

Richfield Parks and Recreation
Masonic Hall RULES & REGULATIONS—4586 Streetsboro Road, Richfield OH, 44286

Rules & regulations:

1. **SET-UP/CLEAN-UP**
 - a. Set-up of table and chairs is the responsibility of the rental party.
 - b. Tables and chairs must be returned to their original position on the racks provided in the storage room. There are two large tables at the top of the large room used as serving/buffet tables and they are to remain left out.
2. Clean up includes wiping off tables, wiping up spills, vacuuming foyer and mopping floor. The vacuum is in the storage closet, and broom and dust pan in the kitchen. Cleaning supplies are under the kitchen sink. If your group uses the kitchen, it must also be cleaned. Clean up must be completed by rental party or its caterer by the ending time stated on the rental contract.
 - a. All trash is to be placed in trash bags and placed in the trash can located behind the Masonic Hall. **BRING YOUR OWN LARGE TRASH BAGS.**
3. **DECORATIONS**
 - a. Tape, nails, staples, or thumbtacks cannot be used to secure decorations or signs inside or outside the facility. Nothing is to be attached or hung on the walls or woodwork.
 - b. No birdseed, rice, or confetti is to be thrown on the grounds or inside the building.
4. **PIANO**
 - a. We require that no one play the piano unless arrangements have been made. (This includes children banging on piano.)
5. **DELIVERIES**
 - a. All entertainment and deliveries, e.g. flowers, cake, DJ, band, caterer, rental equipment etc., shall be limited to opening throughout closing times as stated on the Rental Agreement unless previous arrangements have been set up with the recreation department. It is the responsibility of the rental applicant to inform all entertainment and delivery personnel of this policy.
6. **FACILITY DAMAGE**
 - a. Damages which occur to the facility, furnishings, or grounds during the rental will be repaired or replaced at the expense of the applicant.
7. **TEMPERATURE CONTROL**
 - a. The heating system is not to be touched. The air conditioner is also set and not to be touched.
8. **FIRE & SAFETY REGULATIONS**
 - a. No smoking is allowed in the building.
 - b. Open flame and candles are prohibited by order of the Richfield Fire Department.
 - c. Fire exits must not be blocked.
9. **KITCHEN FACILITIES**
 - a. Cooking is allowed in kitchen when arrangements are made in advance
 - b. There is a \$50.00 fee to use the kitchen.
10. **PAYMENT**
 - a. Full payment is required at the time of the booking.
 - b. Payment may be made in cash, check, or money order for the rental.
11. **RENTAL HOURS AND ADDITIONAL HOURS**
 - a. Available rental hours are 9:00 a.m. to 11:30 p.m. and must be consecutive.
 - b. All activity must occur within your rental hours (listed below).

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- c. Set-up of tables and chairs
 - d. Decorating
 - e. All deliveries
 - f. Arrival and departure of guests
 - g. Returning tables and chairs to their original position
 - h. Clean-up
 - i. Additional hours are available at \$25 per hour/ additional fee of \$50 per hour if you use the kitchen but not past 11:30pm
12. **SUPPLIES**
- a. Tables and chairs are the only items provided.
 - b. Furniture, tables, and chairs are for indoor use only.
 - c. **FAILURE TO COMPLY WITH THESE POLICIES WILL RESULT IN LOSS OF SECURITY DEPOSIT/ AND OR RENTAL FEES.**
13. **EXITING THE BUILDING**
- a. All lights must be turned off when you leave.
 - b. All windows and doors must be locked.
 - c. The oven and stove need to be turned off.

***PAYMENTS:**

- Payments can be made out to the Village of Richfield. We ask that two separate checks be sent—one for the rental fee, and the other for the security deposit. Both checks **WILL BE CASHED** and once your rental has concluded the Village will be sending you a check to return the security deposit money back to you.
- Checks and credit card are both accepted. Please call the number below in order to complete a credit card payment authorization. If paying by check please mail in or drop off to the Village Town Hall located at 4410 W. Streetsboro Road, Richfield, OH 44286 address to the Parks & Recreation Department.
- Any further questions or concerns can be address to the Village Parks & Recreation Department at 330-659-9201 x 235. Thank you.
- Security deposit **WILL NOT** be returned if property is damaged, stolen, or vandalized.
- If paying by credit card a small service fee will be applied to your payment.
- Cash payment cannot and will not be accepted.

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***USE OF THE MASONIC GROUNDS IS INCLUDED WITH RENTAL WHEN AGREED
UPON WITH YOUR RESERVATION***

****IF SERVING ALCOHOL PLEASE REVIEW THE POLICY BELOW****

- *Please note that events where alcohol is served will require a police officer present. This will be a \$35 charge that will be given directly to the officer. The officer present is required to be at the Masonic Hall during the hours from which alcohol is first served until **the end of the rental and until the closing of the facility.***
- No alcoholic beverages are permitted to be served without completing an Alcoholic Beverage Consumption Permit.
- We **MUST** be notified thirty (30) days in advance, in writing, if you decide not to serve Alcohol. Failure to notify us will result in a fee for the scheduled Deputies.

Rental agreement rules and regulations acknowledgement form

After reading through the rules and regulations, please include this form when you mail in or drop off your completed rental form. **PLEASE DO NOT SEND BACK THE RULES, THOSE ARE FOR YOU TO KEEP.*

To Whom It May Concern:

I have read the Rules and expectations of renting out a village facility and understand the rules and procedures stated therein. If I have any questions or concerns, I am encouraged to reach out to the Parks and Recreation Coordinator at 330-659-9201 x 235 or Interim Parks and Recreation Director for clarification.

Renter's Signature _____ Date _____