

**CITY OF AVON LAKE, OHIO
PARKS AND RECREATION DEPARTMENT
RENTAL AGREEMENT AND USE RESTRICTIONS**

Please Indicate Facility Being Rented: Lake House Folger Home
Name of Renter: _____
Company Name (if applicable): _____
Address: _____
Phone Number: _____ Fax: _____ Email: _____
Describe Type of Event: _____
Date of Event: _____
Rental Time (must include set-up and clean-up time): _____
Approximate Number of People (Guests) Attending: _____
Will alcohol be served: ___ Yes ___ No
If yes, time security should be scheduled for _____
Will the Event involve fundraising: ___ Yes ___ No
Will admission fees be charged: ___ Yes ___ No

Rental Fee: \$_____ Security Deposit: \$_____

The following rules and regulations apply to the use of the Lake House/Folger Home (the "Facility"):

1. Renter shall comply and cause all Guests to comply with all applicable City, state and federal statutes, laws, ordinances, rules and regulations, including but not limited to those pertaining to occupancy, fire, safety and alcohol use.
2. Renter shall be responsible for the conduct of all Guests.
3. Renter shall be present at all times that any Guest is using the Facility.
4. Renter shall upon demand reimburse the City for any damage to the Facility or the furniture or equipment of the Facility caused by or attributable to the use of the Facility by Renter or Renter's Guests.
5. Use of the Facility for less than the scheduled time shall not entitle Renter to a refund of any portion of the Rental Fee.
6. The Event may take place only between the hours of 8 A.M. and 11 P.M., unless prior written consent is given by the Parks and Recreation Department and is noted on this document.
7. Renter may not access the Facility before or after the time indicated above. Set-up and clean-up time must be included in rental time.
8. Security deposit is due at time of reservation.
9. Rental Fee is due at least (30) days prior to the event.
10. Smoking is not permitted indoors.
11. Alcoholic beverages may be dispensed only in strict accordance with Section 1070.02 of the City's Codified Ordinances and only if Renter has indicated above that alcohol will be served. Adequate security must be scheduled in the form of one or more off-duty peace officers authorized to discharge duties in Lorain County. There is a three hour minimum for security officers and payment is made directly to them (\$35 per hour regular, \$45 per hour holiday).
12. Decorations are permitted so long as they are not applied using tape, nails, tacks, staples, or in any other manner that may damage walls, ceilings, floor, pillars, tables, chairs, benches and/or any other structure, equipment and/or property.

13. No candle, incense or other kind of open flame is permitted inside the Facility.
14. Renter is responsible for clean-up of the Facility. Tables, chairs, and other equipment must be returned to their original locations, and the entire Facility must be returned to its original condition. Clean-up includes removing all food, food debris, and decorations. Lake House garbage shall be placed on the patio. Folger Home garbage shall be placed in provided outdoor trash receptacles.
15. Renter is responsible for securing facility by making sure all doors and windows are locked.
16. All personal items and equipment brought to the Facility by Renter or Guests must be removed following the rental. The City is not responsible for lost, stolen, misplaced and/or broken personal items or equipment.
17. Renter must be at least twenty one (21) years of age.
18. Gambling and games of chance are prohibited.
19. Advance approval by the Parks and Recreation Department is required if the Event will involve admission fees or fundraising.

Cancelation Policy:

Requests for cancelation of a rental must be received in writing. Refunds will only be issued for cancelation requests received at least thirty days in advance of the rental date. No refunds will be issued for cancelation requests received less than thirty days before the date of rental.

Access Key:

A key to access the Facility may be picked up by Renter at the Parks and Recreation Office located at City Hall (150 Avon Belden Rd.) during regular business hours (8:00 am-4:30 pm) on the last business day prior to the rental. The key shall be returned to the Parks and Recreation Department on the first business day after the Event. Failure to timely return the access key may result in forfeiture of the security deposit.

Security Deposit:

The purpose of the security deposit is to reserve the Facility for a specific time period as well as to cover damages that may occur during the rental. The security deposit shall be forfeited to the City for any of the following: (i) damage to the Facility or its contents; (ii) failure to clean the Facility or return the Facility to its original condition after the Event; (iii) failure to secure/lock facility after event, (iv) failure to abide by the terms and conditions of this Agreement; or (v) failure to timely return the access key. The security deposit will be returned only to the Renter and will be credited to the credit card used for payment, or a check will be issued by the City of Avon Lake Finance Department. The security deposit refund may take up to 2 to 4 weeks from the Event date for processing.

By signing below, Renter acknowledges that he or she has read and understood this Rental Agreement and agrees to all of its terms and conditions.

Renter:

_____ printed name: _____

Date: _____, 20____