



## Facility Rental Rules and Regulations for Bay Lodge

### Bay Village Rental Facilities are Available to Bay Village Residents Only

**The Renter hereby agrees to abide by the following:**

**Security Deposit:** A security deposit is required to reserve the building. Make checks payable to the City of Bay Village. A reservation is not confirmed until the security deposit and signed contract are received by the City. If the check is returned NSF, the contract will be void and the reservation cancelled.

**Rental Fee and Procedure:** The rental fee is due a minimum of 2-weeks prior to the event. When the payment is received, the City will issue the Renter a Key Pick-Up Card and Renter's Exit Checklist. Renter should present the card at the Police Station to pick up the keys. The keys and the completed, signed Renter's Exit Checklist must be returned to the Police Department immediately after the event.

**Cancellations:** The Renter may cancel the agreement 30 days prior to the event for a 100% refund; 14 days prior for a 50% refund, and less than 14 days the security deposit will be forfeited.

**Security Deposit Refund:** The City will inspect the facility after the event and return a full or partial refund of the security deposit. Refer to the details under Renter Responsibilities. Any funds withheld due to breach of any condition does NOT relieve the Renter from their responsibility for any damage that costs more than the amount of the security deposit. The Renter is responsible for all persons in their party for damage to the premises, equipment, materials, and fixtures, and the Renter will reimburse the City for said damages. 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 the property on time shall be cause to forfeit the security deposit. Bay Lodge hours are Sunday through Thursday 10:00 a.m. to Midnight, and Friday and Saturday 10:00 a.m. to 1:00 a.m.

### **Renter Responsibilities**

Renter must be a resident of Bay Village 21 years or older. Renters may NOT sublease the facilities.

Groups shall not arrive before the authorized rental time and shall leave the premises at the expiration time. Set up and cleanup is to be done during the time of the rental. 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 group size or use to be undertaken at the facility 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 facility 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 parties, showers, receptions, 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.

**Air Conditioning:** Bay Lodge has air conditioning.

**Alcohol:** Alcohol consumption is limited to inside Bay Lodge and must comply with State of Ohio liquor laws. A minimum of one (1) off-duty Bay Village Police officer must be hired as security for events on Friday and Saturday that are serving alcohol after 8:00 p.m. The Renter must 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.

**Animals, Pets, Wildlife:** Except for service dogs, domestic animals or pets are not permitted within Bay Lodge. Pets must remain outside and their owner must ensure they are properly tended and clean 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.

**Appliances:** Kitchens are only equipped to serve meals that were prepared in advance. Bay Lodge includes a stove, refrigerator 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. Deep fryers of any type are not permitted inside the facilities or the surrounding premises.

**Bounce Devices and Hot Air Balloons:** Bounce devices and hot air balloons are prohibited within the facilities and surrounding area.

**Cable Access / Misc. Equipment:** Bay Lodge has cable access, a TV, podium, and projector screen.

**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.

**Decorations:** Decorations, posters, streamers, etc., may NOT be taped, nailed, or adhered in any way to the walls, ceilings, framework, windows, doors or equipment at any facility. We suggest the Renter plan in advance to limit decorations to table-top. No outside political signs are allowed on city property.

**Fire Safety:** Smoking is prohibited. All rental facilities and surrounding areas are designated smoke free. Candles, open flames, fireworks, sparklers, smoke machines, and live flame fires of any type are prohibited.

Your room arrangement may not block any door entrance/exit, fire exit, or staircase. Occupancy Limits of 130 are posted in the Bay Lodge and the Renter must abide by the limits. The City may ask the Renter to vacate the facility if the occupancy limit is exceeded.

**Furniture:** Furniture may not be moved for outside use. Counts are approximate: 130 metal chairs, twelve 8' rectangle tables, six 6' rectangle tables.

**Handicap Access:** Bay Lodge is handicap accessible and has ADA-compliant restroom facilities.

**Housekeeping Responsibilities and Supplies:** Housekeeping supplies such as soap, restroom paper products, trash bags, recycle containers, trash containers, pails and mops are at facility.

**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.

**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 key from the Police Department.

Call 440.871.2200 with questions or to make a reservation.