

# 2023 Community Center Room Rentals

## Resident and Non Resident Qualifications and Requirements

- Room Rentals are available throughout the year (limited availability June-August), Twinsburg Community Center, located at 10260 Ravenna Road Twinsburg, Ohio 44087.
  - Friday 5pm-8pm
  - Saturday and Sunday 11am-8pm
- The Center on the Square accommodating 20 people is available at NO CHARGE based upon availability. Call Parks and Recreation Department @ (330) 963-8722 to check availability.
- For City of Twinsburg Residents 25 years old and older
  - Proof of residency is required at time of rental
    - The City reserves the right to require and request additional information to verify residency and type of event
  - Reservations can be made no more than 6 months in advance and no less than 2 weeks in advance.
- Non-residents (including Twinsburg Township and Reminderville) may reserve a room up to 30 days in advance
- City of Twinsburg Parks and Recreation programs/events have priority over a private rental
- Rentals are available for non-profit organizations (i.e. HOA/Youth sports organizations), group events (i.e. repass services, birthday parties, graduation and showers). For profit organizations are NOT permitted. Qualified nonprofit organizations must have a City of Twinsburg mailing address, proof of status and insurance. No exceptions.
- Ohio Law prohibits the use of the Community Center for gambling purposes. If you have questions about your event constituting gambling, feel free to call (330) 963-8722 for further information
- Appointments are required to tour the available rooms and to complete rental paperwork. Contact the Parks and Recreation Department to schedule your appointment Monday-Thursday 8:30am-3:30pm by calling (330) 963-8714.
- Payment in FULL is required at the time the rental agreement is signed. A valid credit card will remain on file for all rentals which will be used if additional charges for damages or cleaning is required.
- Renter is to be the first person on-site and the last person to leave. The renter must remain on site for the duration of the event. If the renter does not remain on site the event may be terminated and all fees will be forfeited. NO EXCEPTIONS
- The renter shall not add any additional chairs or tables to the room than what the fire inspector safety code allows.
- If using a caterer DJ or event planner, all communication is done by and through the renter. The set up and tear down of these additional amenities must be included in the time of the rental. Any special equipment, furniture or other large items being used must receive prior approval through the Parks and Recreation Department
- Seating capacity for the room established by our fire and safety code must be strictly followed. If additional guests are discovered, the security deposit for the rental will be forfeited.

- Rental is for the room reserved, front entrance and restrooms ONLY. Use of the remainder of the facility is prohibited.
- Renters will be given a secured access code and instructions to the facility 72 hours prior to the rental. This information is for the renter ONLY and shall not be given to any other person. No keys will be given.
- A building attendant may not be available for your rental. You will be provided with an after-hours number to call should an emergency occur. The Twinsburg Police Department will be periodically monitoring the building and parking lot.

### **Corporate and Non-profit Organization Qualifications and Requirements**

- Limited to 4 per calendar year.
- Corporations/organizations are only eligible to reserve a room for staff trainings Monday-Thursday from 9am-4pm. Rates are based on locality of the main office. City businesses can reserve 6 months in advance and outside City businesses 60 days in advance.
- Local nonprofit organizations are eligible to reserve a room Monday-Thursday between 5pm-8pm FREE of charge. Use outside of these hours requires the payment of a fee at the nonprofit rate.
- City of Twinsburg Homeowners Associations may reserve a room, Monday - Thursday 5pm-8pm at the nonprofit rate twice per calendar year, per association. Each additional rental will be charged a \$25 rental fee with a maximum of 4 rentals per calendar year, per association.

### **Rules for rental**

- Rental is a 3 hour minimum and includes the set up and breakdown of event
  - Set up and breakdown is done completely by the renter. Folding chairs and 6 foot banquet tables are provided.
  - Table coverings are required on all tables used for the rental
  - All papers, garbage and decorations are to be neatly cleaned up and placed in appropriate containers/bags provided.
  - Tables and chairs must be cleared of all debris and put away in storage area
  - Improper cleanup may result in revocation of security deposit or additional cleaning charges to card on file.
- Scotch Tape and sticky tack are acceptable fasteners for decorations on the wall surfaces. NO thumbtacks, nails, screw in hooks, staples, duct tape, sticky tape or other fasteners may be used on any surface or wall in the building. Glitter, confetti, lighted candles, open flames, smoke or fog machines are NOT PERMITTED. Helium balloons must be weighted. Failure to follow these guidelines will result in loss of the security deposit and additional cleaning charges.
- Animals are NOT permitted
- Alcoholic beverages are NOT permitted
- All city buildings are non-smoking facilities. No smoking or vaping is permitted anywhere in the building or on the property. If smoking occurs, the security deposit will automatically be forfeited.
- Children must be supervised at ALL times. All youth activities/events must have adult supervision from individuals 21 years old and older

## Fees

- See Chart Below
- A security deposit of \$100 must be paid by credit card for the use of the community center at the time of reservation, excluding Twinsburg City HOA's and city based non-profit organizations using the room Monday – Thursday 5pm-8pm according to the guidelines above. This is separate from the rental fee and will be returned approximately 30 days after the event provided the room and equipment is left in the same condition as when rented.
- Kitchen use is available at a flat rate of \$50 per rental, excluding a Meeting Room Rental. This is a warming kitchen only with no cooking or meal preparation allowed per the Summit County Health Department. Use includes the ice machine, refrigerator, chest freezer and warming ovens. The ice machine should NOT be used to store items (Health Department guidelines). If discovered use was not per code an additional \$75 cleaning fee will be charged to the credit card on file.

Room	Hours available	Resident	Non-Profit	Non-resident	Corporate
<b>Multipurpose Rm</b>	Mon - Thurs 9am-4pm	n/a	n/a	n/a	\$50 p/h City
	Mon - Thurs 5pm-8pm	n/a	NO CHARGE	n/a	\$90 p/h Regional
	Friday 5pm-8pm	\$80 p/h	\$40 p/h	\$100 p/h	n/a
	Sat & Sun 11am-8pm	\$80 p/h	\$40 p/h	\$100 p/h	n/a
<b>Meeting Rm</b>	Mon - Thurs 9am-4pm	n/a	n/a	n/a	\$40 p/h City
	Mon - Thurs 5pm-8pm	n/a	NO CHARGE	n/a	\$80 p/h Regional
	Friday 5pm-8pm	\$40 p/h	\$20 p/h	\$60 p/h	n/a
	Sat & Sun 11am-8pm	\$40 p/h	\$20 p/h	\$60 p/h	n/a
<b>Craft Rm</b>	Mon - Thurs 9am-4pm	n/a	n/a	n/a	\$40 p/h City
	Mon - Thurs 5pm-8pm	n/a	NO CHARGE	n/a	\$80 p/h Regional
	Friday 5pm-8pm	\$40 p/h	\$20 p/h	\$60 p/h	n/a
	Sat & Sun 11am-8pm	\$40 p/h	\$20 p/h	\$60 p/h	n/a
<b>Center on Square</b>	Mon - Fri 5pm-8pm	NO CHARGE	NO CHARGE	n/a	n/a