

Richfield Parks and Recreation
Fellowship Hall RULES & REGULATIONS—3909 Broadview Road, Richfield OH, 44286

Rules & regulations:

1. The organization and/or person sponsoring the activity will be held responsible for any damage done to the community facilities.
2. The key to fellowship hall must be picked up at the police dispatch office and returned that same day at the end of the event.
3. Organization reserving the facility realizes that they must have their own liability insurance.
4. The building must be left as you found it.
5. Tables may not be removed from pavilion area.
6. ALL TRASH CANS MUST BE EMPTIED AND PLACED IN THE DUMPSTER LOCATED OUTSIDE THE BUILDING. Failure to do so will result in forfeiture of security deposit.
7. You must bring your own trash bags.
8. All windows and doors must be locked.

**Please note that alcohol is prohibited at the Fellowship Hall property—no exceptions.*

Rules (continued):

9. There is no taping to the walls or railings. This means no decorations on the walls
10. The framed photos may not be taken off the walls.
11. If you spilled something on the carpet, please clean it up and leave a notice in the building as well as calling to inform the Parks and Recreation Department.
12. Kitchen must be left clean, stove and over must be turned off.

The amenities for Fellowship Hall include:

- Six (6) – 70” round tables; 50 chairs; and 20 folding chairs.
- Two (2) – 7” serving tables (must be covered with heavy plastic).
- One (1) Bunn Coffee maker
- One (1) Microwave; electric stove and small oven.
- Mini-kitchen; running water & restrooms
- Seats (approximately) sixty-five (65) people

***PAYMENTS:**

- Payments can be made out to the Village of Richfield. We ask that two separate checks be sent—one for the rental fee, and the other for the security deposit. Both checks **WILL BE CASHED** and once your rental has concluded the Village will be sending you a check to return the security deposit money back to you.
- Checks and credit card are both accepted. Please call the number below in order to complete a credit card payment authorization. If paying by check please mail in or drop off to the Village Town Hall located at 4410 W. Streetsboro Road, Richfield, OH 44286 address to the Parks & Recreation Department.
- Any further questions or concerns can be address to the Village Parks & Recreation Department at 330-659-9201 x 235. Thank you.
- Security deposit **WILL NOT** be returned if property is damaged, stolen, or vandalized.
- If paying by credit card a small service fee will be applied to your payment.
- Cash payment cannot and will not be accepted.

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Rental agreement rules and regulations acknowledgement form

After reading through the rules and regulations, please cut off and include this form when you mail in or drop off your completed rental form. **PLEASE DO NOT SEND BACK THE RULES, THOSE ARE FOR YOU TO KEEP.*

To Whom It May Concern:

I have read the Rules and expectations of renting out a village facility and understand the rules and procedures stated therein. If I have any questions or concerns, I am encouraged to reach out to the Parks and Recreation Coordinator at 330-659-9201 x 235 or Interim Parks and Recreation Director for clarification.

Renter's Signature _____ **Date** _____