



## **Policies and Procedures for Heritage Hall**

Any Reminderville resident, either as an individual, or as an authorized representative of a group, desiring the use of the facility must complete and sign an application form.

- The party signing the application is personally responsible for the enforcement of these policies and procedures, and is expected to be on the premises during the rental period.
- By signing this application agreement, the applicant acknowledges receipt of these policies, which have been completely read and understood.
- Violations of any of these policies and procedures may terminate the agreement and end the rental.
- The Village of Reminderville reserves the right to reject an application or cancel approval at any time.
- Heritage Hall is located at 3601 Glenwood Blvd across from the police station.

### **Reservations:**

- Person(s) wishing to use Heritage Hall will have to fill out a form with their name(s)/organization, date and time they wish to use the hall, description of what they will be using the hall for, and the duration of how long they will be using the hall. These forms will be available at the Reminderville Municipal Building and also online at [www.reminderville.com](http://www.reminderville.com).
- Rental of Heritage Hall is available seven days a week, from the hours of 7:00 a.m. to 11:00 p.m.

### **Rental Fees and Deposits:**

- Upon signing the application form, all applicants must make a \$50 security deposit.
- Room rental is \$25.00 per event for Reminderville residents; \$50.00 per event for non-residents. Room rental for Reminderville Homeowners Associations is \$10.00 per use.
- An inspection of the facility should be done by the applicant before the start of the rental; any damage found must be reported to Village Hall prior to use. Refund of the security deposit shall be made only after an inspection of the facility by a representative of Reminderville.
- Cancellations made more than three weeks before date of rental will receive a full refund of rental fee and deposit. No refund of rental fee will be made if cancellation is less than three weeks but deposit will be returned.

### **Key:**

-The key to Heritage Hall is kept in a lockbox by the side door. Please call Village Hall to get the code a couple of days before your rental date. The applicant is responsible for locking Heritage Hall and putting the key back in the lockbox after the event has ended. The applicant will be held liable for not returning the key to the lockbox.

**Damages and Cleanup:**

-All person(s) utilizing Heritage Hall shall be responsible for clearing out all personal belongings and cleaning up the hall once the event is over.

**Food and Beverages:**

-No alcohol is permitted on the premises.

-Food and non-alcoholic beverages are allowed, but all food and beverages should properly be disposed of upon leaving Heritage Hall. If not, then the renter has the chance of losing his/her security deposit.

**Prohibited items:**

-The use of any open flame, candles, incense, smoke machines, sparklers, cigarettes, cigars, firearms, etc. is prohibited.

**Liability:**

-Under the conditions of this application, the Village of Reminderville does not assume responsibility for accidents that may occur on the premises, for the loss of personal valuables while individuals or groups are in attendance at a function, or for items in storage or left on the premises.

# **Reminderville Heritage Hall Application Form**

Please complete form and return to Village Hall.

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

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

Telephone 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:

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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 \_\_\_\_\_