



VOID UNTIL SIGNED BY
OCC STAFF
AND DEPOSIT PAID

Page 1 of 3

OCC RENTAL AGREEMENT/APPLICATION

8170 Mapleway Drive
Olmsted Falls, Ohio 44138
Phone: (440) 427-1599
Fax: (440) 235-4118
www.olmstedcc.com

Please observe our "NO SMOKING" policy
(smoking permitted **ONLY** in **grassy area** outside parking lot)

I. RENTAL AGREEMENT

1. **Damage to Facilities:** Any organization or group using the facilities shall be responsible for any damage done to these facilities, and shall be held liable and responsible to the Olmsted Community Center, or its designated agent, for the total amount of the damages.
2. **Permit Responsibility:** The group or organization using the facilities shall indemnify and hold harmless the Olmsted Community Center, the Board of Trustees of the Olmsted Community Center, its agents and employees, the individual members thereof, and any and all employees from any loss, damage, liability, or expense that may arise during, or be caused in any way by such use or occupancy of facilities and from any liability for personal injury, death, or property damage including costs of suit and reasonable attorney fees that may arise out of such use.
3. **Safety and Liability:** The Olmsted Community Center may require the renting organization to provide parking attendants, fire and police supervision and liability insurance if the crowd or program warrants. The Olmsted Community Center requires all renting groups to protect themselves with a public liability policy of not less than \$100,000/\$300,000 bodily injury and \$50,000 property damage or a single limit coverage policy of \$300,000 to cover both bodily injury and property damage. **The renting group must give the Olmsted Community Center a copy of the liability insurance policy.**
4. **Legal Rights:** In consideration of being allowed to use the facilities of the Olmsted Community Center, the undersigned for themselves and all members of their organization as well as the heirs, personal representatives and assigns of any of them, hereby waive all rights to file suit against the Olmsted Community Center, its agents or employees to recover damages by reason of personal injury, death or property damage. The undersigned understands and agrees that this document constitutes a waiver of legal rights and voluntarily agrees to the same.
5. **Permanent Fixtures:** Permits for the use of the kitchen do not include the use of cooking food in the industrial-sized oven and/or stove (with the exception of the warming oven and microwave oven), visual aide equipment, public address systems, special lighting equipment, or music equipment, unless specifically provided for in the agreement. In general, any furniture or equipment which does not require moving from room to room, and not locked up, may be used by those renting the room.
6. Use of tobacco in any form, possession and/or use of drugs are prohibited in the facility. Smokers are only permitted to smoke outside in the grassy area along the parking lot. Absolutely no smoking is permitted inside or outside the entrance/exit doors. With prior approval at the time of reserving the facility, the consumption of alcohol shall be permitted by legal-aged individuals, but the sale of any alcohol is prohibited.

Initial

_____ **I agree that I have read and agree with numbers 1-6 above.**

Rev.6/26 jtk

7. Fire and safety regulations of the City of Olmsted Falls and the State of Ohio must be followed at all times.
8. The activity must always be under competent adult supervision. Small/young children are to be supervised at all times. No bouncing of balls in the hallways.
9. **Game Equipment**: Game table equipment rental (pool sticks, foosball, air hockey) must be prearranged and signed out at the time of rental and signed back in and returned to proper location in kitchen when event has finished. No portable equipment shall be taken from the premises.
10. Any organization which charges admission shall be responsible for full compliance with applicable Federal and State statues concerning games of chance, tax payments, etc.
11. The granting of a permit for the use of any part of the building or grounds confers no privilege for rehearsals or for any facilities or equipment other than those mentioned in the permit.
12. All persons using the gymnasium for athletic contests must wear only rubber-soled shoes that are non- marking or non-scuffing. (No black soles)
13. There must be no nailing to floors, walls, or fixtures, no paint dropped on any part of the building and building equipment must not be marked or defaced in any manner. Glitter and confetti are not permitted.
14. In the event of any dispute or controversy regarding the true interpretation or meaning of anything contained in this guideline, the judgment of the Director concerning such controversy or dispute shall be final.
15. Anyone renting Hawkins Hall and the Kitchen understands that the kitchen is a shared space with permanent kitchen renters. The permanent renters can access the kitchen as needed during all events.

Any violation of the above rules may result in cancellation of contract with no refund of fees.

Rules and regulations of this contract may change without notice.

Initial

_____ **I agree that I have read and agree with numbers 7-15 above & agree with pages 1-2 of this Agreement.**



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II. RENTAL APPLICATION

Please observe our "NO SMOKING" policy
(smoking permitted ONLY in grassy area outside parking lot)

DATE(S) Requesting: M-T-W-TH-F-SA-SU (circle day(s) requesting)

ROOM(S) Requesting:

TIME ENTERING BUILDING: A.M./P.M. TIME LEAVING BUILDING: A.M./P.M.

(Kitchen facilities not available for cooking)

Individual Responsible: Full Name DOB: (Required)

Street City ZIP Home / Cell Phone (Best Contact No.)

EMERGENCY CONTACT NAME: EMERGENCY CONTACT PH #

Purpose: Email: Expected Attendance:

Special Needs/Instructions/Equipment:

COMPLETE THIS SECTION ONLY IF APPLICABLE:

Organization Name: Total Members in Group:
Organization Address:
Phone: Website: E-Mail:

Please allow for set -up and clean up in your rental time. You will be responsible for all set-up of tables and chairs.
Clean-up: Facilities must be returned to the same condition as found. A SECURITY DEPOSIT of \$50 (cash/check) is due at the time of booking the event. This will be returned after the event if everything on the Hawkins Hall Checklist is completed.
Security Deposits left over 90 days will become a donation made to the Olmsted Community Center.

Table with columns for location, hours, and rates. Locations include Gymnasium, Hawkins Hall, Schuster Room, Dakota's Dance Studio, Fitness Studio, and Kitchen.

TOTAL FEE (per use) \$
DOWN PAYMENT \$ (1/2 due to hold reservation)
BALANCE DUE \$

[] CASH [] CREDIT [] CHECK #

(Cancellations within 14 days of event will be charged \$20 Fee)

\$50 Security Deposit: [] Cash [] Check #

NOTICE: This document involves important legal rights. Read it carefully before signing.
The adult person affixing his/her signature on the permit is the responsible representative of the renting group or organization and assumes these risks and liabilities in the name of the group or organization. This person also accepts the responsibility of making sure all participants are aware of the rules and regulations of this contract. The above-named organization agrees to accept the rules and regulations as set forth on the following pages of this agreement.