



**MAYOR MARIE GALLO**

**RECREATION DEPARTMENT  
MIKE SEDLAK, DIRECTOR**

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### Recreation Department Community Rooms

ROOM RENTED: \_\_\_\_\_ DATE OF EVENT: \_\_\_\_\_ TYPE OF EVENT: \_\_\_\_\_

EVENT START TIME: \_\_\_\_\_ EVENT END TIME: \_\_\_\_\_ ATTENDANCE: \_\_\_\_\_  
(Must be out of the building by 10 pm- Holiday rentals not allowed)

ENTRANCE TIME: \_\_\_\_\_ EXIT TIME: \_\_\_\_\_ \*If your party has not left by the exit time indicated your deposit will be forfeited

ALCOHOL: YES NO OFF-DUTY OFFICER FEE \$ \_\_\_\_\_  
(Police Officer must stay for the duration of the event \$35-50/HR)

RENTER'S NAME (Must be 21 yrs. Or older): \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

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### Room Rental Agreement

1. An appointment must be arranged by the renter with the Recreation Department from 10:00 a.m. to 3:00 p.m. Monday through Friday to discuss your event and arrangements.
2. Rental of the facility affords the renter the use of the kitchen which includes a counter area, refrigerator, sink, and microwave. Any and all damage or theft of property becomes the sole responsibility of the renter and the renter agrees to reimburse the City of Parma Heights for the repayment and/or replacement of the property.
3. The following must be supplied by the renter and removed from the premises on the day of the rental: Dinnerware, Serving Utensils, Silverware, Pitchers, Glasses, Dish Towels, Pot Holders, Table Coverings, and Decorations.

4. Restrictions include: No confetti including balloons that are confetti filled, No glitter decorations; No alcoholic beverages are to be served or sold on-premises. The City may, at its sole discretion, provide written permission for the serving of alcohol. No Gambling of any kind.
5. If alcohol is being served, a Parma Heights Police Officer is required to be on duty beginning thirty (30) minutes prior to the start of the event until thirty (30) minutes following the close of the event. Alcoholic beverages must be kept inside the rented space during the event.  
The renter will contact, make arrangements and pay for a Police Officer to be in attendance during the time of the scheduled event. The rate is \$35-\$50/HR.

The rooms will not be held and the rental will not be confirmed until both the deposit and signed rental agreement are approved by the Recreation Department. If full payment is not made two weeks out from the date on the room rental agreement the event will be canceled. The deposit will be applied to the final balance at the time the full payment is due 2 weeks prior to the event date. All payments are to be made online via the MyRec program. If alternate payment method is requested, this is to be pre-approved by the Recreation Department personnel at the time of the contract signing.

Renters Initials \_\_\_\_\_

The renter shall pay a rental fee of \$\_\_\_\_\_, with a two (2) hour minimum charge. A deposit of \$\_\_\_\_\_ is required at time of contract signing, to secure the date/time/room requested. Two weeks prior to the event, the deposit will be applied to the total balance due, and the balance of \$\_\_\_\_\_ will be due by \_\_\_\_\_. All premises are to be vacated by the scheduled end time of the event, and the kitchen and rental rooms are to be left in the same condition as found by the renter.

Proof of Residency is required for all rentals. The resident must be present for the duration of the event or the non-resident price will be charged the additional \$50 non-resident fee.

Renters Initials \_\_\_\_\_

THE RENTER AGREES TO THE INDEMNIFY, HOLD HARMLESS AND DEFEND THE CITY OF PARMA HEIGHTS, ITS OFFICERS, AGENTS AND ASSIGNS FROM ANY AND ALL LIABILITY, LOSS, DAMAGE, OR EXPENSE ARISING OUT OF THE USE OF THE PREMISES BY THE RENTER.

ALL CHECKS ARE TO BE MADE PAYABLE TO THE CITY OF PARMA HEIGHTS.

\_\_\_\_\_  
(Print Renter's Full Name) (Signature)

I am requesting to have alcohol (no sale) at my event:

Renter Name: \_\_\_\_\_ Date: \_\_\_\_\_

Safety Director: \_\_\_\_\_ Date: \_\_\_\_\_

Officer Assigned: \_\_\_\_\_