

KEY # _____

PICK UP KEY ON:

Mt. Healthy Community Room Rental Agreement

1541 Hill Avenue
Mt. Healthy, Ohio 45231
(513) 931-8840

Renter Information

Name (please print): _____

Address: _____

City: _____ State: _____ Zip: _____

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

Date of Rental: _____ # of Guests: _____ (60 maximum)

Time of Event: Start _____ End _____ (Make sure to include your set-up and clean-up time. **The room must be cleaned, locked and vacated by 10:00 p.m.**)

Occasion: _____

Rental Fees

Reservation Fee: \$150.00 Pays for three (3) hours in the room, including your set-up and clean-up time. Can be paid by cash or credit card.

_____ **Initial**

Extra Hours: \$ 50.00 You can purchase extra hours for your event at the rate of \$50 per hour. These hours will be paid for when you pay your Security Deposit (see below) and can be paid by cash or credit card. **Extra hours taken from your Security Deposit will be at a rate of \$75 per hour.** _____ **Initial**

Security Deposit: \$250.00 The Security Deposit will be paid when you pick up your keys to the room (the last business day before your event) and returned to your credit/debit card the first business day following your event. **Must be paid by credit card.**

_____ **Initial**

Conditions

- 1) 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 (inside or out). _____ **Initial**
- 2) The City of Mt. Healthy is not responsible for any items left in the room.
- 3) For events during pool hours, five (5) passes will be provided at no charge; five (5) more passes may be purchased for \$2.00 each. Regular rate applies for additional swimmers and non-swimmers wishing to enter the pool area. Proper swim attire is required for all swimmers. _____ **Initial**
- 4) Any parts of this Agreement violated by anyone associated with your event, including guests, caterers, or other hired help, which result in additional charges for clean-up will be assessed to the Renter. Liability for damage to the premises or fixtures of the facility will be charged to the Renter accordingly. The 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 in any moneys owed within ten (10) days.

_____ **Signature**

All set-up is the responsibility of the Renter and includes assembly and arrangement of all tables and chairs. Any damage to the facility or property (inside or out) during set-up or afterward is the Renter's responsibility. _____ **Initial**

Clean-Up Responsibilities

- Remove all decorations, clear tables of trash and debris.
- Pour all liquids in sink, not trashcans.
- Remove all trash from cans. Put all trash in bags, tie securely and toss over brown fenced area outside the building.
- All floors swept (and mopped) as needed.
- Tables and chairs returned to their original position.

Times and conduct are monitored via video camera. I understand that the camera cannot be covered by balloons or any other decoration. _____ **Initial**

I have read and understand the above terms and conditions of the Mt. Healthy Community Room. 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 premises, and/or going over the designated event time period.

Renter Signature

Date

Questions & Answers

What if I don't use all my extra hours? Will I get my money back? You will get your money back for any full hours (60 minutes) you do not use. However, you will not get your money back for any partial hours you use that exceed 15 minutes.

Why would I not get my full Security Deposit refund? There are a variety of infractions that would impact the amount of your refund:

- 1) Going over the time for which you have paid (Reservation Fee and Extra Hours combined). \$75 for each hour over agreement. _____ **Initial**
- 2) Failure to clean the room after your event. \$75 _____ **Initial**
- 3) Leaving floor uncleaned. \$50 _____ **Initial**
- 4) Failure to take out trash. \$50 _____ **Initial**
- 5) Not returning tables and chairs to original set-up. \$75 _____ **Initial**
- 6) Lost key. \$125 _____ **Initial**
- 7) Covering security camera (intentional or otherwise). \$100 _____ **Initial**

How soon will I get my Security Deposit refund? We will refund your debit/credit card any Security Deposit moneys owed you on the first business day following your event. Note that your financial institution may take longer to return the refund to your card.

What if I must cancel my event? Will I get my money back? You must notify us no less than two weeks in advance of your event date in order to get a full refund. If you wish to reschedule your event, you must give us the new date within two weeks of your cancellation date. _____ **Initial**

Do we still get pool passes? Yes. As the renter of our Community Room, you have five (5) free passes and five (5) passes at \$2.00 each available. You must enter the Pool area through the gate, present photo identification, and obtain wristband. Please note that anyone at the pool without a wristband will be asked to leave. Non-swimmers wishing to enter the Pool area must pay the \$5.00 day pass rate.

Do non-profits get to use the room for free? No. However, civic groups and non-profits located in Mt. Healthy may qualify for a reduced reservation fee rate.

Do I have to live in Mt. Healthy to reserve the Community Room? No

Do we get reserved parking with our Community Room rental? No. Mt. Healthy Park is a public park.

Account Summary
(Office use only)

PAYMENTS:

Reservation Fee (\$150.00) - due at time of reservation (cash or credit/debit)

Method of Payment: _____ Date Received: _____

Security Deposit (\$250.00) - due when you pick up room key (credit/debit only)

Date Received: _____

Extra Hours (\$50.00 each) - due when you pick up room key (cash or credit/debit)

Extra Hours _____ x \$50.00 = \$ _____

REFUND(S):

Security Deposit Amount Refunded: \$ _____ Date: _____

Reason for refunding less than \$250.00: _____
