

ABOUT THE ROOMS:

- Rooms can be reserved up to one year in advance. In order to rent a room must be 21 years of age.
- We offer Tables (round and rectangular) and chairs. Please provide us with your event layout or diagram and our staff will set the room up prior to your event the day of.
- If tables and/or chairs need to be rearranged, please ask the Supervisor for them to be moved.
DO NOT drag tables as it may result in damage to the floors.
- For an additional fee the following appliances may be available to you: Refrigerator, Oven, Microwave, and Icemaker. Our representative will discuss that with you.
- You may use any caterer of your own choosing. Our kitchen facilities are limited and used primarily as a staging area for your event. No food is to be left in the refrigerator or on the premises.
- We ask that no drinks are dumped into the trash cans. Each of the rooms has a sink. Please dump all drink cups before throwing them in the trash cans.
- Smoking is prohibited, in accordance with the state of Ohio.
- When decorating for your event keep in mind that there is absolutely **NO taping, tacking, or hanging on walls or ceilings.** Failure to comply will result in paying for damages.
- Glitter, Confetti, and Piñatas, are all NOT PERMITTED. Balloons, tablecloths, table décor, and candles are all permitted. When in doubt ask a staff member. All decorations must be cleaned up at the end of your event.
- **The room is expected to be returned to the condition that it was received upon your arrival. A walkthrough with the building supervisor will take place after your event. If any damages occur or the room is not left how it was found, your credit card will be charged a \$200.00 fee.**

PRICING / PAYMENT:

The hourly rates differ between each room. 2 hr minimum on all rooms for rent. Specific pricing is listed below if you are ready to book a room.

	Resident	Non-Resident	TABLES/CHAIRS
	Business Hours/After Hours	Business Hours/After Hours	
Community Room	\$75 hr/\$100 hr	\$100 hr/\$125 hr	MAX: 125
Brook Park Room	\$50 hr/\$75 hr	\$75 hr/\$100 hr	MAX: 80
Snack Area	\$50 hr/\$75 hr	\$75 hr/\$100 hr	MAX: 80
Mini Gym	\$40 hr/\$65 hr	\$65 hr/\$90 hr	
Main Gym (1/2)	\$50 hr/\$75 hr	\$75 hr/\$100 hr	
Main Gym Full	\$100 hr/\$125 hr	\$150 hr/\$175 hr	

- A deposit of 50% is required to secure the rental reservation. This Deposit is non-refundable.
- Final payment is due 30 days prior to your rental date. Failure to make full payment prior to this day may result in forfeit of your rental in which your deposit would be non-refundable. We accept cash, credit, and or checks (Made payable to City of Brook Park) We do not accept American Express Cards.
- An after hour supervisor is needed when rentals exceed the Rec Center's normal business hours. The renter will be required to pay an additional charge for supervision. (\$15 per hour, cash only) Weekday hours 8a-8p, Saturday 8a-12p, Sunday closed.
- Alcohol is only permitted after our normal business hours. If alcohol is being sold, an alcohol permit is required. Proper security is required for those serving alcohol during events. This must be arranged with the Brook Park Police Department (3 hr minimum) Insurance is to be obtained through the renter's homeowner's policy and proof provided 30 days prior to event. *The City of Brook Park shall be named as an additional insured for \$1million and include host liquor liability.*