

CHAGRIN FALLS TOWNSHIP

83 North Main Street
Chagrin Falls, Ohio 44022
(440) 247-8422

Trustees

Thomas F. Florkiewicz
John Finley
Michael W. Wise

Fiscal Officer

Elizabeth Boles

TOWNSHIP HALL RENTAL POLICY

Fee Schedule and Requirements

1. Set up and clean up time must be included when filling out contract. You will be charged rental fees for each extra hour or day to set up and clean up.
2. Rental applications will not be accepted more than six (6) months before the intended use. However, applications will be accepted up to twelve (12) months before the intended use as long as full payment (deposit and rent) is made with the application.
3. Town Hall may be rented by the hour or by the day. The rental fee Friday through Sunday is \$40.00/hour with a daily maximum of \$400.00. The required security deposit is \$250.00. The rental fee Monday through Thursday is \$30.00/hour with a daily maximum of \$300.00.
4. 50% of the rental fee is due upon signing the rental agreement. The balance of the fee is due before receiving keys to Township Hall.
5. Rental of Township Hall by for-profit organizations requires a Chagrin Falls non-profit sponsor and membership by the for-profit in the Chagrin Valley Chamber of Commerce. These rentals are on a daily basis at a rental fee of \$500.00, a security deposit of \$250.00, and a minimum donation to the chosen Chagrin Falls non-profit organization of \$500.00. The rental balance is due before receiving keys to Township Hall.
6. The security deposit is returned to renters who leave Town Hall the same condition it is found. Renters agree to be financially responsible for all damages they or their guests cause to Town Hall. Renter's liability may exceed the amount of the Security Deposit.
7. A \$25.00 charge will be assessed for any lost key.
8. There are no kitchen facilities. Grills may be used on the driveway with permission from the Chagrin Falls Village Administrator (440) 247-5050, at least two (2) weeks prior to rental date.
9. Township Hall is a smoke free facility. Per our insurance, open flames, votives and candles are not permitted anywhere inside Township Hall.
10. Town Hall tables, chairs and furnishings may not be removed without permission from the Trustees. Stack tables and folding chairs on dollies in original location prior to closing time. Stack padded chairs 8 high and place against back wall. Failure to do so forfeits the security deposit.
11. The Hall floor shall be cleaned using either a broom or wet mopping. There is a utility closet on the right side of the Hall entrance. It contains a bucket and wet mop. Use either water or a mixture of water and "Damp Mop". Do not use any other detergents, soaps, or solvents to clean the floor. No items may be adhered to the walls or the doors without the permission of the Township. If the floor, walls and doors are not returned to their original conditions, the Trustees have the sole right to professionally restore them and have the costs paid through the security deposit.

12. Please do not release balloons in the Hall or place any tape on the video screen. In the past, balloons have damaged the ceiling fans. The Township reserves the right to deduct the cost to remove balloons from the ceiling, the cost to repair the ceiling fans, and/or the cost to repair the video screen, from the security deposit.
13. Alcohol may be served, as permitted by Ohio law. No alcoholic beverages may be sold on the premises without a special use license from the Liquor Control Commission. Securing this license takes at least twenty (20) days. You are responsible for obtaining your license, complying with all liquor control laws and controlling your guests.
14. Hiring off-duty Chagrin Falls police, upon approval by the Chief of Police of the Village of Chagrin Falls, is encouraged for all functions when liquor is served. To hire an off-duty police officer, contact the Chagrin Falls Police Department at (440) 247-7321. The Trustees may require, at their discretion, that Town Hall renters utilize chaperones and / or off-duty police officers at any Town Hall function. Rental for events involving teenagers require a hiring of an off duty police officer.
15. Parking for Town Hall functions can be anywhere except in parking lots labeled Private Parking. If Town Hall renters park in private lots, the lot owners may have the vehicle ticketed or towed.
16. No renter may sublet the Town Hall or any portion thereof at any time.
17. Handicapped Accessibility: Town Hall provides wheelchair access via a wooden ramp on the south side of the Hall. Town Hall also has a handicapped unisex bathroom. Please inform a Township official when renting Town Hall if you have any special needs.
18. Closing time of Town Hall on Weekends is 1:00 a.m. and 12:00 midnight on Sundays and weeknights, including clean-up time.
19. After your function is over, put Town Hall back the way you found it and lock the door. Please drop keys through the mail slot in the Township office door.
20. The applicant, the sponsoring organization and caterer agree by renting Town Hall to hold the Township of Chagrin Falls, its Trustees, Clerk and employees harmless from any liability for loss or damage to any person or property in or upon the premises of Town Hall, and the adjoining sidewalks, driveway or elsewhere arising from the use of Town Hall, including damage or injury to the person and property of the applicant, the sponsoring organization, caterer, their employees and agents, and all persons on the premises at their invitation or sufferance.
21. The balcony is off limits unless written prior arrangements have been made with the Trustees.
22. Rental and security deposit will be forfeited by renters who fail for any reason to fulfill or otherwise breach the terms of the rental agreement. You can lose permission to rent the Town Hall again.
23. This policy may be changed at any time. This policy becomes a part of your rental contract when you submit your application/contract. Chagrin Falls Township reserves the right, by Resolution, to apply additional policies.
24. The Township reserves the right to cancel any scheduled rental event. With a cancellation, the Township will return any security deposit and attempt to either reschedule the event or find an alternative location. If the renter cancels, and the cancellation provides at least 7 days notice, a full refund will be provided. If the cancellation notice is less than 7 days, a 50% refund will be provided. If the cancellation is provided the day of the event or if no cancellation notice is provided, no refund will be given.

25. AV equipment is available for rent. The equipment includes a projector, screen and microphone/speaker system. The Rental fee is a flat fee of \$100.00 plus \$20.00 per hour for a technician who must be present for your entire event. If the projection unit is used, all the other equipment must be rented. The microphone and speaker may be rented by themselves for \$45.00 and a technician is required to be present at the beginning of your event to set up the system and give you the equipment needed. He/she will return at the end of your event to turn off the equipment and return it to the box in good working order. Tech fees must be paid in advance and are refundable ONLY IF the tech is cancelled 24 hours in advance of your event.

Revised: May 3, 2017