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ENGINE HOUSE COMMUNITY ROOM PERMIT

EVENT INFORMATION

Printed Applicant Name*: _____ Today's Date: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone Number: _____

Email address: _____

Name of Sponsoring Organization: _____

Officer of Sponsoring Organization: _____ Phone Number: _____

Date & Hours of Event: _____

Number of People Expected to Participate: _____

***APPLICANT MUST BE OVER THE AGE OF 21**

Below is the fee structure for rental of the Community Room, which is located on the second floor of the Engine House at 50 Public Square. Please circle the type and size of the event and the deposit amount that applies. Please note, the deposit amount will be refunded to the renter under the condition that the property was not damaged during the rental and no rules and regulations were violated.

Type of Event	Size of Event	Deposit Amount
Small Group	10 people or less	\$25.00
Small Gathering	11 to 19 people	\$50.00
Small Event	20 to a maximum of 27 people	\$100.00

DEPOSIT DUE \$

Engine House Community Room Rules and Regulations

1. Groups may reserve the Room on a first come, first served basis. Please note, preference will be given to monthly or regularly scheduled meetings of the Community Design Committee and the Archive Commission.
2. Application must be received 30 days prior to your event.
3. All trash must be removed at the conclusion of your event. For your convenience, there are waste receptacles located in front of the Engine House.
4. Prepared food items may be served. You may also use items in the kitchenette area, including the microwave, coffee pot, sink and refrigerator.
5. The possession or consumption of alcoholic beverages is prohibited.
6. Only restrooms on the lower level are available for use.
7. The elevator is for handicapped use only.
8. Return of deposit will be processed after the space is inspected for cleanliness and damage and the keys are returned to the Mayor's Office.
9. The City of Medina reserves the right to accept or reject any application.

All safety precautions and arrangements necessary to safeguard the participants during the requested event are the responsibility of the sponsoring organization. The proper locking of the building after the event is also the responsibility of the permit holders. Approval of the requested event by officials of the City of Medina is an approval of general arrangements and scheduling.

VIOLATION OF ANY OF THE ABOVE WILL RESULT IN DEPOSIT FOREITURE. DAMAGE REPAIR COSTS BEYOND THE DEPOSIT AMOUNT WILL BE PURSUED.

I have read and fully understand the Rules and Regulations for use of the Engine House Community Room.

Signature of Applicant: _____

Date: _____

FOR OFFICE USE ONLY

APPROVAL

Mayor: _____

Date: _____