

Lake Metropolitan Housing Authority
Resident Community Room Rental Agreement
38185 Erie Rd #12A, Willoughby, Ohio 44094

Rental Date: _____

Times: From: _____ To: _____

Tenant: (Responsible Person): _____

Address: _____

Phone: () _____

Purpose of Rental: _____

Community Room Rules and Regulations:

The Community Room is available:

Weekdays: 8:00 a.m. until 8:00 p.m.

Saturday and Sunday: 9:00 a.m. until 8:00 p.m.

Holidays: 12:00 p.m. until 8:00p.m.

Please allow a half hour to clean the room before closing time. The room must be cleaned (this includes interior and exterior) in order to receive your deposit. All trash must be placed in the dumpster.

The tenant must pick-up and return the room key at the Administrative Office at 189 First Street, Painesville, Ohio during office hours: Monday – Thursday 7:30 a.m. – 6:00 p.m. The key will be available on the business day prior to the event and must be returned on the next business day. If you have any questions, please contact the office at 440-354-3347.

Rental Fee & Deposit

The rental fee is \$25.00 (this amount is not refundable). A \$50.00 deposit is required. The rental fee and deposit are due (2) weeks prior to the event. If the room is not cleaned or is damaged the deposit will not be returned. The tenant will be billed for any damages.

Guests & Tenant Responsibility

The tenant who reserves the community room is responsible for their actions and the actions of their guests. The tenant must be present at all times during the event. Guests must remain in the community room during the event and vacate promptly at the end of the event.

City Codes and Ordinances

Due to fire codes, the maximum capacity for the Community Room is 35 people. Please do not exceed this amount.

Due to the noise ordinance and the Lake Metropolitan Housing Authority lease requirements, activities such as wedding receptions and concerts are not permitted.

Grilling

Tenants will be permitted to grill outdoors, however; an adult must be present at all times. If utilizing charcoal, it must be disposed of properly.

Decorations

Please do not use tape or tacks on any of the walls. Any damages to the walls will be charged to the tenant.

Tobacco Products, Alcohol or Drugs

The community room is a non-smoking facility. ALCOHOL is **not** permitted in the community room or the surrounding areas. There is to be no illegal substances permitted in the community room or on Lake Metropolitan Housing Authority property.

Complaints

If any complaints are received by Lake MHA or the Willoughby Police are contacted, the event will be cancelled immediately. If any of these rules are violated, you will not be permitted to utilize the room again.

Apartment Lease Obligations

Lake Metropolitan Housing Authority's Lease obligations, property rules, regulations and city ordinances apply to the use of the Community Room. Violations of the above may have an effect on your tenancy with Lake MHA.

I have read the Lake Metropolitan Housing Authority Community Room Rules and Regulations. I agree to comply with these rules and regulations and I understand that if I do not, it may have an adverse effect on my tenancy.

Tenant Signature

Date