

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.

Repass

If a room is available, **Willoughby Hills residents** may request a 4-hour repass. The cost is \$100.00. 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.