



MAYOR MARIE GALLO

**RECREATION DEPARTMENT
MIKE SEDLAK, DIRECTOR**

6281 Pearl Road
Parma Heights, OH 44130
440.884.9606
recreation@parmaheights.us

COMMUNITY ROOMS

6200 Pearl Road, lower level of the Cassidy Theatre & Community Center

The rooms will not be available on holidays or holiday weekends.

The renter must arrange an appointment with the Recreation Department from 10:00 a.m. to 3:00 p.m. Monday through Friday to discuss your event and arrangements.

- You will have access to a refrigerator, microwave, and sink. Oven use is not permitted. The kitchen space is shared between all renters at any given time.
- Restrictions include no balloons filled with confetti or any other material, no confetti, or glitter decorations; No alcoholic beverages are to be served or sold on-premises. The City may, at its sole discretion, provide written permission to serve alcohol. No Gambling of any kind.
- Alcohol is permitted with approval. A request to serve alcohol must be submitted to and approved by the Safety Director before a rental contract is signed. If serving alcohol, you must hire an off-duty police officer through the Parma Heights Police Department for a fee of \$35-50/hour, paid directly to the officer. The officer must be present 30 minutes before and 30 minutes after the event. After your request to serve alcohol has been approved, schedule a police officer by calling 440.884.9606. An officer must be requested at least three weeks in advance if no officer is available, alcohol will not be permitted.
- A cancellation notice is required 72 hours before the start of your event, or the full rental fee will be retained. If all rental terms and conditions are met, your deposit check will be destroyed unless other arrangements have been made.

No rental is held until a deposit is made and the recreation department approves a signed contract. Full payment is due two weeks before the event date, if the event date is on the weekend, then the deposit is to be made the prior weekday. If payment is not made, the rental

will be canceled. The deposit will be applied to the final payment due, prior to the final payment being made. All payments are to be made online in our MyRec Program unless other arrangements such as check, have been approved by your Recreation Department personnel at the time of the rental agreement signing.

Room A: Maximum Capacity (50 standing, 35 Seated)

Deposit: \$100

The rental fee is \$75 per hour

Room B: Maximum Capacity (100 standing, 75 seated)

Deposit: \$125

The rental fee is \$125 per hour

***Non- Residents pay an extra flat \$50 fee.**