

**Wickliffe Community Center
Room Rental Guidelines**

1. Must be a Wickliffe resident to rent rooms. Show I.D. or current utility bill at signing.
2. Wickliffe resident who rents room(s) must attend function from start to finish.
3. Rates: \$60 per hour for up to 3 sections, (4th section is additional \$30 per hour if needed) with 2 hour minimum.
4. Add \$40 Kitchen rental for the day for use of a warming stove and prep area, (stove may be used for warming only). **Convection ovens and steam table are not available during the rental.**
5. Renter must write 1 check for rental time including security deposit (\$100). Security deposit along with full payment secures booking. Full payment will be deposited within 30 days of event. Renter will be responsible for any bank fees incurred due to returned check.
6. The security deposit in the form of a city issued check (\$100) will be returned to renter by mail after your event, when clean up and departure time have been satisfied by the building monitor.
7. No kitchen equipment is provided (i.e. utensils, pans, tools, etc.).
8. **“Rental” refrigerator and freezer are available at no charge. Sink usage for light clean-up is permitted. Refrain from using garbage disposal. Throw food remains into the garbage.**
9. NO ALCOHOL, SMOKING OR PETS permitted in the facility.
10. “Gambling” or “for profit “parties are not permitted at the center.
11. Guests must enter and leave through south (parking lot) and east (Worden Road) entrances.
12. The resident is responsible for seeing that all rules and regulations are followed.
13. **Set up and clean up must be within the time of rental.** Entrance to the building is based on rental time. Early entries are not possible. Renter must vacate the building by the end of rental time.
14. Do not use tacks or tape on doors or walls.
15. Renters must clean tables floors and wipe down surfaces. Cleaning supplies will be provided
16. **Renter must return room(s) and kitchen to pre-rental condition.**
17. **Renter must empty all garbage into the dumpster in the parking lot.**
18. Renter is responsible for their own audio / visual equipment.
19. Room capacity per section is 42 persons set by fire department.
20. Room assignment is subject to change if there is more than one rental on the same day and time. Adding the rental of kitchen for \$40 for the event secures use of Café A.
21. Other rooms of the facility are not available during rental other than the restrooms and waiting areas. Outside patio and bocce courts are not included in the rental. These are considered park amenities and are open to the public.
22. Unruly behavior, profanity and abusive language by children or adults will not be tolerated.
23. The building monitor is in charge and has full authority to act definitively regarding any issue.
24. Rental days are Friday (5:00pm-9:00pm). Saturday (11:am -9:00pm)and Sunday (Noon- 9:00pm).
25. The City of Wickliffe is not responsible for any damage to any property brought in by an individual or group, regardless of cause; nor shall the City be liable to any individual or group for any loss by theft.
26. If anything is damaged in the room during the rental, it must be reported immediately. The cost of repairing any damage to the facility or its contents shall be charged directly to the application holder. Such cost will be charged against the security deposit.
27. Renter assumes all risks associated with social gathering COVID-19 and holds the city and its representatives harmless for any exposures resulting from the use of this public facility. Renter agrees to follow current federal, state and city guidelines regarding COVID viruses.
28. Failure to comply with any of the above rules my result in the immediate removal from the premise and forfeiture of rental fees and security deposit.



The City of
Wickliffe

Wickliffe Community Center Rental Rates

The City of Wickliffe is pleased to offer our residents the opportunity to host your next function at the Wickliffe Community Senior Center located at 900 Worden Road. This impressive and beautiful setting is the perfect facility to host a birthday party, baby shower, graduation party, family reunion or first communion celebration. Only Wickliffe residents can rent the facility and must be present during the event. (Proof of residency required-utility bill and driver's license at time of sign up.)

The flexibility of this center allows for single or multiple room rentals that can accommodate up to 175 guests. The Center is available for rent on Fridays from 5pm-9pm, Saturdays 11:00am-9:00pm and Sundays from noon – 9PM. (Rental period must include the necessary set up and clean up time before and after each event.)

Wickliffe based, non-profit, civic and community groups may meet free of charge weeknights from 5-9PM. Call for room availability. Rooms must be reserved in advance. No walk-ins.

Room Rental Fees:

\$60 per hour for up to 3 sections, (4th section is additional \$30 per hour if needed)

\$40 for Kitchen during party.

\$100 security deposit

Full payment secures your date.

The entire facility is smoke and alcohol free. Abuse of this policy may result in event termination and loss of deposit.

“Gambling” parties are not permitted.

A Security / Damage / Clean-Up Deposit of **\$100** will be required for each rental regardless of size of the party. The security deposit in the form of a city issued check (\$100) will be returned to renter by mail after your event, when clean up and departure time have been satisfied by the building monitor.

Contact the Recreation Department at **440-943-7120** to arrange a visit, discuss further details and book an available date for your next function.

Neither the City of Wickliffe, nor the employees of the City of Wickliffe shall be held accountable for any items that are lost or stolen during meetings or rental parties. All persons associated with the rental usage of a meeting room shall indemnify and hold harmless the City of Wickliffe and all of its representatives from any claim or damages on account of personal injury or property damage from the use of any portion of the center or adjoining grounds.