

Medina Community Recreation Center

# PICTURE YOURSELF

## RENTAL HANDBOOK



[www.medinaoh.org/mcrc](http://www.medinaoh.org/mcrc)

330.721.6900

*We look forward to  
serving you!*





# RENTAL HANDBOOK

## Rental Area Features

Many areas of the MCRC are available for rent during operating and non-operating hours. Rental areas can be utilized for parties, special events, business meetings, and other activities.

Specific areas and features include:

### Community Rooms

- The Gazette Community Room - seating capacity of 60-65
- Room B - seating capacity of 30-35
- Room C - seating capacity of 30-35
- Rooms B & C can be combined to create a larger rental area
- The small kitchen area can be requested for basic food preparation.

### Aerobic Rooms

- 2 rooms conducive to a variety of aerobic & dance activities
- Mirrored walls and suspended wood flooring
- Rooms can be combined to create a larger rental area

### Field House Courts

- 24,056 square feet: 4 courts for basketball, volleyball, or other activities
- Multi-purpose flooring
- Baseball/softball batting and golf cage

### Leisure Pool

(exclusive use of this area may only be accommodated in after hour rentals)

- Water geysers, current channel, spray-ground and play structures, 129 foot waterslide, and zero depth entry
- 3 lap lanes
- Hot water spa and outside deck

### Competition Pool

(exclusive use of this area may only be accommodated in after hour rentals)

- 8 lap lanes, 25 meters (lap lanes can be rented individually)

### Rental Request Forms

Anyone interested in renting an area of the MCRC can pick up a Rental Handbook and Request Form available at the Front Desk. Rental Request Forms and security deposits must be completed and submitted to the Front Desk. Requests are typically reviewed within 2 business days and are subject to approval based on facility and staff availability. Specific policies include:

1. Only adults (18 years and older) are permitted to request rental of the facility.
2. Facilities will not be rented for any programs similar to the MCRC programs.
3. The reservation time period shall include all preparations, activities, clean-up and restoration.
4. Events requiring major set-up (floor tarp, etc.) should be submitted at least one month prior. A detailed description of the special event activity and set-up should be included on the Rental Request Form.
5. Organizations requesting a rental may be required to provide proof of liability insurance naming the MCRC as "Additional Insured" for the event.

All requests must be submitted with the required security deposit. Request forms can be submitted utilizing one of the following methods:

- Walk-In: Rental Request Forms can be submitted at the MCRC Front Desk during normal business hours. Forms should be fully completed and submitted with the appropriate security deposit.
- Fax-In: Completed Rental Request Forms with security deposit payment information can be faxed to the MCRC at 330-721-6905
- Mail-In: Completed Rental Request Forms with a security deposit check or credit card information can be mailed to:

MCRC Rental Coordinator  
855 Weymouth Road  
Medina, Ohio 44256

### Rental Contracts

Full payment is due within 48 hours of final approval of the rental request in order for the renter to receive their Rental Contract. The Rental Contract outlines the rental terms, policies, procedures, and fees.

### Hourly Rental Fees

The chart below illustrates the areas of the facility which are available for rental. Rentals are granted in 1 hour increments with a minimum of a 1 hour rental unless otherwise specified. An individual's membership status at the time of completing a Rental Request Form will determine the rental fee that is assessed. Rental fees for Corporate Members will be assessed at the Resident/School District rate. Fees include basic set up and tear down; however, additional fees may be applied based on the nature of the rental (see Additional Fees and Special Requests) as well as for overusage.

#### Monday - Thursday Hourly Rates

| Area                           | Member | Non-Member |
|--------------------------------|--------|------------|
| Courts (1-4, per court)        | \$50   | \$85       |
| Entire Field House             | \$ 235 | \$365      |
| Aerobics Room (A,B per rm)     | \$25   | \$60       |
| Leisure or Comp. Pool          | \$35   | \$280      |
| Lap Lane *                     | \$14   | \$20       |
| The Gazette Community Rm       | \$35   | \$70       |
| Community Rm B                 | \$30   | \$65       |
| Community Rm C                 | \$30   | \$65       |
| Community Rms B & C            | \$55   | \$115      |
| Entire MCRC (after hours only) | \$650  | \$1300     |

#### Friday - Sunday Hourly Rates

| Area                           | Member | Non-Member |
|--------------------------------|--------|------------|
| Courts (1-4, per court)        | \$60   | \$90       |
| Entire Field House             | \$260  | \$415      |
| Aerobics Room (A,B per rm)     | \$30   | \$65       |
| Leisure or Comp. Pool          | \$145  | \$300      |
| Lap Lane *                     | \$14   | \$20       |
| The Gazette Community Rm       | \$45   | \$95       |
| Community Rm B                 | \$40   | \$85       |
| Community Rm C                 | \$40   | \$85       |
| Community Rms B & C            | \$75   | \$155      |
| Entire MCRC (after hours only) | \$750  | \$1500     |

\*Lap lane rentals are assessed hourly by lane (maximum of 2 hours w/ a maximum request of 4 lanes). The number of swimmers per lane is 6.



# RENTAL HANDBOOK

## Birthday and Party Packages

Three party packages will be available throughout the year. Packages currently offered include:

### Basic Party Package

- 2 hours in the community room
- Facility set up
- Decorations



### Pool Party Package

- 2 Hour Rental including:
- use of the community room and leisure pool throughout the duration of the party
  - Facility set up
  - Decorations

### Sports Party Package

- 2 Hour Rental including:
- use of the community room throughout the duration of the party
  - 1 hour of Field House court time for volleyball or basketball
  - Facility set up
  - Decorations

### Deluxe Birthday Upgrade

- Includes One of the Packages Plus:
- Pizza and pop
  - Paper products
  - Special MCRC party favor for the birthday boy or girl

|                              |                       |
|------------------------------|-----------------------|
| \$100 Members                | \$140 Non-Members     |
| <u>Basic Birthday Party</u>  |                       |
| <u>Sports Birthday Party</u> |                       |
| \$120 Members                | \$160 Non-Members     |
| <u>Pool Birthday Party</u>   |                       |
| \$140 Members                | \$180 Non-Members     |
| Deluxe Upgrade               | \$50 +Cost of Package |
| Additional Guests (over 30+) | \$5 per Participant   |

### Package Fees

The goal of the party pricing structure is to provide a high quality service at a reasonable price to the patrons. The party package price includes the facility rental time, decorations for birthday parties, and necessary staffing.

### Guidelines

In order to ensure the efficient implementation of the party package proposal, the following guidelines have been established.

- Due to space constraints, parties are limited to 30 people. This includes both adults and children. Requests for parties above 30 people may be accommodated if space is available. Any additional guests will be charged \$5 per person.
- Rental Request Forms must be completed and submitted with a \$50 security deposit to secure your date.
- Once a request is granted, patrons must sign a Rental Contract and submit full payment within 48 hours.
- Changes/cancellations must be submitted in writing and may be subject to a \$5 administrative fee. Cancellations made less than 2 weeks in advance will forfeit the security deposit.
- An adult to child ratio of 1:8 must be maintained at all times throughout the duration of the party. The MCRC reserves the right to require a smaller ratio based on the nature of the party.

### Additional Rental Fees and Special Requests

- Rentals requiring additional MCRC staff members will be assessed fees to cover the hourly rate per staff member.
- After hours rental fees for the Leisure or Competition Pool do not include fees for the lifeguards; therefore, additional fees for staffing in this area may be required.

### Security Requirements

Depending on the activity and size of the group, the MCRC will determine and may supply additional security staff at cost to the rental patron. Rental patrons are not permitted to bring in outside security staffing at no charge. Security presence on site shall be from at least ½ hour prior to expected participant arrival until the time all group members have exited the facility following the activity. The amount of security guards required will be dictated by the attendance and activity.

### Fire Code Requirements

Rental patrons must submit a detailed rental diagram and layout of traffic flow with the rental request for events in the Field House other than participant sport activities. This layout must be reviewed and approved by the City of Medina Fire Marshal. A fire watch using Fire Department personnel may be required for some activities where a high level of combustibles along with a large number of people are in the Field House. Rentals such as this will be required to pay \$20 per hour for each fireman (recommended by the City Fire Marshal) as ordered by the State Board of Building Appeals.

### Security Deposit

A minimum \$50 security deposit (or 25% of total, including estimated staffing, whichever is higher) is required for each rental. A deposit must be given when the Rental Request Form is submitted to the Front Desk. Deposits will be forfeited for all cancellations with less than 2 weeks notice. If all requirements are met, security deposits will either be directly mailed to the patron within 10-15 business days following the rental or credited to the renter's credit card account. If any damages are charged and exceed the amount of the security deposit, the patron will be billed accordingly and must pay the remaining balance within 72 hours. If the renter paid the security deposit with a credit card and if payment for additional charges is not received within 72 hours, the MCRC has the right to bill the renter's credit card for damages and fees incurred.

### Rental Payment

Once the renter has been notified that their request has been approved, full payment is due within 48 hours. The Rental Contract will not be released until the full payment is received. For larger events that require a significant payment, scheduled payments can be arranged with the Rental Coordinator.

### Changes

Any changes to the Rental Request Form or Rental Contract must be submitted in writing. If the change is approved, it must be signed and dated by both the renter and the Rental Coordinator. If approved, any change will be charged a \$5 administrative processing fee. MCRC reserves the right to deny any change to the rental request.

### Cancellations

Any cancellations to the rental request or rental contract must be made a minimum of 2 weeks prior to the event in order to receive a full refund. Cancellations made less than 2 weeks in advance will forfeit the security deposit. All rental cancellations will be charged a \$5 administrative processing fee. More than 2 weeks notice (as outlined in the Rental Contract) may be required for the cancellation of larger events.



# RENTAL HANDBOOK

## Renter and Guest Policies and Procedures

Renters and guests must follow the established MCRC rules and regulations. Violations of such regulations or misrepresentation of use may be cause for immediate cancellation of the rental without a refund. In addition, these guidelines must be followed:

1. Renter must be present during the entire event.
2. Renter must provide a specific floor plan and/or special requests on the Rental Request Form.
3. Renter shall be available to assist with admittance. All rental guests may receive an MCRC wristband if other areas outside of community rooms will be used.
4. Guests of rental parties may be admitted into the rental area no sooner than 15 minutes prior to the time of rental.
5. It is the renter's responsibility to supervise all guests, including restricting guests to authorized areas only. The renter is held liable for their groups actions including any damages or losses caused during rental to the MCRC.
6. Certain groups may require entry/exit from a designated set of doors other than those at the main entrance. In these cases, the renter would be responsible for instructing group members to the appropriate doors. He/she would also monitor access through these doors to ensure there are no illegal entries.
7. Use will be restricted to the terms of the Rental Contract including area reserved, time of entry and departure, intended activity, etc.
8. Rentals shall not infringe on or restrict the use of other facilities in the MCRC.
9. No alcohol is permitted on MCRC grounds.
10. Smoking and use of other tobacco products is prohibited.
11. No electrical appliances are allowed without prior approval.
12. Appropriate participant dress is required while using the MCRC facilities. Please adhere to the clothing guidelines established for facility use.
13. Charging admission or selling merchandise/food requires prior approval.
14. All furniture, equipment decorations and other needs shall be detailed in the request and approved in advance.
15. Decorations shall not be attached to the walls, ceilings, or sprinkler systems. Decorations shall not be taped, alter or damage any surfaces.
16. No rice, confetti, or straw shall be used in or around the MCRC property.
17. Renters are asked to keep the noise at a reasonable level.
18. Only music suitable for a public facility will be permitted (judgment made by the Manager on Duty). The volume is subject to control by the Manager on Duty.
19. Any material (pamphlets, etc.) containing advertising must first be approved before distribution.

## Clean-up

1. Clean-up shall be performed during the approved rental time period.
2. Cleaning supplies such as: towels, cleaning solution, vacuum, broom, and garbage bags will be provided by the MCRC.
3. Clean-up shall include but not be limited to:
  - Removing all food, beverages, decorations, displays, equipment or other materials
  - Wiping tables, chairs, countertops, and appliances
  - Depositing trash in proper receptacles
  - Any other clean-up as necessary
4. The Rental Coordinator (or designated MCRC staff) will complete a Facility Inspection Form at the end of the rental. The rental patron is financially responsible for damage fees and any facility overusage fees that are accessed on the Facility Inspection Form.

## Food and Catering Policy

1. There will be no outside food/drinks admitted into the facility without prior approval.
2. Food is restricted to certain areas in the facility. Spill-proof, unbreakable squeeze bottles containing water only with a lid or controlled spout is the only exception.
3. Accidental spills and stains should be reported immediately to the staff to arrange for clean-up.
4. Groups choosing to bring their own food are welcome to utilize the kitchen area if requested on the Rental Request Form. Requests for the kitchen are granted on a first come first serve basis.
5. The kitchen shall only be available for use during the time period approved on the Rental Contract. The renter shall completely clean all surfaces, appliances and equipment in the kitchen area.
6. Any group requiring a catering service must provide the caterer's license number before the request can be granted.

## General Set-up & Tear Down

The MCRC will provide a crew for set-up and tear down for all rental requests. If the set-up or tear down requires additional MCRC staff to be called in, the patron will be responsible for the cost. If the job requires more "man power" than what the MCRC can supply, the patron will be responsible for providing the extra help needed. The patron is required to be on site to assist the crew with set-up guidance and instruction.

If additional equipment is needed for rental (chairs, tables, etc.), the patron is responsible for making arrangements for rental of these items once they have been approved by the MCRC.

## Medina High School Events Set-up & Tear Down

Special requests for high school events should follow the same procedures as stated above. The exceptions are: a security deposit is not required, and the high school is required to provide a crew of students who will work in conjunction with the MCRC staff to ensure the set-up and tear-down procedures meet the approval of both parties.