



VOID UNTIL SIGNED BY OCC STAFF AND DEPOSIT PAID

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

Rental Application
Please observe our "No Smoking" policy.

Specific Dates of Room Usage: _____
Rooms Requested & Time Needed _____

(Kitchen facilities not available for cooking)

Organization Name: _____ Total Members in Group: _____

Organization - Address: _____

Phone: _____ Cell: _____ Fax _____ E-Mail: _____

Individual Responsible: _____

Name

E-Mail

Address

DOB (required)

H/W Phone

Cell

Purpose: _____ Expected Attendance: _____

Special Needs/Instructions/Equipment: _____

20% discount given with five or more hours in one day

30% discount given with sixty-five or more hours in thirteen weeks.

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 same condition as found. If cleaning is needed, you agree to be billed at **\$40 per hour.**

Gym _____ Hours @ \$45, \$36, \$30 per hour = \$ _____

Hawkins Hall _____ Hours @ \$30, \$24, \$21 per hour = \$ _____

Schuster Room _____ Hours @ \$15, \$12, \$10 per hour = \$ _____

Dance Studio _____ Hours @ \$20, \$17, \$15 per hour = \$ _____

Fitness Studio _____ Hours @ \$30, \$27, \$21 per hour = \$ _____

Kitchen _____ **\$20 flat fee** = \$ _____

(includes: refrigerator, coffee pot,

microwave, sink and warming oven) **TOTAL FEE (per use):** = \$ _____

½ down at time of reservation

___ CASH ___ CREDIT ___ CHECK# \$ _____

BALANCE \$ _____

***NOTICE: This document involves important legal rights. Read it carefully before signing.**

Signature of Applicant

Date

Signature of OCC Staff

Date

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.

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 save the Olmsted Community Center, the individual members thereof, and any and all employees (free and without harm) from any loss, damage, liability, or expense that may arise during, or be caused in any way by such use or occupancy of facilities.
3. A permit is not transferable.
4. **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 it. 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.**
5. 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.
6. In further consideration of being allowed to use these facilities, the undersigned on behalf of himself/herself personally and the organization they represent agrees to indemnify and hold harmless the Board of Trustees of the Olmsted Community Center, its agents and employees 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.
7. Permits for the use of the facility do not include the use of recreational equipment, special furniture, 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 which is not locked, may be used by those renting the room.
8. Organizations or groups using the facility which involve large numbers of people may be required to provide police protection inside and/or outside the buildings and to act as parking lot attendants in sufficient numbers to handle anticipated crowds. Arrangement is to be made through the Director's office and will be billed accordingly.

Rental Agreement

9. Use of tobacco in any form, possession and use of intoxicants or drugs are prohibited in the facility unless specifically allowed in the agreement.
10. Fire and safety regulations of the City of Olmsted Falls and the State of Ohio must be followed at all times.
11. The activity must be under competent adult supervision at all times.
12. Small/young children are to be supervised at all times.
13. No portable equipment shall be taken from the premises.
14. Any organization which charges admission shall be responsible for full compliance with applicable Federal and State statues concerning games of chance, tax payments, etc.
15. 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.
16. All persons using the gymnasium for athletic contests must bring a separate pair of shoes to be worn on the gymnasium floor. Only rubber-soled shoes that are non-marking or non-scuffing will be permitted. (No black soles)
17. 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.
18. 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.

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.