and secure the building.
- (H) Permit holders shall be responsible for any damage to the building, parking lot, landscaping, furniture and fixtures, and/or equipment therein. **PERMIT HOLDER MUST BE PRESENT AT THE EVENT.**
- (I) **YOU ARE PERMITTED TO USE ONLY THE FLOOR FOR WHICH YOU HAVE CONTRACTED. REGARDLESS OF APPARENT HALL VACANCY, YOU DO NOT HAVE THE RIGHT TO THAT FLOOR, UNLESS PAID FOR IN ADVANCE.**

PERTINENT INFORMATION AND RULES FOR HALL RENTAL

1. The Community Center building is a “**SMOKE FREE**” building. Smoking is allowed **OUTSIDE** the building only.
2. Please **TURN OFF LIGHTS** when your event is over.
3. Please store card tables **FACE TO FACE** to keep from damaging these tables.
4. All dancing must be on the wooden floor upstairs.
5. Children should not be allowed to play in or ride the elevator unattended by an adult. Pushing multiple buttons causes the elevator to jam and can result in someone being trapped inside.
6. No decorations, posters or similar objects shall be attached to the walls or ceiling by way of tape, nails, tacks or any other instrument or substance that marks, defaces, or otherwise soils said walls or ceilings.
7. **PLEASE – PLEASE – DO NOT USE CONFETTI, GLITTER OR RICE IN THE COMMUNITY CENTER.**
8. An ice machine is provided for your convenience – Please do not abuse it. There is a 40-cup and 100 cup coffee pot available in the kitchen. Dishes and flatware are not provided. There are 4 garbage cans located in the kitchen under the counter. Please use them.
9. **Please wash all the tables before putting them away and all garbage must be taken out to the dumpster located outside the kitchen door and vacuum (vacuum is stored by the first floor tables)**
10. **THERE SHOULD BE 6 EIGHT FOOT (8' x 30") TABLES, 10 SIX FOOT (6' x 30" TABLES, AND 5 ROUND (5') TABLES ON EACH FLOOR. IF TABLES ARE MOVED BETWEEN FLOORS, MAKE SURE THEY ARE RETURNED TO ORIGINAL LOCATION.**

VIOLATION OF THE ABOVE RULES MAY RESULT IN FORFEITURE OF DEPOSIT AND FUTURE RESERVATIONS.