



# Brimfield Township Parks & Recreation

## Community Center Rental Application & Liability Agreement

Please retain a copy of this permit for your records. Renter may be asked to present a copy of this permit during rental period.

### Renter Information -

Renter Name\*:

Date of Rental\*:

Renter's Full Address\*:

Phone Number:

Email Address:

Organization:

Date Form Submitted:

Brimfield Resident?

Driver's License #:

### Event Information -

Type of Event:

Estimated # of Guests:

Entry & Exit Times:

4-Digit Entry Code:

### Rental Rates (As of January 2022)

Residency:	Rental Fee	Security Deposit
Resident*	\$150.00	\$50.00 (refundable)
Non-Resident	\$250.00	\$50.00 (refundable)

**\*Resident Rate: Proof of residency is required to qualify for the resident rate.**

The individual renting the facility must present a legal photo ID or a utility bill indicating residence within Brimfield Township

**\*Please Note:** The individual named as the Renter is the responsible obligated party. The security deposit may be refunded and/or damages may be incurred to the individual listed as the Renter.

**\*This facility may not be reserved on any Township-designated holiday.**

### **Brimfield Township Parks and Recreation**

**Office Phone** (M-F 8AM-4PM): 330-678-0739 x 1470

**Park Director Cell:** 330-221-0103 | **Parks Assistant Cell:** 330-839-5569

**Mailing Address:** 1333 Tallmadge Rd Kent, OH 44240

**Office Address:** 4125 State Rt 43 Kent OH 44240

**Email:** Parks@brimfieldohio.gov

# Brimfield Community Center Rental Rules & Regulations

## Rental Eligibility -

1. All rentals are on a first-come, first-served basis. Submission of application does not guarantee availability of facility.
2. Renters must be at least 21 years of age and have a valid vehicle operator's license to make a reservation.
3. A completed Rental Application and Liability Agreement along with the required deposit and rental fee
4. must be returned to the Parks and Recreation office and paid in full before a reservation is complete.
5. The renter must be in attendance during the entire rental period, including set-up and tear-down.

## Residency -

1. Fees are based on the residency of the person making the reservation.
2. Proof of residency is required at time of reservation.

## Deposits -

1. A \$50.00 refundable security deposit is required to reserve a date at the Community Center. Security deposits may be made using either cash, check, or a credit/debit card.
  - a. If paying with cash please use separate bills for \$50.00 security deposit and \$150 resident/\$250 non-resident rental fee. For check payments, please write separate checks.
  - b. Security deposits paid using a credit/debit card will need to be dispensed into the township funds, and a check will need to be printed and signed by all three trustees at their next biweekly trustee meeting before being mailed to renters, this process may take several weeks.
2. Once the rental party has vacated the building, the facility will be inspected for damage and cleanliness before a determination is made to return the security deposit.
3. Security deposits will be forfeited in the following circumstances:
  - a. Excessive damage to facility or surrounding property beyond normal wear and tear.
  - b. Additional cleaning fees incurred to Township as a direct result of negligence by rental party.
  - c. Building left unlocked or unsecured by renter (unlocked or ajar doors, windows, etc.).
  - d. Use of alcohol without an Alcohol Permit and/or without an approved Police Officer on duty during event.
  - e. Other damage, safety hazards, or violations of Township policies as determined by Parks and Recreation Director and/or Board of Trustees.

4. If the cost to clean or repair the facility exceeds the security deposit amount, the responsible party shall be charged the difference in cost.
5. Renters must contact the Parks Department at parks@brimfieldohio.gov or by phone at 330-678-0739 x 1470 to arrange a time to pick up security deposits or have payments mailed to the address listed on the Rental Application & Liability Agreement.

## Rental Rates & Regulations (Continued)

### Rental Eligibility -

1. **Door Code** - A four-digit code will be issued to the renter upon receipt of rental application and payment. This code will grant access to the building during the rental time specified on the rental application. If renter is unable to access the building, please call the Park Director.
2. **Cleaning** - The renter is responsible for all clean-up that includes and is not limited to cleaning tables, chairs, counters, appliances if used, picking up trash, sweeping floors, and bringing all trash to dumpster upon leaving. A cleaning checklist is provided in the Community Center procedures binder located on the kitchen counter.
3. **Rental period** - Renter shall not enter facility prior to the time specified on the Rental Application. Entering a facility prior to the time specified may result in removal of any persons and/or items from the facility until time of rental and will automatically result in the forfeiture of the security deposit. Renter must vacate facility by 9:00 PM.
4. **Alcohol** - A valid alcohol permit, additional security deposit, and Brimfield Township police officer on duty is required for all events providing alcohol. Renter is responsible for cost of an officer who must remain on property during rental period while alcohol is being served. Renter must secure an officer at least 2 weeks prior to event to ensure availability. Consumption of alcohol without a permit and police officer present will result in loss of security deposit and immediate dismissal from rental facility without refund. Alcohol permit may only be used at the Community Center- no alcohol is permitted in Gazebo, pavilions, shelters, or other Brimfield Township property.
5. **Thermostat** - The thermostat may be adjusted but must be returned to 68F in the summer and 70F in the winter upon leaving the building.

### This Facility is Monitored by Video Surveillance

I, the undersigned, have read and agree to the above rental rules and regulations set forth by Brimfield Township. I acknowledge that violation of these rules and regulations may result in loss of security deposit, removal from rental facility, and/or forfeiture of rental as determined by the Parks and Recreation Director. If the cost to clean or repair a facility exceeds the security deposit amount, I agree to pay the difference in cost. By signing this document, I hereby acknowledge that I have been made aware that security cameras conducting video surveillance but not audio, are installed in the community center, and I have no expectation of privacy.

<b>Print Name :</b>	<b>Date:</b>
---------------------	--------------

## COVID-19 & Infectious Disease Disclaimer and Release

X \_\_\_\_\_

COVID-19 is a highly contagious virus that spreads easily through person-to-person contact. Federal and state authorities recommend social distancing as a means to prevent the spread of COVID-19 and other infectious diseases. COVID-19 can lead to serious illness and death especially in unvaccinated individuals. Participating in certain activities could increase the risk of contracting COVID-19 and other infectious diseases. Brimfield Township in no way warrants that infections of COVID-19 or other infectious diseases will not occur through the use of their facilities.

The undersigned (for him or her-self and their guests and invitees) states that he or she is familiar with the rules and guidelines of the CDC, Ohio Governor, Ohio Department of Health relative to COVID-19 and other infectious diseases, and WAIVES AND RELEASES, indemnifies, hold harmless, and forever discharges Brimfield Township, its agents, employees, and officers, of and from any and all claims, injuries, and liabilities arising from or in any way related to their use of any of Brimfield Township facilities during the COVID-19 pandemic and beyond.

Further, Brimfield Township reserves the right to cancel all rental agreements relative to any facility if it becomes aware of any violation of the referenced rules or guidelines or citation from any health department.

WITNESS my signature this **(Select Date)** \_\_\_\_\_. To be attached to the Brimfield Community Center Rental Application & Liability Agreement.

\_\_\_\_\_  
**(Renter's Full Name)**

\_\_\_\_\_  
**(Name of Authorized Agent)**

X \_\_\_\_\_

# Rental Waiver & Liability Agreement

BRIMFIELD COMMUNITY CENTER

## RENTAL WAIVER & LIABILITY AGREEMENT

THIS FORM MUST BE FILLED OUT AND RETURNED TO [PARKS@BRIMFIELDOHIO.GOV](mailto:PARKS@BRIMFIELDOHIO.GOV) BEFORE RENTAL IS CONFIRMED.

I, the undersigned, understand and hereby acknowledge that the Brimfield Township Trustees shall not be responsible or liable for personal damage occurring to persons or their guests and invitees, while using Brimfield Township property for their own personal matters or for matters unrelated to the business of the Trustees. I understand that I am responsible for the actions of any guests, invitees, relatives, friends or attendees of my function or organization.

I have read and understand this liability agreement for the use of Brimfield Township Property established by the Brimfield Township Board of Trustees by way of Resolution 2016-019. I, the undersigned release and discharge Brimfield Township and the Brimfield Township Board of Trustees from any liability, claims, demands, injuries, damages, actions or causes of action that might occur arising from the use of Township property.

I, the undersigned, understand that as the renter I am responsible for any damages that occur to Township property during the course of my event whether they are caused by me, or by those who attend my event.

By signing this document, I hereby acknowledge that I have been made aware that security cameras conducting video surveillance but not audio, are installed throughout Lions Community Park and I have no expectation of privacy.

Finally, I understand that alcoholic beverages are prohibited in Township Parks, Township facilities and on Township property, with the exception of the Community Center with valid Alcohol Permit and supervision of event by a Brimfield Township police officer paid for by the event holder.

WITNESS my signature this (Select Date) \_\_\_\_\_ To be attached to the Brimfield Community Center Rental Application.

\_\_\_\_\_  
(Renter's Full Name)

\_\_\_\_\_  
(Name of Authorized Agent)

X