

**Mt. Healthy Aquatic Center (Community Room)
Rental Agreement
City of Mt. Healthy
7700 Perry Street
Mt. Healthy, Ohio 45231
513-931-8840**

RENTAL INFORMATION

Renter: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone #: () _____ Evening #: () _____

Date of Rental: _____ Time of day: from: _____ to: _____
(Two hour minimum. No event can continue later than 10:00 PM)

of Guests: _____ (80 Max.) Will alcohol be served? YES or NO
(Permit form attached)

Occasion: _____

FEES FOR RENTAL:

1. Rental rate is \$35.00 per hour.*
2. **A \$70.00 reservation fee is due upon signing rental agreement.** This fee reserves the date, and can be used towards rental fee and is refundable only if reservation is canceled no less than two weeks prior to event.
3. **Security Deposit of \$250.00** is due when keys are picked up *the business day* before rental. **ALWAYS CALL TO CONFIRM BEFORE PICKING UP KEYS.** The deposit will be used in case of damage or if room requires cleaning after the event, otherwise it will be refunded after an inspection on the first business day after the event.*
4. There will be no charge for civic groups.

* Additional charges may be assessed to total cost due to damage to the Aquatic Center Community Room, going over rental time stated above or failure to clean the room after the your event.

*Return Form and Payment to: City of Mt. Healthy, 7700 Perry St., Mt. Healthy, Ohio 45231.
Ph (513) 931-8840 Fax (513) 728-3189*

COMMUNITY ROOM RENTAL AGREEMENT

Conditions

1. Renter is responsible for all conduct and any damages caused by their guest(s) and others hired by Renter.
2. **NO ALCOHOL EXCEPT BY CITY ORDINANCE. (SEPARATE ALCOHOL USE PERMIT REQUIRED)**
3. Decorations are **NOT** to be attached or mounted on any building surfaces including walls. **NO glitter, confetti, bubbles, or birdseed may be used on the premises.**
4. If any of the conditions are violated by anyone associated with your event, including guests and hired help, additional charges for clean up may be assessed to the Renter. Liability for damage to the premises or fixtures of the facility will be charged to the Renter accordingly. Cost of restoration of the facility will be deducted from the Security Deposit. If damages exceed the amount of the Security Deposit, Renter agrees to pay the City of Mt. Healthy the difference of any monies owed within **10 days**.
5. For events during pool hours, up to 10 (ten) passes will be provided for swimming at no charge, \$2.00 each for extra passes (*limit 15*). Regular price applies for additional swimmers. *Please Note: PROPER SWIM ATTIRE REQUIRED!* The pool area outside the Community Room is a common “open to swimming customers” area.
6. **THE POOL MAY CLOSE AT ANY TIME FOR REASONS BEYOND OUR CONTROL. IF THIS OCCURS, RENTER WILL STILL HAVE ACCESS TO COMMUNITY ROOM, BUT NOT THE POOL. NO LIFEGUARDS WILL BE ON DUTY. THEREFORE, SWIMMING WILL BE PROHIBITED.**
7. The City of Mt. Healthy is not responsible for any items left in the Community Room

Set Up

All set up is the responsibility of the Renter and includes assembly and arrangement of all tables and chairs. Special room layouts may require additional tables and chairs; cost of additional tables/chairs is the responsibility of the Renter. Any damage to the facility or property of the Aquatic Center during set up or afterward is Renter’s responsibility.

Clean Up

The following includes the clean up responsibilities of the Renter and must be complete within **ONE HOUR** after event: **Return all tables and chairs to their original arrangement.** Remove ALL decorations, clear tables of trash and debris, place all trash in containers provided, and broom clean debris from floor. Please pour liquids in sink and not in the trashcan. Aquatic Center staff will take out all trash to the dumpster. **In the event that you exceed the one hour provided to you for clean up, an Overtime charge of \$60/hr. based on 15-min. increments will be deducted from the Security Deposit.**

Community Room renters are responsible for paying fees and deposits as set forth on “Rental Information” page. The Renter may only enter the facility up to one hour prior to the event, and must vacate one hour after.

I have read and understand the above terms and conditions of the Mt. Healthy Aquatic Center. By signing this agreement, I understand that there may be additional fees or penalties assessed with respect to violation of this contract, damage to the Aquatic Center premises, and/or going over the designated time period for the event.

SIGNATURE

DATE

WITNESS

DATE

ACCOUNT SUMMARY
(office use only)

PAYMENTS:

1. Reservation fee: (\$70.00) \$ _____ Date Received: _____
(Due at time of reservation)

Method of Payment: _____ Driver's License #: _____

Visa/MasterCard * #: _____ Exp. Date: _____

2. Security Deposit: (\$250.00) \$ _____ Key _____ Date Received: _____

Method of Payment _____ Driver's License #: _____

Visa/MasterCard * #: _____ Exp. Date: _____

3. Final Amount: \$35.00 per hour x _____ Hrs. = \$ _____

Damages & cleaning (if any)..... \$ _____ TOTAL: _____

4. Deposit Amount Refunded: \$ _____ Date Refunded _____

Reason for refunding less than \$250: _____

**** In the event that your credit card is denied, another method of payment must be received in order to reserve your date.***

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