

# BROADVIEW HEIGHTS



## PARKS & RECREATION

**RESERVATIONS/APPROVAL:** Renters must fill out a Facility Rental Contract at least two weeks prior to date requested. Applications are to be turned in to the front desk at the Recreation Center or emailed to [Rmeyer@broadview-heights.org](mailto:Rmeyer@broadview-heights.org). You will be notified by phone when the application is approved. Payment for rentals can be made upon approval and is due at least one week prior to your scheduled rental. Rentals are subject to availability. Recreation Department activities have priority in scheduling over rentals. The Recreation Department reserves the right to reject any rental for any reason. \*Gym and pool reservation subject to availability.

**EQUIPMENT:** Rentals include table and chair set-up by our staff except gym A or B & group exercise spaces.

**SET UP/CLEAN UP:** Renters are permitted 15 minutes prior to the rental start time for set-up and 15 minutes after the rental end time for clean-up. There is no setup and clean up time allotted for gym or group exercise room rentals. Clean up is the responsibility of the renter including: removal of all decorations, debris, food, etc. from the tables, chairs, counters, and floors. All items brought in by renter must be removed or discarded at the end of the rental period. The rented facility must be returned to the condition it was in prior to the rental or you may be held responsible for additional cleaning charges.

**FOOD & BEVERAGES:** You are welcome to bring in food and **NON-ALCOHOLIC** beverages.

**HOURS OF OPERATION:** Rentals may begin 30 minutes after opening and must finish 30 minutes prior to closing.

Regular Hours (subject to change)	
Monday-Friday	5AM-10PM
Saturday	8AM-8PM
Sunday	8AM-6PM

**RATES:** All rentals will be charged at the established rates. NO exceptions will be made. Standard room rates listed are per hour while party package rates are listed per two hours. There is a minimum of 2 rental hours per contract. You must show proof of residency to get the resident rate. For more information, please see our membership policy regarding proof of residency. Residency must be verified once per year.

**Member Rate:** For private events/personal use by Members.

**Non-Member/Non-Profit:** For private events/personal use by Non-Members or Non-Profit group events with a 501C3.

**For Profit/Group Event Rate:** For all group events in which the group does not have a 501C3.

**AFTER HOUR RENTALS:** After-hour rental rate is 1.5 times the regular rental rate and must be reserved at least 6 weeks in advance.

**PAYMENT TERMS:** Full payment can be made upon approval and is due at least one week prior to the rental or the reservation will be cancelled. Cash, check, money order, Visa, MasterCard, and Discover are accepted. Make checks payable to the City of Broadview Heights.

**CANCELLATIONS/CHANGES:** Must be made at least one week prior to the scheduled date of event. Cancellations made less than one week prior to the scheduled event will not be granted a refund. Any changes to the Facility Rental Contract must be approved at least one week prior to the rental.

\* **SWIMMERS POLICY:** Children under age 7 must be accompanied in the water by an adult within arm's reach. Party will be swim tested to be allowed to swim in the deep end of pool.

\* **BROADVIEW CENTER PAVILION:** The Broadview Center Pavilion rental will NOT have kitchen access. This space is to remain LOCKED at all times and is not rentable Memorial Day through Labor Day.

# Broadview Heights Parks & Recreation Dept.

## Facility Rental Contract

Name:	Today's Date:	
Address:	City:	Zip:
Cell Phone:	Home Phone:	Email:

### Room(s) Requested (please circle)

Renters are limited to the area(s) listed on the approved Facility Rental Contract

\*\*Rec Center Pavilion is NOT rentable Memorial Day through Labor Day due to the operation of our Splash Park.

Small Room (25)	Half Gym (500)	Pavilion (The Fields)
Medium Room (50)	Full Gym (1000)	Pavilion (Rec Center)
Large Room (100)	Auxiliary Gym (500)	Soccer/Baseball Field Un-Prepped
Group Exercise A or B	Auxiliary Gym with Setup (200)	Soccer/Baseball Field Prepped
<b>Party Package: Circle Option</b>	<b>Small Room (25)</b>	<b>Medium Room (50)</b>

Type of Function:	<b>Pool Parties Only</b>
Group/Organization:	Approximate # of Swimmers:
Date Requested:	# of Swimmers Under Age 7:
Approximate # of Attendees: _____ Start Time: _____ End Time: _____ <small>*You are only allowed in room 15 min. before and after your scheduled time. Excludes Gym Rentals.</small>	Read and initial: <div style="background-color: #e0e0e0; padding: 5px;">Children under age 7 must be accompanied in the water by adult 1:6 ratio. Initial: _____</div>

**(Choose one) – includes table and chair set up (no tables and chairs permitted in Gym A, B or Group Exercise)**

<input type="checkbox"/> Banquet - Tables with chairs	<input type="checkbox"/> Theater – Chairs only
<input type="checkbox"/> Classroom - Tables with Chairs facing forward	<input type="checkbox"/> Extra Tables w/o chairs

Additional Set-Up Information: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Waiver and Release:** The undersigned does hereby waive, release, and hold harmless and indemnify the City of Broadview Heights and the Broadview Heights Parks and Recreation Department, their organizers, officers, employees, agents, and sponsors for any and all claims for damage of personal injury to me or loss of property that may be cause by any act or failure to act on the part of the City of Broadview Heights, the Broadview Heights Parks and Recreation Department, their organizers, officer, employees, agents and sponsors. The undersigned further assumes the risk of all dangerous conditions in and about the City of Broadview Heights, the Broadview Parks and Recreation Department property both real and personal and waive any and all specific notice of the existence of such dangerous conditions, if any. I have read and understand all of the rules and policies of the recreation center. All rules and policies are online at [www.bhrec.org](http://www.bhrec.org).

**Liability:** The individual who signs the Facility Rental Contract must be present for the duration of the event and will be liable for any and all damages.

**Payment:** Once approved, full payment is due 2 weeks prior to rental or the reservation will be cancelled.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**By signing this contract, the renter is responsible for adhering to all rules and policies of the Recreation Center. These rules are included in this rental packet, posted in the facility, as well as available upon request at the front desk.**

### Manager Approval

Recreation Manager: \_\_\_\_\_ Recreation Director: \_\_\_\_\_ Aquatics Manager: \_\_\_\_\_ Admin. Manager \_\_\_\_\_

**Residency Status Confirmed (staff initial)** \_\_\_\_\_

Rental Fee \$ _____ Due Date _____	Payment: Cash / Credit / Check # _____	Staff Initials _____
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# Facility Rental Rates

	<b>Hourly Rate</b>			
	Member	Resident	Non-Resident	For-Profit
<b><u>Small Group</u></b> (up to 25 people) Meeting Room 1 or 2	<b>\$25</b>	<b>\$35</b>	<b>\$45</b>	<b>\$55</b>
<b><u>Medium Group</u></b> (up to 50 people) Meeting Room 1 & 2 Multipurpose Room A1, A2, B, or C Group Exercise Room A or B (no tables/chairs)	<b>\$40</b>	<b>\$50</b>	<b>\$60</b>	<b>\$70</b>
<b><u>Large Group</u></b> (up to 100 people) Multipurpose Room A1 & A2	<b>\$50</b>	<b>\$60</b>	<b>\$70</b>	<b>\$80</b>
<b><u>Auxiliary Gym Rental</u></b> up to 500 people OR up to 200 people with seating (additional \$50/flat setup fee)	<b>\$50</b>	<b>\$60</b>	<b>\$70</b>	<b>\$80</b>
<b><u>Gym A or B Rental</u></b> (up to 500 people)	<b>\$50</b>	<b>\$60</b>	<b>\$70</b>	<b>\$80</b>
<b><u>Gym A &amp; B Rental</u></b> (up to 1000 people)	<b>\$100</b>	<b>\$120</b>	<b>\$140</b>	<b>\$160</b>
<b><u>Pavilion Rental</u></b> (Fees are per use, all day) The Fields Broadview Center	<b>\$50</b>	<b>\$50</b>	<b>\$50</b>	<b>\$75</b>
<b><u>Field Rental</u></b> (Fees are per use) Baseball or Soccer	<b>Un-prepped - \$50</b>			
	<b>Prepped/For Profit - \$75</b>			

## Party Package Rates – 2 Hour Block

Package Rates include room, pool, and gym use for entire party when available

	<b>Total Package Price</b>			
	Member	Resident	Non-Resident	For-Profit
<b><u>Small Group</u></b> (up to 25 people) Meeting Room 1 or 2	<b>\$110</b>	<b>\$150</b>	<b>\$180</b>	<b>\$250</b>
<b><u>Medium Group</u></b> (up to 50 people) Meeting Room 1 & 2 Multipurpose Room A1, A2, B, or C	<b>\$220</b>	<b>\$300</b>	<b>\$360</b>	<b>\$500</b>