

**City of Bay Village Facility Rental  
Rules and Regulations**

**The Renter Hereby Agrees to Abide By the Following as Applicable To Bay Lodge,  
The Community House and The Cahoon Park Gazebo**

**Bay Village Rental Facilities are Available to Bay Village Residents**

**Security Deposits, Rental Fee, Security Deposit Refunds**

Security Deposit A security deposit is required to rent the building. A reservation is not confirmed until the Security Deposit and Signed Contract are received. If the check is returned NSF, the contract will be void and the reservation cancelled. Checks are payable to the City of Bay Village. Separate checks are required for the Security Deposit and the Rent.

Gazebo Rental The Cahoon Park Gazebo does not require a security deposit. It may be rented by Bay Village residents in 4-hour increments for a \$35.00 Fee. Hours are stated under Facility Hours. The City provides the renter with a Certificate to show they have rights to the Gazebo for the designated hours. Renters should be aware that other generally scheduled or special activities at the Cahoon Park may be held at the same time that the Gazebo is rented. The City will do its best to inform the renter of any "special" events. The Gazebo is available for photographs on a first-come first serve basis without a rental reservation.

Rental Fee The rent fee is due a minimum of 2-weeks prior to the event. When the rent payment is received, the City will issue the signer a Key Pick-Up Card. Keys are maintained at the Police Department and will be provided when the card is presented. The Keys and the completed signed exit checklist must be returned promptly to the Police Department immediately after the event.

Cancellations The signer may cancel the agreement 30 days prior to the event for a 100% refund; 14 days for a 50% refund and less than 14 days they will forfeit the security deposit.

Security Deposit Refund The City will inspect the facility after the event and return a full or partial refund. Refer to the details under Signer / Renter Responsibilities.

Any funds withheld due to breach of any condition does NOT relieve the Renter from their responsibility for any damage that cost more than the amount of the security deposit. The signer is responsible for all persons in their party, insofar as damage to the premises, equipment, breakage of materials and fixtures, with the understanding that if the same occurs, reimbursement will be made by the signer. The City of Bay Village is not responsible for personal property that may be lost, stolen, or damaged in City facilities or premises.

**Facility Hours**

Renters may not enter prior to the time on their rental agreement. Failure to vacate property on time shall be cause to forfeit the security deposit.

Bay Lodge Hours: Sunday thru Thursday 10:00 a.m. to Midnight. Friday- Saturday 10:00 a.m. to 1:00 a.m.

Community House Hours: Mon thru Sat 8:00 a.m. to 4:00 p.m. or 5:00 p.m. to 11:00 p.m. or Full Day 8:00 a.m. to 11:00 p.m. Sunday 2:00 p.m. to 11:00 p.m.

Gazebo: 8am-noon; noon-4pm; 4pm-8pm. As stated above, these are the hours the City will provide the renter with a Certificate to support they have rights to the Gazebo during the stated hours.

## **Renter Responsibilities**

Renter must be 21 years or older.

Groups shall not arrive before the authorized rental time and shall leave the premises at the expiration time. Set up and clean up is to be done during the time of the rental.

### **Alcohol at the Bay Lodge**

- Alcohol consumption is limited to the confines of the Bay Lodge and must comply with State of Ohio liquor laws.
- A minimum of one (1) off-duty Bay Village Police officer shall be hired as security for events on Friday and Saturday that are serving alcohol after 8:00 p.m. The Applicant shall make arrangements to hire said security guards and pay security guards directly. Contact information is on the Rental Agreement.
- The Mayor or designee has authority to deny an application to serve alcoholic beverages in order to protect the health and safety of the facility and its users.

### **Alcohol at the Community House and Gazebo**

Alcohol may NOT be consumed at or around the premises of the Community House and the Cahoon Park Gazebo; it is illegal and strictly prohibited.

The Renter must remain on the premises the entire time the event is being held. If any damages occur, the Renter shall be held responsible and will be billed for any repairs that are required.

Any misrepresentation of the description of the nature, type or size or use to be undertaken at the rental premises shall cause the rental agreement to become null and void at the opinion of the City of Bay Village; the event can be closed and it may preclude future rentals.

The renter shall have adequate personnel in charge to manage the function/event, and said personnel or designees shall refrain from entering or allowing entrance to parts of the building not covered by this agreement.

The Bay Village rental facilities may only be rented for private personal, non-profit gatherings including, but not limited to, birthday party, shower, reception, meetings, reunions, etc. Facilities shall not be rented for-profit making purposes nor shall the Renter charge guests a fee for their attendance at the event unless the ticket fee is for a charitable / non-profit fundraising purpose.

Renters may NOT Sub-Lease the facilities.

## **Fire Safety**

Smoke Free: Smoking is prohibited. All Rental Facilities and their surrounding areas are Designated Smoke Free.

Your room arrangement may not block any door entrance/exit, fire exit, or staircase.

Occupancy Limits are posted in the Bay Lodge and Community House and the renter must abide by the limits. The Bay Lodge is 130 and the Community House is 130. The City may ask the renter to vacate the facility if the Occupancy Limit is compromised.

Candles, open flames, or a live flame fire of any style from any source is prohibited.

Fireworks, Sparklers and Smoke Machines are prohibited in the buildings or surrounding premises.

## **Handicap Access**

Bay Lodge is handicap accessible with handicap restroom facilities.  
Community House is NOT handicap accessible and does not have handicap restroom facilities.  
Gazebo has NO handicap access ramp.

## **Decorations**

Bay Lodge and Community House: Decorations, posters, streamers, etc. may NOT be taped, nailed, or adhered in any format to the walls, ceilings, framework, windows, doors or equipment at any of the facilities. We suggest that the renters plan in advance to limit decorations to table-top.

No Outside Political Signs are allowed on City Property.

The Gazebo: Decorations may not be adhered in any format to the Gazebo structure and any decorations must be removed immediately after the event. Persons using the Gazebo should ensure that the steps are not obstructed in any manner that creates a safety hazard for their guests. The Renter should ensure that guests do not stand, sit, or lean on the Gazebo railings.

## **Air Conditioning**

Bay Lodge has air conditioning but the Community House does not.

## **Music and Entertainment**

Patio and entrance doors must be closed at dusk so the surrounding neighbors are not disturbed.

Music must be at a reasonable volume and must cease one (1) hour prior to closing the event.

## **Kitchen Appliances, Cable Access, Misc. Equipment and Furniture**

**Appliances:** Kitchens are equipped to serve pre-prepared meals only. Bay Lodge includes a stove, refrigerator frig, and countertop area accessible to the main room that has multiple outlets for warming equipment. The kitchen stove is for warming purposes and should not be used to cook food. Community House has a limited kitchen. Food preparation is limited to coffee pots and warming trays. Deep fryers of any type are not permitted inside the facilities or the surrounding premises.

**Cable Access / Misc. Equip:** Bay Lodge has cable access, TV, podium and projector screen. The Community House does not.

**Furniture:** Furniture may not be moved for outside use. Counts are approximate: Bay Lodge 130 metal chairs, 10 8' rectangle tables, 15 5' round tables. Community House 120 metal chairs, 17 8' rectangular tables and 9 5' round tables. The City does not provide chairs, tables, podiums or other equipment for the Gazebo. Chairs and tables may **NOT** be removed from the Community House and placed outside or in the Gazebo.

## **Housekeeping Responsibilities and Supplies**

Housekeeping supplies such as soap, restroom paper products, trash bags, recycle containers, trash containers, pales and mops are at each facility.

**Coolers:** Renters should be cautious when using coolers inside the buildings. Coolers that leak and sweat create a safety hazard and may damage floor tiles.

**Renter Checklist:** The Renters are provided with a checklist which must be checked, signed and returned to the Police Dept. when the keys are returned.

### **Bounce Devices and Hot Air Balloons**

Bounce Devices are prohibited within the facilities or surrounding premises. Hot Air Balloons are prohibited from the surrounding premises of a facility.

### **Animals – Pets – Wildlife**

Except for Service Dogs, domestic animals or pets are not permitted within the confines of the Bay Lodge or the Community House. Personal pets must remain outside and their owner must ensure they are properly tended and clean-up after them. If pets are present at a reserved event at the Gazebo, the Certificate Holder is responsible for ensuring guest safety and cleaning up after them.

Programmed presentations using domestic animals, pets, wildlife, exotic animal exhibits, kiddie farm petting zoos, pony rides, etc. are prohibited unless the program is sponsored by the City of Bay Village, the Bay Village Lake Erie Nature and Science Center, or the Cleveland Metroparks.

### **Storage**

Renters are not permitted to store any personal or organizational belongings or equipment unless they have a Memorandum of Understanding with the City of Bay Village allowing storage. Otherwise, all items must be removed at the time the renter vacates the building after their event.

### **Viewing Facilities**

Renters may view the facilities prior to renting. Call 440.871.2200 to make arrangement at a time when the facility is not being used. A one-hour access card will allow the viewer to obtain the keys from the Police Department.

### **Dwyer Senior Center**

The Dwyer Senior Center is not available to rent. This facility is used from time to time to host City events or City events sponsored in conjunction with certain civic organizations.