

Avon Lake Recreation Department
150 Avon Belden Road, Avon Lake, Ohio 44012
Phone: (440) 930-4130
www.avonlake.org



FACILITY RENTAL APPLICATION

Applicant Information (please print neatly):

Last Name: _____ First Name: _____ Date of Birth: ____/____/____
Applicant must be 21 years of age

Address: _____
Street City Zip

Phone Number (please circle: home / cell): _____ Email: _____

Avon Lake residents must provide 2 forms of identification as proof of residency to receive resident rate.

Staff Use Only - Avon Lake Resident Verification:

1. Document type: _____	Issued by: _____	Expiration Date: _____
2. Document type: _____	Issued by: _____	Expiration Date: _____

Facility Requested: Lake House (seating capacity 85): _____ Folger Home (seating capacity 48): _____

Date Requested: First Choice: _____ Second Choice: _____

Event Purpose (Ex. wedding shower, baby shower, graduation, etc.) _____

Approximate number of people attending: _____

Rental Hours: Start time: _____ End time: _____ Actual Event Hours: Start time: _____ End time: _____

Please Note: Rental hours must include any setup and cleanup time needed

Will food be served: YES NO

Please Note: All food trucks and/or mobile food units must be registered with the City of Avon Lake Fire Department (440-933-8305).

Will alcohol be served? YES NO Times alcohol will be served: Start time: _____ End time: _____

Please Note: Police security is required on duty at all times when alcohol is being served. Payment is cash only and must be made directly to the assigned police officer. Security hours must be finalized at least 30 days prior to the event. Any changes or cancellations may result in forfeiture of the security deposit. Current rates: \$50 per hour (3 hour minimum), holidays \$60 per hour (3 hour minimum). Rates are subject to change without notice.

Will admission fees be charged: YES NO

Will event involve fundraising: YES NO

Music/entertainment or other special equipment: _____

By signing below, applicant affirms all information above is accurate and applicant has received and agrees to the City of Avon Lake Rental Rules and Regulations. Note the following:

- Facility is not accessible before or after time indicated on permit. Rental hours must include all time needed in facility including setup and cleanup.
- Permit holder must be present for duration of event.
- The applicant shall comply and cause all guest 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.
- The applicant is responsible for the conduct of all guests.

Signature of Applicant: _____ Date: _____