



City of Macedonia Fire Department

9691 Valley View Road, Macedonia, Ohio 44056

330-468-8339

Fax: 330-468-8393

Brian Ripley
Fire Chief

Mayor Nicholas Molnar



Room Capacity: 120 People

Kitchen Capabilities: Catering and Food Warming

Hours of Operation: 8:00 am to 10:00 pm

Rental Fee: Payment due 30 days before your reservation. Checks made payable to City of Macedonia.

*Resident: \$50.00/hr *Non Resident: \$75.00/hr

*Event including a Political Entity: \$50.00/hr *Non-profit Organizations: Negotiable

Deposit: \$100.00 deposit required at time of rental. Deposit check will be held and returned promptly after inspection of community room.

Set-Up/Clean-Up: Renters must reserve time for set-up and clean-up.

Rules & Guidelines:

1. The Community Room availability is first come first serve. Applicant must sign, make deposit and be responsible for the rental.
2. The Mayor has the option to rent the room to a non-profit group on a free or reduced rate basis.
3. City functions receive priority rental.
4. No Smoking is permitted anywhere in the Macedonia City Center.
5. No Alcoholic Beverages are permitted in the Macedonia City Center.
6. All members of the rental party must enter and leave the building through the front entrance of the City Center.
7. Disruptive and disorderly behavior will not be tolerated and will cause for denial of future rentals. Youth groups must have a minimum of one adult per 6 children. Failure to supervise children in the rental party may result in denial of future rentals.
8. The renter is responsible for set-up and clean-up of the room, including; trash removal, tables cleaned, and floor swept. You must bring your own garbage bags.
9. Renter may not put tacks, nails, or tape on the walls or woodwork.
10. Misrepresentation as to the number of guests or exceeding the maximum occupancy may restrict future rental.
11. Political Activities are permitted as long as General Public Notice has been Posted and indicated on the rental application.
12. Failure to comply with the rules & guidelines may restrict future rental or result in the forfeiture of deposit. The City reserves the right to deny the room rental if the group activity is deemed to be potentially hazardous or presents a danger to the room itself, or the group has damaged the property on a prior occasion.

During the time the facility is being used by the Renter, the Renter is responsible for all accidents, injuries, damages or loss of property. The Macedonia City Center and designated representatives shall be held harmless for any and all claims resulting from the use of the facility. Renter may be required to have liability insurance and present a Certificate of Insurance prior to use. Early arrival or late departure will result in forfeiture of deposit and/ or possible denial of future rental.

No commercial concessions shall be operated no charge or donation request of any kind shall be made to the public on the premises or in the parking area. No false or deceptive advertising or promotion of illegal activity shall be allowed.

I have read the Rules & Guidelines and fully agree and accept any responsibility and Terms and Conditions of this Agreement.

Signature of Renter

Date



MACEDONIA COMMUNITY ROOM

9691 Valley View Road · Macedonia, OH 44056

(330)468-8300 ext. 423

www.macedonia.oh.us

RENTAL APPLICATION

NAME OF ORGANIZATION OR FAMILY: _____

PERSON RESPONSIBLE: _____ PHONE NO. : _____

ADDRESS: _____

DATE REQUIRED: _____ HOURS REQUIRED: _____ (AM/PM) TO: _____ (AM/PM)

NUMBER IN PARTY: _____ TYPE OF FUNCTION: _____

FOR OFFICE USE: DEPOSIT RECEIVED: \$100.00

CHECK NO./CASH _____ RECEIPT NO. : _____ DATE: _____

TOTAL HOURS OF RENTAL: _____ AT \$ _____ per hour = BALANCE DUE: \$ _____

PAYMENT OF RENTAL FEE: \$ _____ (balance due 30 days prior to reservation)

CHECK NO./CASH _____ RECEIPT NO. : _____ DATE: _____

COMMENTS: _____

In renting the Community Room, I understand that the City of Macedonia or its employees cannot be held responsible for any unforeseen accidents or injuries. Early arrival or late departure will result in forfeiture of deposit and/or possible denial of future rental. I have read all of the rules and guidelines and understand them.

Signature of Lessee

Date