

CHAGRIN FALLS TOWNSHIP

83 North Main Street
Chagrin Falls, Ohio 44022
(440) 247-8422
chagrinfallstowship@yahoo.com

Trustees

Thomas F. Florkiewicz
J. Jeffrey Homans
Michael W. Wise

Fiscal Officer

Elizabeth Boles

TOWNSHIP HALL RENTAL POLICY

Fee Schedule and Requirements

Monday – Sunday Rentals \$200.00/day

1. Set up and clean up time must be included when filling out contract. You will be charged rental fees for each extra hour or day to set up and clean up.
2. Rental applications will not be accepted more than six (6) months before the intended use. Submit a deposit of 50% or more of the total rental fee, plus a \$250.00 security deposit in a separate check when you apply. The rental balance is due before receiving keys. A Township official will notify you of acceptance or return your checks upon receiving your application.
3. The security deposit is returned to renters who leave Town Hall the same condition it is found. Please do not put anything on the walls.
4. Town Hall may be rented by the hour for classes. The rental fee for non-profit groups is \$15.00/hour and the fee for other groups is \$25.00/hour. The required security deposit is \$250.00. A \$25.00 charge will be assessed for any lost key. Please include your Federal tax exempt I.D. number on the contract and the official title of the non-profit entity. Overnight storage of equipment is not permitted.
5. There are no kitchen facilities. Grills may be used on the driveway with permission from the Chagrin Falls Village Administrator (440) 247-5050, at least two (2) weeks prior to rental date.
6. No open flames are allowed anywhere inside Town Hall. Votive candles may be used with special permission **from** the Trustees.
7. Town Hall tables, chairs and furnishings may not be removed without permission from the Trustees. Stack tables and chairs on dollies in original location prior to closing time. Failure to do so forfeits the security deposit.
8. The Hall floor shall be cleaned using either a broom or wet mopping. There is a utility closet on the right side of the Hall entrance. It contains a bucket and wet mop. Use either water or a mixture of water and “Damp Mop”. Do not use any other detergents, soaps, or solvents to clean the floor. If the floor is not returned to its original condition, the Trustees have the sole right to have the floor professionally cleaned and the cost paid through the security deposit.
9. The Township must pay to have balloons removed from the ceiling. In the past, balloons have damaged the ceiling fans. The Township reserves the right to deduct these costs from your security deposit if balloons are released from your event.

10. Alcohol may be served, as permitted by Ohio law. No alcoholic beverages may be sold on the premises without a special use license from the Liquor Control Commission. Securing this license takes at least twenty (20) days. You are responsible for obtaining your license, complying with all liquor control laws and controlling your guests.
11. Hiring off-duty Chagrin Falls police, upon approval by the Chief of Police of the Village of Chagrin Falls, is encouraged for all functions when liquor is served, and may be required in the Trustees' discretion. To hire an off-duty police officer, contact the Chagrin Falls Police Department at (440) 247-7321.
12. Parking for Town Hall functions can be anywhere except in parking lots labeled Private Parking. If Town Hall renters park in private lots, the lot owners may have the vehicle ticketed or towed.
13. No renter may sublet the Town Hall or any portion thereof at any time.
14. Handicapped Accessibility: Town Hall provides temporary access via a wooden ramp adjacent to the front steps. Town Hall also has a handicapped unisex bathroom. Please inform a Township official when renting Town Hall if you have any special needs.
15. Closing time of Town Hall on Weekends is 1:00 a.m. and 12:00 midnight on Sundays and weeknights, including clean-up time.
16. After your function is over, put Town Hall back the way you found it and lock the door. Please drop keys through the mail slot in the Township office door.
17. The applicant, the sponsoring organization and caterer agree by renting Town Hall to hold the Township of Chagrin Falls, its Trustees, Clerk and employees harmless from any liability for loss or damage to any person or property in or upon the premises of Town Hall, and the adjoining sidewalks, driveway or elsewhere arising from the use of Town Hall, including damage or injury to the person and property of the applicant, the sponsoring organization, caterer, their employees and agents, and all persons on the premises at their invitation or sufferance.
18. The balcony is off limits unless written prior arrangements have been made with the Trustees.
19. Rental and security deposit will be forfeited by renters who fail for any reason to fulfill or otherwise breach the terms of the rental agreement. You can lose permission to rent the Town Hall again.
20. Rental for events involving teenagers may require chaperones.
21. This policy may be changed at any time. This policy becomes a part of your rental contract when you submit your application/contract. Chagrin Falls Township reserves the right, by Resolution, to apply additional policies.
22. The Township reserves the right to cancel any scheduled rental event. With a cancellation, the Township will return any security deposit and attempt to either reschedule the event or find an alternative location. If the renter cancels, and the cancellation provides at least 7 days notice, a full refund will be provided. If the cancellation notice is less than 7 days, a 50% refund will be provided. If the cancellation is provided the day of the event or if no cancellation notice is provided, no refund will be given.

Revised: June 16, 2010