

# CITY OF REMINDERVILLE

## HERITAGE HALL

### RENTAL RULES AND REGULATIONS

Use of City Property and/or Facilities is subject to all pertinent State Laws, City Ordinances, and Health Department Regulations. These Rules and Regulations are subject to change based on current State and Local Health Orders. The following shall apply unless otherwise directed by the Mayor.

#### **1. RESERVATIONS**

- a. Heritage Hall ("Facility") is located at 3601 Glenwood Blvd., across from the Reminderville Police Department.
- b. Facility may be reserved by City of Reminderville residents only.
- c. Facility is not available to "For Profit Entities." Non-profit groups with addresses in the City of Reminderville may be available to reserve as approved by the Mayor.
- d. The individual requesting to rent Facility must be at least twenty-one (21) years of age, show proof of residency, and complete a Facility Rental Application. The Facility Rental Application is available at the Municipal Center or online at [www.reminderville.com](http://www.reminderville.com).
- e. Renter shall remain on the premises of Facility during the event period and will be responsible for the supervision of the event; including behavior of all participants and their prompt departure at the end of Facility use.
- f. Renter will be charged for any damages/excess cleaning to Facility which are over the deposit amount.
- g. Renter may not assign, transfer, or sublet to others the use of Facility.
- h. Any violations of these rules and regulations may result in the forfeiture of the reservation, forfeiture of all fees paid, and a ban on future rentals.
- i. The City of Reminderville reserves the right to reject an application or cancel approval at any time.

#### **2. FEES**

- a. The rental fee for Facility is one hundred dollars (\$100.00).
- b. The rental fee for Facility for Homeowners Associations for use as a meeting space is twenty-five dollars (\$25.00).
- c. All applicants shall submit a security deposit of one hundred dollars (\$100.00). This payment must be separate from the rental fee. Security deposit will be held with the application and, subject to deductions for violations of these rules, will be returned or shredded.
- d. Rentals must be paid by cash or check within one week of the reservation approval.

#### **3. CANCELLATIONS**

- a. Request for cancellation must be made in writing.
- b. Cancellations made more than two (2) weeks before date of event will receive a full refund of rental fee and deposit.

- c. No refund of rental fee will be made if cancellation request is received less than two (2) weeks from event date, but deposit will be returned.

**4. TIME FRAME**

- a. Facility is available for rent seven (7) days a week, in six (6) hour increments, from 8:00 AM to 9:00 PM.
- b. Renter must adhere to the time limits.
- c. Facility is to be in order and vacated at the specified end time.

**5. OPENING/CLOSING PROCEDURE**

- a. The Renter shall contact the Municipal Center two to three business days before the event date to get the entry code for Facility. Keypads for entry are located on the front and side doors of Facility.
- b. Renter shall inspect Facility before the start of the rental period. Any damage found shall be reported to the Municipal Center prior to use.
- c. Renter is responsible for locking Facility at the expiration of the rental. If Renter fails to lock Facility at the expiration of the rental and such failure results in damage to Facility, Renter may be held responsible.

**6. DECORATIONS/DAMAGES/CLEANUP**

- a. Decorations shall be done in a manner so as not to damage any area of the room; including but not limited to, the walls, floors, ceiling, and sink.
- b. Use of pins, staples, nails, screws, tacks, hooks, or any adhesive tape is not permitted.
- c. Hanging decorations from light fixtures is not permitted.
- d. Renter is required to leave Facility in the same condition as he/she found it. Failure to do so may result in deductions from the security deposit.
- e. Renter shall be responsible for clearing out all personal belongings and cleaning up the facility after the event. All items must be cleared from refrigerator.
- f. Tables and chairs must be wiped down. Floor must be swept free of debris and food. Spills on the floor, counters, and in the refrigerator must be wiped up.
- g. Garbage must be bagged and disposed of in dumpster across the street from Facility.
- h. Renter shall be held responsible for any damage to Facility and said damage may result in deductions from security deposit.

**7. FOOD AND BEVERAGE**

- a. Alcoholic beverages are not permitted in Facility.
- b. Food and non-alcoholic beverages are permitted in Facility, subject to clean up at expiration of event.

**8. PROHIBITED ITEMS**

- a. The use of any open flame, candles, incense, smoke machines, sparklers, cigarettes, cigars, or firearms are not permitted in Facility.
- b. The use of glitter or confetti is not permitted in Facility.

**9. LIABILITY**

- a. The City and its officers shall be freed from any liability for loss, damage, or injury to persons or property resulting from the rental.

**City of Reminderville**  
**Heritage Hall Rental Application Form**

Please complete form and return to City Hall.

Name/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of rental: \_\_\_\_\_ Time of rental: \_\_\_\_\_ - \_\_\_\_\_

Approximately how many people will attend: \_\_\_\_\_

Please provide a brief description of what you will be using Heritage Hall for:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I, the undersigned, having read and understood the above Policies and Procedures for the rental of Heritage Hall, hereby agree to abide by the same.

Signature \_\_\_\_\_ Date \_\_\_\_\_

-----

Approved By \_\_\_\_\_ Date \_\_\_\_\_

Deposit \_\_\_\_\_

Rental fee \_\_\_\_\_