

EAST TOLEDO SENIOR CENTER RENTAL GUIDELINES

The East Toledo Senior Center is available to individuals or groups for meetings, seminars, workshops, orientations, reunions, parties, showers, lectures, receptions, etc. **WITH THE EXCEPTIONS OF FUND RAISING, COMMERCIAL OR FOR PARTISAN DEMONSTRATIONS.**

The East Toledo Senior Center is open for rentals for groups of 125 or less. The accommodations include seating and 12 round tables for 96 individuals, a refrigerator, gas stove, microwave, and sink.

The following are the general guidelines and responsibilities that are to be followed by the renter.

1. **Rental Times:** Saturday or Sunday 9:00 a.m.-12:00 a.m. (Midnight)

Rental Rates:**

	<u>Regular Rate</u>
Saturday's 9:00 a.m.-12:00 a.m.	\$175.00

****Plus a \$100.00 deposit that will be returned by a company check within 14-21 business days after your rental date and the inspection of hall for damages and cleanliness.**

You will be called the week prior to your rental date to arrange an entering time. You do not receive a key. The person's name that the rental is in must be here for opening and closing of the hall and for the duration of the rental. ETSC staff will wait only 20 minutes for you to arrive at the stated entering time. Any changes to these arrangements must be made before 2:00 p.m. on the Friday prior to rental date (2:00 p.m. on Thursday's for Friday Rentals). The rentals will be on a first pay, first serve basis. No rentals are offered on holidays.

2. **To secure your date, at least the \$100 deposit must be paid at time of completing contract. The balance must be paid no later than 14 days prior to your scheduled date. If this is not done, your deposit will be forfeited but all other monies paid will be returned by company check within 14-21 days or rental date. In addition, the date reserved will open back up for rental. It is your responsibility to remember when the balance is due. You will not receive a reminder call.**
3. If cancellation is made at least 30 days prior to rental date, all monies paid, including deposit will be returned **minus a \$25 administrative fee**. Cancellation made less than 30 days before rental date will forfeit the \$100.00 deposit unless date can be rented out. If we are able to re-rent the hall for that date, all monies paid, including the deposit will be returned **minus a \$25 administrative fee**. Only the person signing the agreement will be allowed to make the cancellation, which must be done in person, along with a written statement. Picture I.D. will be required. *Return payments will be made by company check within 14 to 21 business days of written cancellation.*
4. If you change your rental date, there will be an extra \$10.00 administrative fee charged. All date changes must be made in person, along with a written statement and the \$10.00 fee must be paid before the date is officially changed. Picture I.D. is required.
5. **Alcoholic beverages and illegal chemical substances are NOT permitted. The police do random patrol checks and have the authority to ask you to vacate the premises if you do not abide by this rule.**
6. **Smoking inside the Shelter House is NOT permitted.**

7. The premises are to be left in the same conditions as when entered. The first rental of the weekend must set the tables up and the last rental of the weekend must put tables away. Tables and chairs are to be wiped off, garbage is to be put in the dumpster, all counters in the kitchen are to be wiped off, sinks left cleaned of any debris, stove, oven and microwave are to be cleaned inside and out, and all spills on the floor are to be mopped up. Trash receptacles are available throughout the Shelter House. **PLEASE PROVIDE YOUR OWN TRASH BAGS.** Upon leaving at the end of your rental, a staff member will inspect the premises with renter. If anything is damaged, missing or left dirty, you will be responsible for the repair or replacement or cleaning of the item(s) by forfeiting the \$100.00 deposit. If items damaged or missing are valued over \$100.00, you will be billed for the balance.

8. Decorations are acceptable. Nothing should be hung from the ceiling fans. Use only tape to hang decorations or to put table coverings (no thumbtacks or staples). If you use balloons, they must be secure. If they get up into the ceiling fans, you will forfeit your \$100 deposit. Make sure that all tape is removed when cleaning. **NO CONFETTI-STYLE or GLITTER DECORATIONS ARE ACCEPTABLE.**

9. If the emergency fire alarm in the kitchen is set off without an emergency, whether is be accidentally or on purpose, you will be charged for clean up and re-charging of fire suppression system by forfeiture of your \$100.00 as well as a bill for the remainder of the cost, which could exceed \$1,000.00,

10. If you rent equipment for your event, you will have to make sure that the equipment is picked up immediately following your event and before the next rental. No rental equipment can be left on the premises for future pick up. **NO EXCEPTIONS! NO BLOW UP HOUSES, RIDES, ETC. If putting them outside, it is considered an event and you must contact the City of Toledo to get a permit and any other items they would require for example: Liability Insurance.**

11. Lighted parking is provided in front of building. There is also parking on the side of the building.

12. The representative signing this agreement must be at least 21 years of age, accepts full responsibility for the orderly conduct of persons attending the function, and agrees to abide by these guidelines. Once again, the representative must be here for the opening, closing and duration of the Shelterhouse rental. The East Toledo Family Center/Senior Center has full authority to ask you to vacate the premises if you do not abide by these rules.

FINAL INSPECTION (Sample)

Main Room: _____

Kitchen:_____ Refrigerator:_____ Stove: _____ Floor:_____ Counters:_____ Sinks: _____

Restrooms: Clean: _____ Window Blinds Undamaged _____

Comments: _____

Renter's Signature

ETSC Employee Signature