

## **Blue Ash Recreation Room Rental Fees & Policies**

Rental Desk (513) 745-8661

**All rental facilities are equipped with tables and chairs for maximum number of occupants. Renter is responsible for:**

- **Set-up and tear-down of tables and chairs**
- **Room clean-up includes placing all trash in receptacles, wiping down chairs/tables, and vacuuming floor (vacuum provided in rooms).**
- ***Renter is required to check-in and check-out with Front Desk Personnel. Failure to do so may result in denial of future reservations.***

• **Rental includes 30 minutes before and after contracted facility usage for set-up and clean-up. Renter must vacate the facility 30 minutes after ending time on contract.**

- NO SMOKING in the building. Violation will result in loss of future reservation privileges.
- Reservations must be processed in person at the Blue Ash Recreation Center Rental Desk 9:30AM-4:30PM, Monday - Friday.
- Reservations can be made the first business day of October for the following year.
- Proof of Blue Ash affiliation and rental fee are required at the time of rental contract processing.
- Minimum **two-week** notice required to schedule rentals **during building hours**. Minimum **one-month** notice required to schedule rentals **after building hours**.
- Rental allows access to rented room and adjacent kitchen/restrooms only unless otherwise noted.
- Renters are prohibited from interfering with recreation center operations (i.e. solicitation and/or signage in or around the facilities.)
- Fee refunded if reservation cancelled more than 30 days prior to rental. The consumption of alcoholic beverages requires the renter to indicate alcohol use on the contract and sign agreement as stated.
- **ALL RENTERS MUST HAVE SIGNED CONTRACT WITH THEM DURING RENTAL.** Alcohol **MUST** be confined to the rented area only.

- Rentals are limited to one rental per quarter.
- Due to carpet, no candles permitted in room.
- No duct tape, tacks, or nails allowed. Decorations **may not** be attached to sprinklers.
- Table covering required if food/drinks served.
- **No spiked, high-heeled shoes allowed on gym floor.** The gym is equipped with a 14' projection screen; gym ceiling is 26' high. **Excessive clean up will result in denial of future rentals.**
- Damage to facility or failure to clean as specified on agreement may result in denial of future reservations. An additional fee will be charged for damages incurred.
- If using outside catering, contact Bets Locke, (513) 745-6260 to make arrangements.

**THERE IS NO PRO-RATING OF THE HOURLY RATE**

**LOWER LEVEL ROOM - Maximum 80**

Blue Ash Residents/Members/ Business	*Blue Ash Non-Profit Must Show non-profit verification (for business use only)	Other Non-Profit Organizations
<ul style="list-style-type: none"> <li>\$35/hr (up to 5 hrs.)</li> <li>\$200/day</li> </ul>	<ul style="list-style-type: none"> <li>*\$25/hr (after hrs)</li> </ul>	<ul style="list-style-type: none"> <li>\$60/hr (up to 5 hrs.)</li> <li>\$360/day</li> </ul>

\*Blue Ash Non-Profit organizations – no hourly fee during building hours; \$25 per hour after building hours.

**HUNT ROOM - Maximum 15**

Blue Ash Residents/Members/ Business	*Blue Ash Non-Profit Must Show non-profit verification (for business use only)	Other Non-Profit Organizations
<ul style="list-style-type: none"> <li>\$20/hr (up to 5 hrs.)</li> <li>\$100/day</li> </ul>	<ul style="list-style-type: none"> <li>*\$25/hr (after hrs)</li> </ul>	<ul style="list-style-type: none"> <li>\$45/hr (up to 5 hrs.)</li> <li>\$270/day</li> </ul>

\*Blue Ash Non-Profit organizations – no hourly fee during building hours; \$25 per hour after building hours.

**COOPER ROOM - Maximum 20**

MEETING	PARTY (2 hours)
<ul style="list-style-type: none"> <li>\$35/hr (up to 5 hrs.)</li> <li>\$200/day</li> </ul>	<ul style="list-style-type: none"> <li>*\$100 party fee</li> </ul> <p>*Fee includes admission to Pool, Gym, Game Room for up to 20</p>

**BLUE GYM**

*Available Saturday only, Noon - Midnight*

Blue Ash Residents/Members/ Business	Blue Ash Non-Profit Must Show non-profit verification (for business use only)	Other Non-Profit Organizations
<ul style="list-style-type: none"> <li>\$300 deposit</li> <li>\$1500/day</li> </ul>	<ul style="list-style-type: none"> <li>\$300 deposit</li> <li>\$500/day</li> </ul>	<ul style="list-style-type: none"> <li>\$300 deposit</li> <li>\$2000/day</li> </ul>

**NOTE: The standard fee will be charged for groups up to a maximum 400 people. There will be an additional fee of \$1/person for groups larger than 400.**

**RECREATION CENTER CAN PROVIDE SEATING/TABLES FOR MAXIMUM 150. GROUPS LARGER THAN 150 WILL NEED TO ACQUIRE RENTED EQUIPMENT FROM AN OUTSIDE SOURCE.**

- A \$300 deposit will be charged regardless of the length of time reserved.
- Seats approximately 1,200 people theater style plus 200 in bleachers.
- Seats approximately 550 people banquet style. (This allows for a dance floor).

