

## **ATTACHMENT B**

### **Community Cabin Rules and Regulations**

#### **1. Facility Rental**

##### **Community Cabin Rental**

When not in use by the City of North Olmsted for municipal purposes, the Community Cabin may be available for rent at the rates listed in Attachment A, but subject to the considerations specified below.

All City senior citizens' groups shall be permitted to use the Community Cabin facilities twice every month for organization meeting purposes free of charge, provided that the meeting times are held between the hours of 12:00 noon and 4:30 p.m., and further provided that the time for such meeting is reserved thirty days in advance with the Mayor or his designee. The senior citizens' group renting the Community Cabin shall be responsible for cleaning the facility after use.

Permit shall be non-assignable and shall be used only by the group or organization receiving same. Charges and deposits shall be made at the time of the application. The City reserves the right to cancel this permit should the use of the Community Cabin be required for a government purpose.

A limitation is established for one Saturday night per month advance registration for any individual or organization. Special consideration shall be given to youth groups and senior citizen groups. Exceptions to this policy shall be at the discretion of the Mayor or his designee.

The Division of Aging shall have priority for use of the Senior Center, but senior citizens' groups may also use the senior center facilities to hold meetings, events, programs or to otherwise engage in similar functions, within the scheduling guidelines of the Division of Aging, and subject to scheduling limitations.

Except as otherwise specified below, the Senior Center shall not be available for rent to the general public but shall be used for municipal purposes, primarily but not exclusively dedicated to activities of the Division of Aging.

#### **2. Facility Rules**

The following rules shall apply to the Community Cabin:

- (a) Maximum occupancy is limited to 200 persons for the Community Cabin.

- (b) Closing time for the building is 11:00 p.m. and all parties or activities shall be terminated by that time.
- (c) Alcoholic beverages of any kind shall only be permitted on the premise pursuant to compliance with Chapter 957, specifically prior approval of the Director of Public Safety and compliance with all liquor control laws of the State of Ohio, including appropriate state permits, where applicable. No alcoholic beverages may be present or consumed unless prior approval is granted pursuant to state and local laws.
- (d) The kitchen, and other equipment shall be cleaned and readied for immediate service, if used. The Kitchen and the Community Cabin are to be left in the same condition that you received it. Garbage cans and bags are provided for the renter. Place all garbage inside the cans that are provided. There is an ice machine and coffee makers in the kitchen area for your use. No food is to be left in the refrigerator or on the premises.
- (e) Rowdyism, disorderly conduct, profanity or abusive language, removal of furniture or equipment from the building or malicious destruction of property is prohibited. Any violation hereof shall subject the violator to the penalty provided under this chapter or the applicable section of the General Offenses Code. Policeman and or Auxiliary Policeman may be required to be hired for duty at the discretion of the Mayor or his designee.
- (f) All dances shall be sponsored by a recognized City organization, which shall also provide sufficient chaperones for teen dances.
- (g) Furnishings and equipment shall only be used for the purpose for which they are intended. No decorations are to be permitted in or about the building unless approved by the North Olmsted Senior Center Administrator or his/her designee. Any furniture or equipment furnished by groups or organizations used in the building shall be removed the same date that the building is used by such groups or organizations.
- (h) All private rentals are on a first come, first serve basis. All Community Cabin date requests must be made two weeks prior to date requested for rental. The following must be submitted to the North Olmsted Senior Center Administrator within two weeks of Community Cabin request: Community Cabin Rental Permit Application (signed), Community Cabin Disclaimer (signed), Community Cabin Table Set-Up Form, Community Cabin rental payment in full. The Community Cabin can be reserved up to 6 months in advance.
- (i) Any person making an application for use of the Community Cabin shall provide true and accurate information. (Proof of residency)
- (j)  **Holders of a permit may cancel by giving notice in writing to the North Olmsted Senior Center Administrator at least four (4) days in advance of the date and time for which permit is issued. In such event, holder shall forfeit fifty percent (50%) of all rental charges. If notice is not given or less than four (4) days notice is given, the full amount (100%) of all rental charges shall be forfeited. Full refund if cancellation is made within six (6) months.**
- (k) Please advise DJ or entertainment that smoke machines or pyrotechnics are prohibited. The burning of candles, or incense of any kind is not permitted. If the fire alarm is tripped off and the NOFD responds to an alarm the renters damage deposit is automatically forfeited. Nails, tacks, tape, pins or other objects that may damage the walls are prohibited. If any damage is incurred during the event, you will be billed accordingly.

- (l) Permit holders **do not** have access to the North Olmsted Senior Center. Doors entering into the center hallway are to remain closed.
- (m) The Parking spaces marked "Handicapped" are to be used only by handicapped persons- All others using these parking spaces risk citation by the Police Department. Please be careful of the parking lot and driveways.
- (n) You must be 21 years of age to rent the Community Cabin. You can enter the building 15 minutes prior to your rental contract agreement. When your time is up please clean up as soon as possible and exit the building. You are responsible for shutting off the lights, stoves, and locking the doors.
- (o) No signs of any sort are allowed on city property unless in compliance with Chapter 177 of the Codified Ordinances.
- (p) If you or your organization or club has liability insurance, please have the City of North Olmsted shown as additional insured for your event and submit a copy of the same to the city.
- (q) The City of North Olmsted is not responsible for lost or stolen items that may occur during your event.
- (r) Please supervise your children. There is to be no running in the building.
- (s) Smoking is not permitted inside the Community Cabin, Senior Center or surrounding city property (including the parking lot).
- (t) Any misrepresentation of the description of the nature, type or size of use be undertaken at the rental premises shall cause the applicant's rental agreement to become null and void at the opinion of the city of North Olmsted, and may preclude any future rentals of city facilities. The rental applicant shall remain on the premises the entire time the rental is being held.
- (u) In the event that the damage deposit made by an individual, group or organization is insufficient to cover the cost of necessary labor or replacements for lost or damaged equipment or damage to the buildings or property, the individual representing the group or organization will be held personally for such damage, loss or replacement.

PLEASE NOTE: The City of North Olmsted, nor the employees of the City of North Olmsted shall be held accountable for any items that are lost or stolen at the facility from the rental group or member/companies providing services and equipment for the rental party. The Rental Applicant shall indemnify and hold harmless the City of North Olmsted and the North Olmsted Senior Center, and any and all employees and agents at all times from any claims or damages on account of injury to anyone using the facility and/or grounds in connection with the function sponsored or operated by the Rental 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.

Rental Applicant must sign the contract and disclaimer. By signing the contract the Rental Applicant acknowledges that he/she is responsible for ensuring that all guests adhered to the above rules and regulations of the City of North Olmsted and the Community Cabin.

Whoever violates any provisions regarding the North Olmsted Community Cabin Rules and Regulations is guilty of a minor misdemeanor.