



CITY OF MENTOR-ON-THE-LAKE  
 5860 Andrews Road  
 Mentor-on-the-Lake, OH 44060  
 257-7216 fax: 257-2766  
 www.citymol.org

## Community Room Rental Application

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

Applicant/Group/Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

- Are you a MOL Resident? (proof of residency required): Y/N
- Is your organization a 501 C3? (proof required): Y/N

Date(s) Requested: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

\*NOTE\* Please include your set up and clean up time.

Estimated number of attendees: (Maximum of 60) \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

WILL KITCHEN FACILITIES BE USED: Yes/No

Kitchen facilities are not intended or equipped to handle full scale cooking of meals. Refreshments should be limited to those easily warmed and/or refrigerated prior to serving. Kitchen must be clean at the end of your event and refrigerator/stove must be left clean and empty.

### RENTAL FEE SCHEDULE

RESIDENT	NON-RESIDENT	NON-PROFIT 501C3 ORGANIZATIONS
\$15/ hr.	\$25/ hr.	\$12.50/ hr.
\$60/ 5 hours	\$100/ 5 hours	\$50/ 5 hours
6+ \$10/ hr.	6+ \$20/ hr.	6+ \$10/ hr.

Total Amount Due: \_\_\_\_\_

Receipt No: \_\_\_\_\_

Application is approved and confirmed on: \_\_\_\_\_ By: \_\_\_\_\_

For Office Use Only.  
 Entered on Google Calendar: \_\_\_\_\_

# Rental Terms

**NO alcoholic beverages are permitted in the Community Room or on City property.**

Rental is of the Community Room and restrooms located across the hallway ONLY. Please refrain from extending activities into the hallway where City business is being held.

Any and all decorations shall be erected in a manner that will not be destructive to City property.

Ceiling hooks have been installed for decorations, however; no tape, thumbtacks, staples, or other connecting device should be used on the walls or ceilings. DO NOT remove or raise ceiling tiles as this can cause damage.

All decorations shall be removed at the conclusion of the rental period. The use of any material on the floors, walls, or other parts of the facility without specific approval is prohibited.

Any alterations of the existing room and/or bringing in of personal equipment (televisions, VCR's, etc.) must be approved prior to the scheduled activity.

All instructions pertaining to the use of the kitchen facilities, general cleanup, and tables/chairs, must be followed to permit those using the Community Room at a later time the same clean environment. If the room is not in a clean environment when you arrive, please let police dispatch, located inside of City Hall, know so that it can be documented. If upon inspection, the room is left in an unacceptable condition, the last rental/renter will be charged for any violations.

Additional tables/chairs are in the storage room closet located next to the kitchen. Use the table dolly and carry chairs to point of use. DO NOT DRAG THE CHAIRS AND TABLES ACROSS THE FLOOR.

Once your event is over:

- Tables and chairs should be returned to the original set up.
- All table tops should be wiped down and free of debris.
- Floor should be swept. (broom and dust pan located in storage room next to kitchen)
- Garbage must be taken to the blue garbage receptacle located outside.
- Notify Dispatch that your event is complete.

Room rental fee is non-refundable, and is due in full upon completion of this application. Checks should be payable to THE CITY OF MENTOR-ON-THE-LAKE.

If the room is left unclean or damaged by your rental, you will be billed for the cost of restoration.

If additional time is used beyond the time you have agreed to, you will be billed for the additional time in 1-hour increments.

Those granted permission to use the Community Room agree to save and hold harmless the City of Mentor-on-the-Lake from any and all liabilities with respect to any damages to persons or property arising from the use of said room and the City of Mentor-on-the-Lake shall have no obligation with respect to the same.

Any rights or privileges granted to any person or organization to use the Community Room is personal and shall not be transferred to any other person or organization.

Failure to comply with the above rules will result in denial of future rental requests.

I am applying for the use of the Mentor-on-the-Lake Community Room. I have read the Rental Terms and agree to abide by them. My signature signifies my understanding and acceptance of all Rental Terms.

\_\_\_\_\_  
Renter Signature

\_\_\_\_\_  
Date