

CITY OF TWINSBURG
Parks and Recreation Department
10260 Ravenna Road
Twinsburg, Ohio 44087

Community/Senior Center

Phone: (330) 963-8722

Fax: (330) 963-8713

Web page: TwinsburgRecreation.com

Fitness Center

Phone: (330) 405-5757

Fax: (330) 405-5767

ROOM RENTAL REQUEST

Class 1:	Non-profit organization with City of Twinsburg mailing address (no PO Boxes). Proof of non-profit status and insurance required.
Class 2:	City of Twinsburg resident (Township and Reminderville are NOT City of Twinsburg residents) Resident must be present throughout the entire function.
Class 3:	Non-resident organization or groups (includes non-profits with addresses outside the City of Twinsburg).

	<u>Room</u>	<u>Maximum Occupancy</u>	<u>Class 1</u>	<u>Class 2</u>	<u>Class 3</u>
PLEASE CHECK ONE	___ Meeting Room	40	\$15/hr	\$20/hr	\$30/hr
	___ Craft Room	50	\$15/hr	\$20/hr	\$30/hr
	___ Multipurpose Room	162	\$30/hr	\$60/hr	\$90/hr
	___ Center on the Square	40			

A minimum of 3-hours is required for all rentals (including set-up and clean-up)

Are any of the following amenities required for your rental?

- Coffee Urn (\$5)
- Podium w/microphone (\$30)
- Microphone & Speaker (\$50)
- Television (\$10)
- DVD Player (\$8)

- Screen (\$8)
- LCD Projector (\$25)
- *Kitchen (\$10)

(only available with Craft and Multi Purpose Room Rentals. If there is more than one rental at the same time, kitchen **must be shared)*

Today's Date: _____

Party/Meeting Date _____

Applicant: _____

Tax Exempt _____

Contact Person : _____

Phone #: _____

Additional #: _____

Address: _____

Type of Activity: _____ Time: _____ am/pm - _____ am/pm

Number of Tables needed: _____ Number of chairs needed: _____

(For Paid Room Rentals only)

(For Paid Room Rentals only)

Maximum Tables permitted: Multi-Purpose Room - 26 tables, Craft Room - 9 tables, Meeting Room - 6 tables

RENTAL AGREEMENT

Neither the City of Twinsburg or employees of the City can be held responsible for any items lost or stolen at the facility by the Renter or by person(s)/companies providing services and/or equipment for the rental.

The Applicant will hold the City of Twinsburg, the Parks and Recreation Department and the Fitness Center staff harmless at all times from any claims or damages on account of injury to anyone using the facilities and/or grounds in connection with the function sponsored and operated by the Applicant and/or growing out of their use and occupancy of the said facility/grounds, or through any defect in said premises, including sidewalks adjoining the same and use or operation thereof.

The City of Twinsburg does hereby rent its facility as designated upon the terms and conditions set forth in Chapter 925.03 of the Codified Ordinances of the City of Twinsburg and this Rental Agreement, which chapter is incorporated herein by reference. Renter agrees to perform all obligations imposed upon it pursuant to this agreement and the provisions contained in Chapter 925.03 of the City Code.

It is understood that the right of the said Renter to use and occupy said premises is subject to cancellation by the City of Twinsburg without prior notice. Cancellation by the City can occur at any time due to an emergency. In other cases of cancellation by the City, every effort will be made to give Renter twelve hours notice. In either event the refund will not exceed the amount tendered.

I have read, understand and agree to the Twinsburg Community Center, Fitness Center, and Picnic Shelter, Rental Rules and Regulations. I understand that if my guests and I are unable to adhere to the rules and regulations we will be asked to vacate the premises, and no refund will be given.

The Renter agrees to protect, defend, indemnify, and save the City of Twinsburg harmless from any and all claims, demands, suits, costs and expenses, including attorney's fee, arising from any reason whatsoever or from any cause whatsoever, connected with, related to or arising in any manner whatsoever during the aforesaid term or from the use of said premises by the said renter. **Applicant must sign Rental Agreement. Applicant must be in attendance, thus acknowledging responsibility for ensuring that all guests adhere to the above rules and regulations and has provided payment for use of the facility.**

Canceling Rentals: More than 4 weeks in advance: 10% processing fee if check is requested or full refund if money is posted to credit on Parks and Recreation account. Canceling 4 weeks prior to rental date: 25% withheld; 3 weeks prior: 50% withheld; 2 weeks prior: 75% withheld; less than 2 weeks: no refund.

Applicant's/Renter's Signature

Date

Rental Time Begins at: _____ Initial: _____ Rental Time Ends at: _____ Initial: _____

I understand that if I arrive before or stay after these times without giving 7 business days notice, I will be charged double the normal hourly rental rate. Initial: _____

All rentals must be done in person. Full rental payment must be submitted at time of rental. Room layout must be submitted at least one week prior to rental date.

Mailing Address for all locations
Twinsburg Parks and Recreation
10075 Ravenna Road
Twinsburg, Ohio 44087

Physical Location
Community/Senior Center
10260 Ravenna Road
Twinsburg, Ohio 44087

Office Use Only

I. D. Verified? _____ Insurance Required: Yes _____ No _____
Naming City as additionally insured

Class: _____ Date Confirmed: _____ Security Guard Required: Yes _____ No _____
If yes, Renter must contact Twinsburg Police to arrange.

Hourly Rate: \$ _____ X Number of Hours: _____ + Additional Amenities: \$ _____ Total Fee: \$ _____

Cash: \$ _____ Check #: _____ Visa/MC: _____ Total Payment Received \$ _____

Receipt # _____ Permit # _____ Date _____ / _____ / _____ Initials _____