

**COVENTRY TOWNSHIP COMMUNITY CENTER RENTAL AGREEMENT**

PLEASE PRINT:

Date:	Name:
Rental Date:	Address:
Use:	
Rental Time:	Phone:
(6 hour rental)	Drivers License No.
Will you be serving alcohol during your event? Yes* or No (circle one)	*See 2a-e for requirements concerning serving alcohol at your event)

- **Weekday Rental:**  
The key must be picked up in the Administration Office the day of the rental between 8:00 a.m. – NOON.
- **Weekend Rental:**  
The key must be picked up in the Administration Office on the Friday prior to the rental, between 8:00 a.m. – NOON.
- **Drop-off Box:** The key must be dropped off in the drop-off box at the Coventry Administration Office when finished (68 Portage Lakes Drive, Akron, OH 44319).

**RULES AND REGULATIONS FOR RENTAL OF COVENTRY COMMUNITY CENTER**

1. **NO smoking, NO gambling and NO Disc Jockeys allowed.**
2. **NO alcoholic beverages except as expressly permitted as outlined below.**
  - a. If alcohol is provided at no cost at your event, no permit is required from Coventry Township or the State of Ohio. However, the function must be by invitation only, not open to the public, and no admission fee can be charged.
  - b. If alcohol is sold, or there is an entry fee for your event, the State of Ohio requires you (or your caterer if applicable) to obtain and hold a liquor permit.
  - c. Coventry Township will provide you with the necessary information to contact the State of Ohio. Failure to obtain the required permit will result in a forfeiture of your security deposit and could constitute a criminal offense.
  - d. A Summit County Deputy must be on site during the entire duration of your event and for at least one-half hour thereafter if alcohol is sold or served at your event. All costs of the Deputy shall be at your expense. Please call 330-643-2862 to schedule your Deputy.
  - e. No exceptions.
3. **MAXIMUM OCCUPANCY of \*80 people for a period of 6 hours including the time it takes to set up for the function and clean up afterwards.**
4. **NOTHING shall be taped, pinned, or affixed to any fixture in the Community Center (this includes the walls, ceiling, and windows.)**
5. **NOTHING shall be taped, pinned, or affixed to the bare tables and chairs.**
6. **All renters of the Coventry Community Center will be responsible for clean-up after use by doing the following OR your deposit will be forfeited and future user privileges could be revoked.**
  - a. Clean all sinks and Countertops
  - b. Wipe all tables clean and return them to their storage area.
  - c. Return all chairs to their storage area.
  - d. Sweep and mop all floors. (broom and mop are located in the closet)
  - e. Restrooms must be left in clean condition and trash removed.
  - f. Trash bags will be supplied by the renter and all trash is to be removed from the building and placed in the dumpster located at the back of the lower parking lot.
6. **ALL damages to the Coventry Community Center or its contents therein shall be charged for accordingly.**

**INDEMNIFICATION FORM**

The Renter agrees to indemnify Coventry Township, its Trustees, its officers and employees and Summit County from all liability for claims, demands, damages and costs arising out of the rental of the Coventry Township Community Center, whether caused by the action of the renter or by his or her agent, or persons using said hall with the permission of the renter, or invited by the renter to be on said premises.

The Renter hereby acknowledges that they have read the Rules and Regulations on page 1 of this Rental Agreement.

The Renter hereby agrees not to exceed the maximum number of occupants as posted in the Coventry Community Center in accordance with the Ohio Fire Code. \*

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Signature of Renter	Title (If applicable)	Date Signed
Organization Name (if applicable) _____		

\*The Township reserves the right to inspect the Coventry Community Center at all times to assure compliance with the Fire Code and all regulations. Rental of the Community Center can be immediately revoked if rules or regulations are violated.

*Please make check or money order payable to:  
Coventry Township Trustees*

Signed in the presence of:

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

- If there is an urgent problem with the Community Center after regular business hours or on a weekend please contact **Anna Bryant at 330-703-8425**. This number is not to be used for routine questions which must wait until regular business hours.

**PAYMENT AND DEPOSIT DUE WITHIN SEVEN (7) DAYS OF RESERVING THE CENTER.**

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For Office Use Only

Applicable Fee & \$100.00 Deposit: (Check One)

\$150.00 for Resident		Receipt No.:
\$200.00 for Nonresident		Receipt No.:
Date Payment Received:		Circle One: Check or Cash
Date Deposit Received:		Receipt No.: