

BLUE ASH RECREATION FACILITY RENTAL INFORMATION



❖ **Recreation Rooms**

❖ **Hazelwood Center**

❖ **Nature Park Shelters**

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 forfeiture of facility deposit.**

• *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 forfeiture of deposit and future reservation privileges.**
- Reservations must be processed in person at the Blue Ash Recreation Center Rental Desk 9AM-5PM, Monday - Friday.
- Reservations can be made the first business day of October for the following year.
- Proof of Blue Ash affiliation, facility deposit, and rental fee are required at the time of processing rental contract.
- 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/rooms and adjacent kitchen/restrooms only unless otherwise noted.
- Commercial use of the facility is prohibited. Renters may not use the facility for the sale of goods and/or services.
- \$100.00 deposit will be refunded by City check after rental if no facility damage and no policy violations occur.
- Deposit and fee refunded if reservation cancelled more than 30 days prior to rental. Only the fee is refunded if reservation cancelled less than 30 days prior to rental. Allow four weeks for receipt of refund check.

- 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.
- Non-paying rentals (i.e. Blue Ash nonprofit and employees etc.) will be 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. Recreation staff and high lift are available to decorate for an additional fee of \$50/hour.
- **Excessive clean up will result in forfeiture of deposit.**
- Damage to facility or failure to clean as specified on agreement may result in forfeiture of deposit and denial of future reservations. An additional fee will be charged if damage exceeds the deposit.
- Catering available through Blue Ash Recreation Dept. 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	Other Non-Profit Organizations
<ul style="list-style-type: none"> \$100 deposit \$35/hr (up to 5 hrs.) \$200/day 	<ul style="list-style-type: none"> \$100 deposit *\$25/hr (after hrs) 	<ul style="list-style-type: none"> \$100 deposit \$60/hr (up to 5 hrs.) \$360/day

***Blue Ash Non-Profit organizations – no hourly fee during building hours; \$25 per hour after building hours plus \$100 deposit.**

HUNT ROOM - Maximum 15

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

***Blue Ash Non-Profit organizations – no hourly fee during building hours; \$25 per hour after building hours plus \$100 deposit.**

COOPER ROOM - Maximum 20

MEETING	PARTY (2 hours)
<ul style="list-style-type: none"> \$100 deposit \$35/hr (up to 5 hrs.) \$200/day 	<ul style="list-style-type: none"> \$100 deposit *\$100 party fee <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	Other Non-Profit Organizations
<ul style="list-style-type: none"> \$300 deposit \$1500/day 	<ul style="list-style-type: none"> \$300 deposit \$500/day 	<ul style="list-style-type: none"> \$300 deposit \$2000/day

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.

- 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).

Hazelwood Community Center Facility Rental Information

11090 Oak Avenue
Blue Ash, OH 45242

For information or date availability phone (513) 745-8661

The entire facility is designated NO SMOKING. This will be strictly enforced. Any violation will result in forfeiture of the deposit and future reservation privileges. Maximum occupancy: 50

The Hazelwood Community Center may be rented
Friday, 6:00 PM - 11:00 PM
Saturday, 11:00 AM - 11:00 PM

NO RENTALS ON HOLIDAYS OR HOLIDAY WEEKENDS

Blue Ash
Residents/Business Members
Blue Ash Non-Profit/City Employees

Deposit: \$50

Fee: \$20/hour

Reservations must be made in person during office hours at the Blue Ash Recreation Center, 4433 Cooper Road. **Proof of Blue Ash affiliation and deposit *must* be provided at that time.**

A minimum two-week notice is required for all rentals (no exceptions).

The facility may not be rented for meetings/seminars for which a fee is charged for admission without the approval of a Recreation Department representative.

The deposit is due upon initiation of contract. The hourly rental fee is required 30 days prior to the scheduled date or at the time of booking if less than one month in advance. *Failure to pay the rental fee by scheduled date may result in forfeiture of contract.*

The \$50 deposit is refunded by City check after the rental if no facility damage and no policy violations occurred. The check will be mailed to contract holder. Please allow approximately four weeks for receipt of refund.

Deposit and fee is refunded if reservation is cancelled more than 30 days prior to scheduled date. Only the fee is refunded if reservation is cancelled less than 30 days prior to scheduled date.

Use of alcoholic beverages at City facilities requires a permit. The permit may be obtained at the Recreation office.

No group/organization may reserve the facility on a regular basis (more than quarterly) except with City Administration approval.

User is responsible for assembling tables, chairs, and decorations. Only scotch or masking tape is permitted. No duct tape, tacks, or nails allowed. Decorations **MAY NOT** be attached to sprinklers.

Equipment furnished by the City includes rectangular tables and chairs (maximum available: ten 6 ft. tables, four 8 ft. tables, 50 chairs), a 30-cup coffee maker, and ice. User must provide their own cooking and serving utensils.

Hazelwood recreation equipment, foos-ball, air-hockey, table tennis ARE NOT INCLUDED IN RENTAL.

Additional equipment, e.g. rented chairs or tables may be brought in (under the supervision of City staff). We must be provided the company name, phone number, and contact person of the company that will bring in additional equipment.

Equipment furnished by the City, e.g., tables/chairs, may not be removed from the facility grounds (rented for use at another location).

User is responsible for all clean-up (decorations removed, trash placed in receptacles tables, chairs restacked, floors mopped, and bathrooms cleaned). Excessive clean-up will result in forfeiture of the deposit. This is at the discretion of the Recreation Superintendent.

Damage to the facility or failure to provide clean-up may result in forfeiture of deposit and denial of future reservations. An additional fee will be charged if damage exceeds the deposit.

Rental of the facility gives you/your guests access to the main facility room and the kitchen/restrooms adjacent to that room only.

THE CITY OF BLUE ASH ASSUMES NO RESPONSIBILITY FOR PERSONAL INJURY OR PERSONAL PROPERTY LOSS AS A RESULT OF USE OF FACILITIES BY INDIVIDUALS, FAMILIES, ORGANIZATIONS, OR BUSINESSES.

Blue Ash Recreation Shelter Rental Policies

ALCOHOL: If alcohol will be brought into the park, renter must indicate alcohol use on the contract and sign agreement as stated. **ALL RENTERS MUST HAVE SIGNED SHELTER CONTRACT WITH THEM DURING FACILITY USAGE.** The alcohol **MUST** be confined to the shelter area, and **NO GLASS CONTAINERS ARE PERMITTED IN THE PARK. ALCOHOL IS NOT PERMITTED ON THE BALLFIELD OR IN THE BALLFIELD STANDS.**

AMPLIFICATION EQUIPMENT: Equipment such as that used for PA systems or Karaoke will not be permitted to disturb others. Failure to comply with this policy could result in denial of future reservations.

BALLFIELD: May be used on a first-come, first-served basis.

CANCELLATIONS: If you find you will not be using the shelter, please phone 745-8546 as soon as possible, so that we can offer the shelter to another group.

CATERER: Please contact Bets Locke, Recreation Department catering supervisor, at 745-6260 to make arrangements.

CLEANUP: User is totally responsible for ALL necessary set-up and clean-up including: decorations removed, tables cleared, garbage put in trash containers (liners are provided, extras available in Recreation Center). **IF YOU FAIL TO CLEAN UP, YOU WILL BE BILLED FOR CLEANUP AND FUTURE RESERVATIONS COULD BE DENIED.** Cleanup must be completed the same day as the event. If, upon your arrival, you discover the area to be in unsatisfactory condition, please notify the attendant on duty in the Recreation Center. He/she will arrange to have it cleaned up. **THIS WILL NOT WAIVE YOUR RESPONSIBILITY TO CLEAN UP AFTER YOUR EVENT.**

DECORATIONS: Do not use staples, duct tape, or nails to attach any items to the shelters or the tables.

ENTERTAINER: We will allow only entertainers who can walk their equipment to the shelter. No equipment, such as a moon walk, dunking booth, etc., will be allowed.

GAMES: *Sidewalk chalk and water balloon toss/egg toss games are prohibited due to the difficulty of cleanup.* Horseshoe pits are available for use by anyone who has reserved a shelter. There are two "sets" of pits at each location. Please be considerate of others, and relinquish one "set" if another group is waiting to play.

HOURS: Shelters may be reserved only between the hours of 11:00 a.m. and 9:00 p.m.; **restrooms will be available during Rec. Center building hours only.** The park is closed from 11:00 p.m. - 6:00 a.m. Shelters may be reserved beginning October 1st for the following reservation season (April 1st through October 31st); November through March shelters are available on a first-come first-serve basis. Prior to April 1st and after October 31st, all restrooms will be winterized and unavailable.

PICNIC EQUIPMENT: The Recreation Department offers the use of horseshoes in conjunction with a shelter reservation. You may arrange to use the horseshoes by contacting the Recreation Office Monday through Friday, 9:00 a.m. - 5:00 p.m. The horseshoes may be picked up at the Recreation Center control desk during Center hours on the day of your reservation (see schedule on following page). They must be returned by 1:00 p.m. of the following day. **IF YOU FAIL TO RETURN THE HORSESHOES, YOU WILL BE BILLED, AND FUTURE RESERVATIONS COULD BE DENIED.**

POLICY VIOLATIONS: The Blue Ash Recreation Department reserves the right to deny a future reservation if a policy violation is reported.

POOL/RECREATION CENTER USE: Members use Recreation Center I.D. card for admittance. Guests must remain with a member and pay daily fee (\$3/person through age 15, \$5/person age 16 and up). If the pool is near capacity, guests will not be admitted.

VEHICLES: PERSONAL VEHICLES ARE PROHIBITED IN THE PARK: it is your responsibility to ensure ALL participants of your picnic adhere to this policy. To facilitate transporting supplies, a large garden cart will be provided. It may be checked out at the Recreation Center front desk. A driver's license/car keys, etc., will be held as security until the cart is returned. See schedule on following page for Center hours. Carts may be picked up and must be returned during building hours. Carts are not available AFTER building hours.

ATTENDANT: on duty in the Recreation Center as follows. However, hours may change as usage warrants. Call 745-8550 for current hours.

Summer Hours (Memorial Day - Labor Day)		Winter Hours (other than summer)	
Monday - Thursday	6:00 a.m. - 9:00 p.m.	Monday - Thursday	6:00 a.m. - 10:00 p.m.
Friday	6:00 a.m. - 9:00 p.m.	Friday	6:00 a.m. - 9:00 p.m.
Saturday	8:00 a.m. - 8:30 p.m.	Saturday	8:00 a.m. - 6:00 p.m.
Sunday	10:00 noon - 9:30 p.m.	Sunday	10:00 a.m. - 4:00 p.m.

SHELTER SPECIFICATIONS:

Shelter	Minimum Occupancy	Maximum Occupancy	Tables	Grills	*Sycamore shelter may be reserved by Blue Ash residents ONLY
Maple & *Sycamore	25	125	10	2 double	
Blue Ash	50	200	23	4 double	
Oak, Hickory, Walnut	none	30	4	1 single	

Shelter rentals are at no cost and limited to those who work or reside in the City of Blue Ash. The individual signing the attached permit is expected to attend the function and assumes liability for reimbursing the City of Blue Ash for any costs incurred in repairing damage or cleanup necessitated due to use of the facility by the user. Such reimbursement shall be made to the City promptly upon receiving notice from the City of amount due.

The City of Blue Ash assumes no responsibility for personal injury or personal property loss as a result of use of facilities by individuals, families, organizations, or businesses.