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"THE HEART OF LORAIN COUNTY"
8am – 4pm Monday - Friday

COMMUNITY ROOM RENTAL RULES & REGULATIONS

The Sheffield Village Municipal Complex Community Room is available to all current Sheffield Village residents at least 21 years of age or a current Sheffield Village resident will be attending the event for the purposes of non-profit activities.

SCHEDULING / RESERVATIONS

- Available on a first-come, first-served basis.
- Users must come in to read and sign the agreement to ensure clarity of policy.
- Payment must accompany reservation. The meeting room will not be reserved until the fee and deposit are paid and a signed rental agreement is on file.
- A copy of the current driver's license will be made and kept with the agreement.
- All efforts are made to honor reservations, but the Village retains the right to cancel scheduled meetings if the need arises.
- On the day of the event, the renter must present a picture ID to Sheffield Village Police Dispatch at which time the renter will receive the key to the facility. Upon return of the key at the end of the event, the user's ID will be returned.

FEES

At the time of reservation, the following is due:

- A \$100.00 **non-refundable fee**
- A \$100.00 **refundable deposit fee**

The signer of the room agreement is responsible for any damage to carpeting, walls and furniture, and any other interior object of the Community Room. After the room is inspected and all is found to be in the condition in which it was found, the deposit fee will be refunded within 14 days of the event.

Payment in cash or checks made payable to the Village of Sheffield Municipal Complex. No credit cards are accepted.

See next page

HOURS

- Events can be held between 8am – 1am seven (7) days a week.

CAPACITY

- 120 maximum seating as posted by the Sheffield Village Fire Department.

SET UP & CLEAN UP

- There are 6 six-foot rectangular tables found in Closet 1
- There are approximately 70 black stackable chairs and 6-8 classroom tables
- User is responsible for setting up and taking down tables
- **Replace courtroom chairs, 5 rows with 7 in each row/walkway between sections.**
- Clean-up is to be completed at the end of the event.
- A vacuum and bucket/mop are stored in the closet by the restrooms.
- **All garbage is to be placed in bags and taken to the dumpster located by the Fire Department. Please do not leave in or near the Village complex entrance.**
- Please place **coolers and garbage cans** in the lobby or area that is NOT carpeted.

GENERAL RULES & POLICIES

- **Do not move a large wooden table** due to its age, size, and weight.
- No nails, staples, or tacks may be applied to walls, moldings, or ceiling.
- The Bench area must be roped off and remain unused during the event.
- Audio/visual equipment may be brought in.
- DJs are permitted; however, we reserve discretionary rights for noise, nuisance, and excess volume control.
- Groups are responsible for maintaining the care of the room and its furnishings.
- The event is being videotaped and under surveillance at all times by the Police Department to ensure all actions and activities are documented.
- Smoking is prohibited in any part of the Municipal Complex per Ohio Revised Code 3794.
- **No alcohol, candles, incense, red pop or punch, confetti, or glitter are allowed.**

KITCHENETTE

- Includes a 12-cup coffee brewer, microwave, refrigerator, and sink
- Must be fully cleaned and no food or other items may be left behind
- User must provide all supplies
- Recycling containers are available in the lobby of the Complex

LIABILITY

The Sheffield Village Municipal Complex Community Room is not responsible for damage or loss of any merchandise, equipment, clothing, or other valuables left after any event. Renters assume all responsibility for any violation of City, State and Federal laws.