

SHEFFIELD VILLAGE MUNICIPAL COMPLEX
Community Room Rental Agreement

Name _____

Address _____

City State Zip _____

Home Phone _____ Cell Phone _____

Resident YES NO
Employee YES NO
What type of an event are you planning?

Date Requested _____ Time Requested from _____ to _____

Payment Cash _____ Check _____

Deposit in advance Cash _____ Check _____

How would you like your deposit check returned: pick up _____ mail _____ void/shred _____

Are tables required? YES NO # OF TABLES _____

Is kitchenette required? YES NO

**All garbage is to be placed in bags and taken to the dumpster by the Fire Department.
Community Room & Kitchenette must be returned to their previous condition.**

Do not move large wooden table due to its age, size and weight.

I hereby undertake to indemnify and save harmless the Village of Sheffield from any and all liability and damages it may suffer as a result of claims, demands, costs or judgments against it arising out of the uses stated in this Agreement.

I understand that the event is being videotaped and under surveillance at all times by the Police Department to ensure all actions and activities are documented.

Any damage over the \$100 deposit will be billed and required to be paid by the renter (i.e. spills on carpet requiring carpet cleaning, damage to wall or furniture, etc.)

**I have reviewed this agreement and agree to all terms listed above.
I have read and received a copy of the Sheffield Village Municipal Complex Community
Room Rules & Regulations.**

Signature Date Confirmed by Sheffield Village Staff Member Date

Inquires may be directed to:
Sheffield Village Municipal Complex
4340 Colorado Avenue * Sheffield Village OH 44054 * 440.949.6325
Monday – Friday 8:00AM – 4:30PM