



FACILITY RENTAL APPLICATION

<input type="checkbox"/> PICKLEBALL COURT	<input type="checkbox"/> RACQUETBALL COURT	<input type="checkbox"/> TENNIS COURT	<input type="checkbox"/> GOLF SIMULATOR
<input type="checkbox"/> COMMUNITY ROOM	GYMNASIUM <input type="checkbox"/> ½ court <input type="checkbox"/> Full court	SOCCER FIELD <input type="checkbox"/> ½ field <input type="checkbox"/> Full field	POOL <input type="checkbox"/> Lap lane <input type="checkbox"/> Full pool <input type="checkbox"/> ½ pool (1 shallow end only)
BIRTHDAY PACKAGE (Community Room +):	Pool <input type="checkbox"/> Public Open Hours <input type="checkbox"/> Private After Hours	<input type="checkbox"/> Gymnasium	<input type="checkbox"/> Soccer Field

The Community Room is set up for 20 people. If there is additional set up needed, the renter is responsible for setting up and taking down. There are cleaning supplies located in the cabinet. Please clean up spills and wipe off tables if needed.

Facility rental areas have limits to the number of attendees. Please inquire of these limits before registering for a rental.

RENTER INFORMATION (Must be 21 years of age or older)

Name of Applicant: _____ Home Phone: _____
 Address/City: _____ Cell Phone: _____
 State/Zip: _____ Email Address: _____
 Name of Organization (If applicable): _____

FACILITY RENTAL INFORMATION (Include time needed for set-up and clean up into your rental time)

Requested Dates & Facility Space: _____ Arrival Time: _____ Departure Time: _____
 Whose special day it is: _____ Birthday party activity hour *(please circle one)*: 1st hour or 2nd hour
 Rental type (birthday party, baby shower, meeting, etc.): _____ # of Attendees: _____
 Will your group bring materials, equipment, music, or food? (Please describe): _____
 Rim height (For basketball rental): _____ Age of group (Check all that apply): Child Teen Adult Senior

COST WORKSHEET (ADMINISTRATIVE USE ONLY)

Hourly Rate \$ _____ x _____ hrs. x _____ QTY = \$ _____ Additional Fees (Tarp/Equipment)= \$ _____ **TOTAL DUE = \$ _____**

WAIVER-WE REMIND THE APPLICANT THAT SMOKING, VAPING, DRUGS AND ALCOHOL ARE PROHIBITED ON CITY PROPERTY. I/ We understand that I/ We are subject to all laws of the State of Ohio and ordinances of the applicable municipality and that no activities in violation of such laws or ordinances shall be permitted on subject premises during the lease or use thereof. I/ We hereby agree to use city facilities in accordance with regular city policies and regulations and agree to the charges incurred, if any. In order to comply with the Americans with Disabilities Act (ADA), the City of Mentor is requesting that all community groups who use our facilities agree to abide by the ADA Law, which protects persons with disabilities from discriminatory practices. Therefore, any group wishing to use one of our facilities must agree not to discriminate against persons with disabilities. If you would like further information, you may contact the U.S. Department of Justice. The User of this facility of the City of Mentor, in consideration of being allowed its use, hereby assumes all responsibility and liability for any and all damage or injury of any kind or nature to all persons and to all property, including that of the City of Mentor, caused by, arising out of, or connected with the user's activities and use and occupancy of this facility; and to the fullest extent permitted by law, the user does hereby indemnify and hold the City of Mentor and its commissioners, officials, officers, agents and employees harmless from and against all such claims, and further from and against and all cost, loss, expense, liability, damage, or injury, including payment of or reimbursement for legal fees or disbursements that the City of Mentor and its commissioners, officials, officers, agents and employees may directly or indirectly sustain, suffer or incur as a result thereof, and the user assumes on behalf of the City of Mentor, its commissioners, officials, officers, agents and employees, upon demand, the amount of any judgment or settlement that may be entered against them or agreed to by them in such action. The applicant shall encourage participants to consult their physician prior to enrolling in activities which include physical activity.

Renter Signature: _____ Date: _____

Total Amount of Rental: \$ _____

BOOKED BY: _____

MENTOR COMMUNITY RECREATION CENTER

Building Use, Rental and Policy Guidelines

All functions conducted at City of Mentor Facilities must be in accordance with city standards and, therefore, not be in violation of any city regulations as set forth in the Ordinance providing for the issuance of permits for use of city facilities.

Recreation buildings may be made available for use by groups or individuals provided that time/date are available and that the following regulations and procedures are followed:

I. RESERVATION PROCEDURES AND SCHEDULE

____ (Initial)

- City of Mentor programs will have priority in scheduling of all facilities.
- All facility reservations must be made at least two weeks in advance of the requested date.
- Reservations for facilities are made based on three-month intervals.
- Reservation times are to include the arrival and departure time of rental. If additional time is needed for set-up and clean-up, you will need to include that time on the rental application form. Due to event scheduling, early entry is not permitted.

II. PAYMENTS

____ (Initial)

- The total rental fee plus is required at the time of booking. Payment can be made by check, cash, or credit card. Please make checks payable to City of Mentor. No dates will be saved without payment in full.
- Mentor Parks and Recreation Department reserves the right to charge renters for additional cleaning, if necessary, when rental is completed. Should damage to the facility occur, the renter will be billed. Failure of the renter to pay for damage will result in legal action. Renter/permit holder agrees to also pay for all costs associated with such collection should it become necessary due to non-payment.
- A request for resident rates will require proof of residency.
- The rental applicant must be in attendance for the entire duration of the rental.

III. CANCELLATIONS

____ (Initial)

- Cancellation/date change of a rental request must be made at least two weeks in advance of event date to receive a 50% refund.
- The applicant will forfeit the entire rental fee if a cancellation/date change is made less than two weeks from the rental date.
- The security/damage deposit will be returned within two weeks for all cancellations.

IV. BUILDING USAGE

____ (Initial)

- Alcoholic beverages, smoking, drugs, vaping, gambling or fighting is prohibited on city property.
- We kindly ask you not to use: glitter, confetti, helium or Latex balloons, sand, rice, tacks, nails, glue or tape to decorate and secure items on walls or fixtures.
- All groups or individuals using facilities will be responsible for their general clean-up.
- All equipment and belongings of the renter must be removed upon completion of rental.
- Any props or furniture being brought in for an event may require a certificate of insurance; please inquire for additional information.
- Only sport-specific shoes are allowed on the gymnasium, courts, or field.
- No food, candy or drinks (excluding water) are allowed in pool area and on sports playing surfaces and stands.
- A staff member will be present for all rentals. Staff is responsible for seeing that the group or individual complies with the rules and regulations for the use of the facility. If there are infractions, the group or individual may be asked to leave the facility immediately. A permit may be revoked at any time due to the misconduct of individuals in the group, for misuse of the property or providing misleading/false information on the rental application. The city reserves the right to charge renters additional for rule violations, not leaving the facility by specified time stated on contract, damage or excessive mess that requires additional staff clean-up, alarm fees caused by miscellaneous equipment/participant error or last-minute rental cancellations.
- If you bring your own music/music player, please be respectful of other MCRC visitors not attending your event. The MCRC reserves the right to ask that you turn the music down and/or possibly stop playing the music.

____ (Initial)

V. PARTIES, DANCES, ETC.

- One adult (age 21 and older) chaperone must be in attendance for every ten attendees under 18. Names and phone numbers of chaperones must be given when rental application is submitted.

Renter Signature: _____ Date: _____

I HAVE READ AND FULLY AGREE TO THE BUILDING USE, RENTAL AND POLICY GUIDELINES AS LISTED ABOVE.