

Community House: (440) 423-4633
Town Hall: (440) 423-4405
FAX: (440) 423-2002

*Police _____
Date of Application _____

**GATES MILLS COMMUNITY HOUSE
1460 CHAGRIN RIVER ROAD
GATES MILLS, OHIO 44040**

PRIVATE USE APPLICATION

Applicant _____
(Gates Mills Resident 21-Yrs. or Older)

Phone # _____
Business # _____

Address _____

Signature _____
(Applicant)

**NOTE: COMPLETING THIS APPLICATION DOES NOT GUARANTEE APPROVAL.
YOU WILL BE INFORMED PROMPTLY IF YOUR APPLICATION HAS BEEN
APPROVED OR DISAPPROVED.**

Date Desired _____ Setup Hours _____
*Event Hours _____

Event / Purpose _____
FOR PROFIT ACTIVITIES, EXCEPT FOR VILLAGE ORGANIZATIONS, ARE PROHIBITED

Facilities Desired: _____ Upstairs Aud. _____ Lower Level _____ Parlor
_____ Kitchen _____ Entire Building

_____ Maximum number of people attending*. **Maximum 120 sit down – Upper Level.**
Maximum 80 sit down - Lower Level.
Maximum 20 people – Parlor.

*Police and Parking services are required. Applicant shall be responsible for arranging and paying for such services.

USER AGREES THAT THE VILLAGE OF GATES MILLS SHALL HAVE NO RESPONSIBILITY OR LIABILITY TO USER OR OTHERS RESULTING IN ANY WAY FROM USER'S USE OF THE VILLAGE FACILITIES. USER AGREES TO DEFEND, INDEMNIFY, AND HOLD VILLAGE OF GATES MILLS HARMLESS FROM AND AGAINST ANY AND ALL CLAIMS, SUITS, EXPENSES, CAUSES OF ACTION AND LIABILITY, OF ANY KIND, RESULTING FROM OR ARISING IN ANY WAY FROM USER'S USE OF THE VILLAGE PREMISES, OR ARISING FROM ACTIVITIES CONTEMPLATED UNDER THIS AGREEMENT.

Failure to abide by the rules and regulations of the Community House will result in the loss of deposit and revocation of all further privileges.

ADMINISTRATION APPROVAL: _____ CUSTODIAL APPROVAL: _____

Make **checks*** payable to: "Village of Gates Mills"
*(Two separate checks – 1: Deposit and 2: Usage)

REMIT TO: Village of Gates Mills
1470 Chagrin River Road
Gates Mills, OH 44040

DATE PAID:	PAYMENT USE:	CHECK AMT:	CHECK #:
	DEPOSIT:	\$300	
	USAGE FEE:	\$250 <4-hour rental	
		\$350 >4-hour rental	

Cc: Community House / Custodian Service Director Mayor Clerk's Office Police Chief

NO SMOKING

THE GATES MILLS COMMUNITY HOUSE
ACTIVITY GUIDELINES

1460 Chagrin River Road
Gates Mills, Ohio 44040

1. All reservations for any activity must be made to the Community House Manager (440)-423-4633. Applications may be picked up and dropped off at the Community House or Town Hall. Building availability information is available weekdays from 9:00 A.M. – Noon by calling (440) 423-4633. Leave a message.
2. A Gates Mills resident, 21-years or older, must secure reservations and be in attendance the full term of the party.
3. Reservations will be made on a “first come” basis.
4. Reservations should be secured at least 30 days prior to the use of the facility. Applicants will receive notice of approval or denial of use promptly.
5. Reservations must be secured and signed with the accompanying deposits at the Town Hall. **Two checks**, one for **USAGE** and one for **DEPOSIT**, payable to the Village of Gates Mills are required. The current fees are as follows:
 - **USAGE FEE: \$250** for rentals less than 4 hours
\$350 for rentals greater than 4 hours
 - **DEPOSIT: \$300** check held and returned after the function subject to extra charge for excessive or unusual damage.
6. Only those areas and facilities expressly listed on the reservation may be used and only during the specified hours. Private party caterers must provide their own equipment.
7. The Community House will close at 11:00 P.M. Sunday through Thursday, and 12:00 midnight Friday and Saturday.
8. There will be *no charge or deposit* for Security and Custodial Services for approved Village organizations.
9. Key for entry to building must be signed for at Police Department. Private party use restricted to main auditoriums and kitchen (if requested).

RESTRICTIONS:

1. UNDER **NO** CIRCUMSTANCES will sales of alcoholic beverages or illegal activities be permitted.

2. Any right or privilege granted to any person is personal and exclusive, and shall not be transferable to any other person(s).
3. The cost of repairing any damage to the facility or its contents will be charged directly to the permit holder. Excessive or unusual damage to building will disqualify residents from future use.
4. All use of the building requires building to be left in same condition as found.
5. **Security Services** are required for private parties. Applicant will be responsible for arranging and paying for security personnel who must be approved by the Village of Gates Mills. The arrangement for this service may be made by calling the Gates Mills Police at (440) 423-4456. The policeman is to be paid at the time of the event. The number of police required will be determined by the following scale:

1 Person – Under 100 Guests
2 People – 100 to 149 Guests
3 People – Over 150 Guests

(Cost \$50/hour – minimum three (3) hours.)

* Note: One (1) Security person must remain until the conclusion of the event.

6. Adult supervisors must be in attendance at all youth functions.
7. Political activities must be sponsored by a Village resident.
8. Activities "For Profit" except for Village organizations is prohibited.

EQUIPMENT:

1. Persons and groups may not bring in tables, chairs, or other furnishings without Custodian approval.
2. The use of any materials on the walls, floors, windows, and decorations without approval is strictly prohibited.

By signing below, I confirm that I have read, understood and agree to comply with the Community House Guidelines detailed above.

Signature: _____ Date: _____