

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 Monday – Friday, 9AM – 5PM at the Blue Ash Recreation Center, 4433 Cooper Road. Proof of Blue Ash affiliation, facility deposit, and rental fee are required at the time of processing rental contract.

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 \$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.