

We are located at:

**Willoughby Hills Community Center**

35400 Chardon Road  
Willoughby Hills, Ohio 44094



Website: [www.whcommunitycenter.com](http://www.whcommunitycenter.com)

Email: [communitycenter@willoughbyhills-oh.gov](mailto:communitycenter@willoughbyhills-oh.gov)

The Community Center is located one quarter mile East of Rt. 91 (SOM Center Road) and Rt. 6 (Chardon Road). It is across the street from the Willoughby Hills City Hall, Police and Fire Departments.

Google Maps:

<https://maps.app.goo.gl/zFJDodaXptgwYLTr5>



**Before signing your contract**

Please read over carefully and initial the following operating policies. Your signed contract and initialed agreement hold you responsible to abide by all rules and regulations stated within. Violation of the operating policies may result in loss of security deposit and/or rental fee.

**Reservations**

In order to reserve your event date, the signed rental agreement, room rental fee, security deposit and, if applicable, the alcohol security guard payment, are **due in full** at the time of booking.

We are unable to save or hold dates. Reservations are booked when payment is received. All rentals are booked on a first come, first served basis, no less than 30 days in advance.

**Rental Fees**

To receive the Willoughby Hills Resident Rate, the rental agreement must be:

- signed in person by the resident
- paid for by the resident
- a valid ID is required at time of signing

The name and address on the rental agreement must be that of the signing resident. The signee is legally responsible for the rental and must attend the function. Check-in is required at the office upon arrival to confirm attendance.

**Community Center Rental Hours**

Monday through Thursday 9:00AM – 9:00PM  
Friday & Saturday 9:00AM – 11:00PM  
Sunday 9:00AM – 6:00PM

To view our rooms and rates, go to our website: [www.whcommunitycenter.com](http://www.whcommunitycenter.com)

For in-person room showing, **you must schedule an appointment** by sending an email request to [CommunityCenter@willoughbyhills-oh.gov](mailto:CommunityCenter@willoughbyhills-oh.gov)

Showings & bookings are by appointment only.

Please visit our new website for photos, a room diagram and more information.

	Willoughby Hills Resident	Non-Resident
<b>O’Ryan Room (160)</b>	Six (6) Hour Rental	
Monday – Thursday	\$400	\$600
Fri, Sat & Sun	\$600	\$800
Security Deposit	\$400	\$400
Security Deposit with alcohol	\$700	\$700
<b>Lions Room (100)</b>	Six (6) Hour Rental	
Monday – Thursday	\$200	\$300
Fri, Sat & Sun	\$300	\$400
Security Deposit	\$400	\$400
<b>Schaefer Room (60)</b>	Six (6) Hour Rental	
Monday – Thursday	\$150	\$250
Fri, Sat & Sun	\$250	\$350
Security Deposit	\$400	\$400
<b>Historical Room (40)</b>	Six (6) Hour Rental	
Monday – Thursday	\$100	\$200
Fri, Sat & Sun	\$150	\$250
Security Deposit	\$400	\$400
<b>Campbell Park</b>	9:00AM-Dusk   Day Rental	
Pavilion 1	\$75	\$175
Pavilion 2	\$75	\$175

Additional hours: O’Ryan \$55 per hour; All other rentals \$40 per hour

### Alcohol

The O’Ryan Room is the ONLY rental room that allows alcohol service. A Security Guard **must be present** while serving alcohol. The Community Center uses Xcalibre Security Services. Payment is due at time of contract signing. The cost is \$200 for the first (4) four hours and \$45 per hour thereafter.

Any renter who attempts to have alcohol present without a Security Guard on-site will risk having their security deposit forfeited and event shut down, as monitored by the facility attendant.

### Security Deposit

A security deposit is required for all rentals (see chart on previous page). The deposit is refundable provided all terms of the rental agreement are met.

The deposit is refunded by check through the City of Willoughby Hills Finance Department. The check is mailed to the name and address on the rental agreement.

**Allow up to 30 days for a refund.**

### Repast

If a room is available, Willoughby Hills residents may request a 4-hour repast. The cost is \$75.00. You must present a valid ID and full payment is required at time of booking.

### Cancellation

Thirty (30) days notice is required for cancellation.

Cancellations made *thirty (30) days or more* before the event date will incur a \$100.00 cancellation fee and have all other payments refunded.

Cancellations made *less than thirty (30) days* before the event date, will forfeit the full advance payment and have the security deposit refunded.

If the rental party fails to show up two hours past the scheduled start time, the entire rental fee and security deposit are forfeited.

Should an unforeseen emergency arise and the City of Willoughby Hills must cancel a rental (i.e., a state of emergency or hazardous conditions), a full refund will be issued. Every effort will be made to avoid such circumstances.

### Facility Attendant

An employee (Monitor) is on site for the entire rental period. The Monitor is responsible for overseeing activities during the rental and providing access to necessary supplies. The Monitor is NOT responsible for assisting the renter with set-up or clean-up. The

Monitor is bound by the terms of the rental agreement and is unauthorized to make modifications.

Please **do not seek assistance** from the Willoughby Hills Library, they are not responsible for events.

### Rental Period

Set-up and clean-up are the responsibility of the renter.

Clean-up includes:

- Cleaning tables and chairs
- Vacuuming carpeted rooms; dry dusting non-carpeted rooms; mopping as needed
- Removal of all trash to the outside dumpster (trash bags provided)
- Removal of all food and ice that was brought in.
- Leave nothing behind.

**The time required to set-up and clean up should be included in the hours.** It is the responsibility of renter to return room to the condition in which it was found.

Room set up is due seven (7) days prior to the event. If one is not submitted in time, a standard room set up will be provided based on the guest size indicated.

The Monitor is bound by the terms of the rental agreement and is NOT authorized to make modifications. No additional or outside vendor rental of equipment (tables, chairs, etc.) is allowed.

All parties are to take place within the room on your contract. Use of any other rooms is prohibited. Furniture and decorations are not permitted outside of the room. Guests are not permitted to eat, drink, loiter or to block the hallways/bathrooms.

We do not offer a “Ready Room”. You are welcome to rent an additional room to use; bathrooms are shared spaces and not to be used as a Ready Room.

Should the rental extend beyond the time stated in the rental agreement, the hourly rate will be deducted from the security deposit, as monitored by the employee.

If the rental ends prior to the time stated in the rental agreement, renter is not reimbursed for unused time.

All items on the departure checklist must be completed in order to receive a full return of the security deposit.

### Kitchens

Food may be reheated. Cooking is prohibited (boiling water/baking/frying). Refrigerator is available in the O’Ryan and Lions Rooms. All food and ice must be removed upon departure. Kitchens must be cleaned as stated in each rooms’ departure check list.

**Music**

DJs, bands and/or speakers over 12" are **NOT permitted in the lower level rooms.** Background music only.

**Obscenities**

Renter is responsible for the overall behavior of all guests during the reservation period. Any obscenities, lewd, obscene, or disruptive behavior will not be tolerated, and may result in the person(s) being asked to leave the premises.

**Smoking**

The Community Center is a non-smoking facility. A \$100.00 fine will be charged to anyone smoking in the building or directly outside any of the entrances.

**Additional Policies**

Unruly guests and children will result in a loss of security deposit, as monitored by the employee.

Candles and fog machines are prohibited. Birthday cake candles and sternos are permitted. Please no glitter or confetti; No decorations hanging from ceiling or taped to the walls. Nails, staples, tape, or thumb-tacks may not be used to secure decorations inside or outside of the Community Center. Exits are not to be blocked at any time, pursuant to the Fire Code.

In the event rooms are rented simultaneously by different parties, it is the responsibility of each renter to ensure that their guests do not interfere with other reserved spaces that are in use.

**Gambling and Fundraising**

Ohio law prohibits the use of the Community Center for gambling purposes. If you have questions as to whether your activity while in the utilization of the premises constitutes gambling, or games of chance, please check the Ohio Revised Code Chapter 2915 ([www.codes.ohio.gov/orc/2915](http://www.codes.ohio.gov/orc/2915)). It is the responsibility of the renter to verify that the renter's activities, at all times while utilizing the Community Center premises, are in full compliance with the applicable gambling or gaming laws and signature to this rental agreement is the renter's acknowledgment of his/her or its acceptance of that responsibility and further constitutes a statement of renter's intention to, at all time while on the premises, be in full compliance with those laws. Any violation of the state or federal gambling laws on the Community Center premises will result in an immediate termination of its use and forfeiture of the rental fee.

**CAMPBELL PARK PAVILION RENTALS**

There are two covered pavilions available to rent. A playground and tennis/pickle ball courts are nearby. Electricity and restrooms with running water are available April through October. The pavilions are rented per day from 9:00AM to dusk.

In case of inclement weather, pavilion rentals are NOT relocated indoors. The renter assumes the risk of changes in the weather with pavilion rentals.

Pavilion reservations have priority over drop-in users. Otherwise, pavilion use is first come, first served. To qualify for the resident rate, contract holder must be a Willoughby Hills resident, provide ID with proof of residency and be present during the entire event.

**Pavilion 1**

This covered pavilion can accommodate approximately 96 people. It is equipped with a charcoal grill and 12 picnic tables.

**Pavilion 2 (with fireplace)**

This covered pavilion can accommodate approximately 80 people. It is equipped with a charcoal grill, 10 picnic tables, and fireplace. Wood is not supplied.

**Set Up and Clean Up**

Set-up and cleanup are the responsibility of the renter. Cleanup includes wiping tables and making sure trash is secured in the trash recepticals.

All food and materials must be removed from the premises at the end of the event.

**Alcohol**

No Alcohol is permitted in the pavilions.

**Additional Policies**

Children under 18 must always be supervised. Renter is responsible for the overall behavior of all guests during the reservation period. Any obscenities, lewd, obscene, or disruptive behavior will not be tolerated. Any use of obscenities may result in the person(s) and or entire function being asked to leave the premises.

The same general Community Center Policies pertain to both pavilions at Campbell Park. Please refer to the previous pages for guidelines and policies. Contact [recreation@willoughbyhills-oh.gov](mailto:recreation@willoughbyhills-oh.gov) to book.

I have read and agree to all Operating Policies above.

Initial: \_\_\_\_\_ Date: \_\_\_\_\_