

Don Umerley Civic Center Rental Facilities Rules and Guidelines

GENERAL RULES AND POLICIES

- You must be at least 21 years of age or have an adult sponsor in order to rent a meeting or event room.
- Any misrepresentation of the description of the nature, type or size of use to undertaken at the rental premises shall cause the Applicant's rental agreement to become null and void at the opinion of the City of Rocky River and may preclude any future rentals of City facilities.
- The City of Rocky River is not responsible for lost items.
- The use of coolers is prohibited.
- The renter is responsible for any damage incurred during the scheduled event and will be billed accordingly.

DEPOSIT/PAYMENTS/CANCELLATIONS

- In order to secure your event date, the original copy of the signed contract must be returned with a check in the amount of the deposit required, which is one-half (50%) of full rental charge.
- The remaining balance is due no later than one week prior to your event.
- Cancellations made at least 7 calendar days prior to the rental date will receive a 75% refund of the rental fee.

SUPERVISION

- At the City's discretion, an after-hours Building Supervisor may be needed based on the nature of the event and/or the number of people attending. If an after-hours Building Supervisor is needed, the contract will be assessed a flat rate of \$200.

SAFETY

- **Open Flames are PROHIBITED**; candles with globes **MUST** be approved by the Rocky River Fire Prevention Officer prior to your event. The use of battery operated candles is recommended and preferred.
- Please advise DJ or entertainment that smoke machines and pyrotechnics are prohibited.
- Tables are not permitted in the main hallway and fire exits may not be blocked.
- Young children must be supervised at all times.

ALCOHOL

- Renters who serve alcohol free of charge (Weddings, Holiday Parties, etc...) must obtain a Host Liquor Liability Insurance.
- If alcohol is being sold, or is in the cost of a cover charge or ticket, a temporary liquor permit must be obtained through the Ohio Department of Commerce, Division of Liquor Control. Visit their website at www.com.ohio.gov/liqr/ or call 614- 644-2360.
- Alcohol is not permitted outside of our building.

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SET-UP/CLEAN-UP

- Groups may arrive one hour before the authorized rental time to set-up and may stay one hour passed the authorized rental time to clean-up.
- All events must end by 11:00pm so that groups have time to clean up and vacate the premises by midnight.
- The kitchen and the halls are to be left in the same condition that you received them.
- All garbage should be bagged and placed outside on the dock located off the kitchen at the end of the event.
- **Renters should refer to the Kitchen and Hall Clean-up Check-list posted above the sink in the kitchen area before vacating the premises.**

DECORATIONS

- Decorations are allowed, however, nails, tacks, tape, pins or other objects that may damage the walls are PROHIBITED.
- A tack strip is provided in Memorial Hall and in the Community Room and should be used to hang banners or other types of decorations.
- Use of glitter and/or confetti is prohibited.
- All decorations must be removed at the end of the event.

KITCHEN

- There is one (1) kitchen for both halls. Please cooperate with any other party sharing the kitchen.
- Please be advised and inform caterers that the kitchen is NOT a full service kitchen and should be used for warming purposes and simple prep work only.
- Kitchen includes use of ice machine, refrigerators, freezer, coffee percolators, microwaves, and warming ovens.
- No food is to be left in the refrigerator or on the premises.
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SIGNAGE

- Renters may have signs at both entrances to City Hall (Wagar Rd Hilliard Blvd) and outside the entrance to the hall.
- Signs may be posted ONLY on the day or days of the scheduled event.
- Signs must be of professional quality.
- Any additional signage (such as banners) requires prior approval of the Building Department no later than 75 days prior to the event.
- **NO OUTSIDE POLITICAL SIGNS ARE PERMITTED ON CITY PROPERTY**