

NCH SENIOR COMMUNITY CENTER RENTAL POLICY

1586 Goodman Ave, North College Hill, Ohio 45224
(513) 728-4486 | Community@NorthCollegeHill.org

FACILITY AVAILABILITY

The NCH Community Senior Center (hereinafter “Center” or “Facility”) is currently available to rent on weekends only, and requires a 4-hour minimum reservation. Weekday rentals will be considered on a case-by-case basis, at the sole discretion of the Mayor (NCH Ord. Ch. 941). Subject to other activities scheduled to take place at the Center, rentals are available during the following time frames:

- Fridays: 4pm to Midnight
- Saturdays: 9am to Midnight
- Sundays: Case-by-Case

FACILITY AMENITIES

- Tables & Chairs to seat 80
- Portable Cordless Speaker with Two (2) Wireless Mics and One (1) Mic Stand
- Free Public Wi-Fi Access
- Kitchen area with sink, refrigerator, ice machine and microwave.

RESERVATION PRIORITY

Priority for reserving the North College Hill Senior Community Center shall be as follows:

- 1) Official city functions, including recreational programming, city-led special events, NCH school district functions, public meetings and hearings.
- 2) NCH Residents aged 25 or older.
- 3) Organizations located within NCH city limits.
- 4) Non-Residents aged 25 or older, and other organizations located within Hamilton County.

PERMIT REQUIRED

In accordance with the City of North College Hill Codified Ordinances, Chapter 941, a Permit issued by the Mayor of the City of North College Hill is required for the Renter to legally occupy the space.

- Any person may submit a facility use Permit application using the “Facility Request Form”. This form may be found on the City’s website and must be submitted electronically:
GO TO: www.NorthCollegeHill.org > Services > Facility Reservations
- The Mayor shall review all applications, and approve or decline the application.
- If approved, the Applicant must complete and sign the NCH Community Senior Center Rental Agreement and pay any fees due, in order to receive a Permit.
- If the application is denied, the Applicant may appeal to City Council within fourteen (14) days of notification of denial. Council then has thirty (30) days to take action to either affirm or override the denial of the application.
- Permits may be revoked for reasons including, but not limited to, violation of any terms and conditions of the Rental Agreement, or pre-emption of the space for a governmental function.

RESERVATION REQUIREMENTS

- Appointments are required to tour the facility, complete rental paperwork, and pay for your rental. Contact the Recreation Department to schedule your appointment Monday - Friday 9:00am-3:00pm by calling (513) 728-4486.
- Proof of Renter's residency and age, &/or the organization's physical location, is required.
- Rental is for the room(s) specified in the Rental Agreement ONLY. Common areas, including the front lobby and restrooms, will remain available for use by all building occupants and may not be reserved exclusively unless the facility is closed. Use of any other areas not specified in the Rental Agreement is prohibited and may result in loss of the Security Deposit.

RENTAL FEES

- **Payment in FULL is required at the time the Rental Agreement is signed.** A Permit will not be issued without payment and a signed rental agreement. A valid credit card is required for all rentals, which will be used if additional charges for damage or cleaning are required.
- **Acceptable forms of payment** include Cash, Cashier's or Company Check, Money Order, Credit/Debit Card. Personal checks are NOT accepted.
- **Rental Fees indicated below do NOT include the Security Deposit.**
- Verified non-profit organizations must provide a current IRS determination letter in order to receive a 50% discount on Rental Fees. This discount does NOT apply to the Security Deposit.

AREA	CAPACITY*	FEE	INCLUDES
Rose Thome Community Room	100 w/ Tables 150 Standing or Theatre Style	\$350	Four (4) hour rental, including set up & clean up time. Kitchen access IS included with Rose Thome Community Room rental.
		\$100	Each additional hour, INCLUDING any additional setup or clean up time.

** The NCH Senior Center has 10 six-foot tables & 80 banquet chairs available. Renter may bring in additional tables & chairs, not to exceed maximum capacity limits for the space.*

SECURITY DEPOSIT

- **Regardless of the nature of the event, or the space rented, a refundable Security Deposit of \$250 will be due in full prior to release of the Key Code to enter the building.**
- Security Deposits must be paid with a valid debit/credit card, and will be refunded in full on the first business day following the event, UNLESS:
 - Event exceeds reservation time frame. Times will be verified via security camera, with each additional hour incurring the fee noted above. Should the additional time exceed the amount of the Security Deposit paid, additional hourly fees noted above will be charged to the card.
 - \$100 will be retained if balloons, decorations, or any other object covers any or all security cameras (intentional or otherwise).
 - \$150 will be retained if excessive cleaning is required after your event. Refer to the Cleaning Checklist for acceptable standards.
 - The entire Security Deposit will be forfeited in the event of a violation of the Rental Terms & Conditions specified in the Rental Agreement, damage or theft of city property, excessive noise or illegal activity.