



BRUNSWICK COMMUNITY Recreation & Fitness Center

3637 Center Road, Brunswick, Ohio 44212 330-273-8000 fax 330-273-8389 www.brunswick.oh.us

ROOM RENTAL RATES:

We are pleased that you have selected the Brunswick Community Recreation Center to rent for your special occasion. The Rec Center has pre-established hourly rates, policies and procedures. A contract must be signed and the full payment made at least *Two Weeks* in advance or rental time may be forfeited. Remember **No Alcohol or Smoking** is permitted in the building

Class 2: Resident, Non-resident, family and/or individuals, fraternal body, private school, hospital, other college/university/education unit, or government organization/agency as defined by the internal revenue service that are not charging an admission or entrance fee.

Class 3: Any organization, institution, agency, group or individual included in class 2 that charges an admission/fee. Any organization, institution, agency, group or individual not included in Class 2.

Class 4: Arts and Crafts Room is free for all nonprofit, tax exempt community, civic, and church organizations that provide an IRS 501C3 form. **Please Note** - A paying rental, made and paid for at least two weeks before the free rental, will have priority. Once the two week date has passed, you cannot be bumped from your rental date. Should the non-paying rental party wish to use any of the facilities (such as the pool, gym or fitness center) individuals must be members or pay the daily admission fee.

Miscellaneous Information: If the pool and gym are rented at the same time the price may be reduced. Set up and clean-up time must be included in your rental time. A deposit may be required for the kitchen and multi-purpose room rentals. Additional fees will be charged for all after hour rentals, for use of the stage lights, for the use of any audiovisual equipment and for each extra lifeguard needed (hourly rate includes one lifeguard)

ROOM	Maximum Occupancy	Class 2 Rates/Hr		Class 3 Rates/Hr	
		Non-Mem	Member	Non-Mem	Member
Meeting Room #1	60	\$55.00	\$30.00	\$65.00	\$40.00
Meeting Room #2	30	\$45.00	\$25.00	\$50.00	\$35.00
Arts & Crafts	25	\$45.00	\$25.00	\$50.00	\$35.00
Dance Aerobics Studio	35	\$30.00	\$25.00	\$40.00	\$30.00
2 multi-purpose	100	\$95.00	\$50.00	\$110.00	\$75.00
Entire Multi-purpose	200	\$175.00	\$95.00	\$200.00	\$125.00
Entire Gym		*	*	*	*
Pool		*	*	*	*

* Special Request only

**After Prom and Overnights \$1000.00.

Brunswick Community Recreation & Fitness Center Room Rental Policies and Procedures

Please initial each line in each section

Reservations

- _____ 1. Brunswick Community Recreation & Fitness Center activities and programs have priority over any private rentals.
- _____ 2. All private rentals are on a first come, first paid basis. One half the total rental fee is due at the time of booking We accept MasterCard or Visa for all reservations made over the phone.
- _____ 3. Final payment is due no later than 2 weeks prior to the event along with a refundable cash deposit. Failure to have the balance paid will result in cancellation of the reservation and forfeiture of the deposit. IT IS NOT OUR RESPONSIBILITY TO REMIND YOU OF YOUR EVENT.
- _____ 4. Rooms can be reserved up to 1 year in advance.
- _____ 5. Meeting rooms may be rented at all hours. The Gym and Swimming Pool can only be rented outside of normal operating hours. Extra fees are charged for rentals outside of normal operating hours or if extensive assistance is needed.
- _____ 6. Parties: We offer swim & pizza packages in addition to room rental. Groups shall not arrive before the authorized rental time and shall leave the premises at the expiration time. Set-up and clean-up is to be done during the time of the rental. All guests must follow the rules of the Brunswick Community Recreation & Fitness Center. Failure to do so will result in removal from the facility. Please ask for information sheet.

Cancellations

- _____ 7. Cancellations and last minute changes greatly diminish the availability of our rooms along with our ability to serve as many patrons as possible on any given day. Therefore, cancellations made 2 weeks from the event date shall be granted a refund of all monies paid on the reservation and cancellations made less than two weeks from the event date shall forfeit all monies paid on the reservation. **Once a reservation is made, you are legally responsible for payment unless we receive a phone call or an in person cancellation at least two weeks before your event.
- _____ 8. Transfers to another date are allowed according to room availability. However, a \$10 transfer fee shall be charged for date changes made less than 2 weeks before the original event date.

General Rental Policies

- _____ 9. There is NO SMOKING and NO ALCOHOL permitted at the Brunswick Community Recreation & Fitness Center.
- _____ 10. The Brunswick Rec Center sets up all Rec Center equipment prior to the rental and removes Rec Center equipment after the rental. (tables, chairs, TV, VCR, etc)
- _____ 11. To avoid any potential damage, please obtain approval for any extensive or out of the ordinary decorations with Rec Center staff prior to putting them up. No confetti or glitter permitted.
- _____ 12. A security guard is required for any events deemed necessary by the Rec Center staff. The rental group is required to make these arrangements and provide proper documentation to show that this has been done.
- _____ 13. Neither the City of Brunswick nor the employees of the Brunswick Community Recreation & Fitness Center shall be held accountable for any items that are lost or stolen at the facility from the rental group or persons/companies providing services and equipment for the rental party. The person, company or group renting the room shall hold the City of Brunswick, the Brunswick Parks and Recreation Department, the Brunswick Community Recreation & Fitness Center, the Brunswick Community Library and the Brunswick City School District harmless at all times from any claims or damages on account of injury to anyone using the facility and/or grounds in connection with the function sponsored or operated by the rental applicant, and/or growing out of their use and occupancy of the said facility/grounds, or through any defect in said premises, including sidewalks adjoining the same and use or operation thereof.
- _____ 14. Applicant must sign the Rental Contract. By signing the contract, the rental applicant acknowledges that he/she is responsible for ensuring that all guests adhere to the above rules and all rules and regulations of the Brunswick Community Recreation & Fitness Center.