

City of Willoughby Hills

ORDINANCE NO. 2012-58

AN ORDINANCE AMENDING PART NINE – STREETS, UTILITIES & PUBLIC SERVICES, TITLE FIVE – OTHER PUBLIC SERVICES, CHAPTER 941 – USE OF PUBLIC PROPERTY, SECTION 941.07 – WILLOUGHBY HILLS COMMUNITY CENTER OF THE CODIFIED ORDINANCES OF THE CITY OF WILLOUGHBY HILLS; REPEALING CONFLICTING LEGISLATION AND DECLARING AN EMERGENCY.

WHEREAS, the City owns various properties and facilities that are available for rent by the general public; and

WHEREAS, the Council of the City of Willoughby Hills has reviewed and accepts the commendations of the Recreation Commission presented at the Recreation Committee of Council Meeting held July 18, 2012 and as further amended by Administration to provide a standard schedule for the use of public property, along with a fair and just fee structure.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF WILLOUGHBY HILLS, COUNTY OF LAKE, STATE OF OHIO THAT:

SECTION 1. The existing **Section 941.07 – Willoughby Hills Community Center** of the Codified Ordinances of the City of Willoughby Hills be, and it hereby is, amended to read and provide, in its entirety, as follows:

“941.07 WILLOUGHBY HILLS COMMUNITY CENTER.

The building constructed on the Roemisch Field site opposite City Hall is hereby formally named “The Willoughby Hills Community Center”.

- (a) The room currently known as the ‘Community Room’, located within The Willoughby Hills Community Center, shall hereafter be formally named the “O’Ryan Room” in recognition of the tireless work and contributions of Mayor Morton E. O’Ryan, and his wife, Florine.
- (b) The room currently known as the “Orchard Room”, located within The Willoughby Hills Community Center, shall hereafter be formally named the “Schaefer Room” in recognition of the tireless work and contributions of Mayor Melvin G. Schaefer and his wife, Jeannette.
- (c) The schedule of charges for the use of the meeting facilities and room rentals in The Willoughby Hills Community Center shall be established by the Council of the City of Willoughby Hills and administered by the Mayor of the City of Willoughby Hills.
- (d) The Director of Finance shall be directed to deposit all income derived from the renting of rooms in The Willoughby Hills Community Center into the General Fund to defray the operational costs of the Community Center.
- (e) The rates as provided are for rentals for private events. Private events are events not open to the general public, i.e. family parties, birthdays, receptions, showers, etc.
- (f) To qualify for the Resident rate, contract holder must be a Willoughby Hills resident, provide proof of residency and must be present at the event. Payment and all event details must be facilitated through contract holder only.

The **Rental Categories** for the use of the Willoughby Hills Community Center are provided as follows:

(1) **Party/Shower/Banquet – 7 Hour Rentals**

Resident – Willoughby Hills resident renting for self-interest that is primarily social in nature (examples are parties, showers, banquets, etc.)

Non-Resident – renter whose residence is outside the limits of the City of Willoughby Hills renting for self-interest that is primarily social in nature (parties, showers, banquets, etc.)

(2) **Business Meeting Rentals – 4 Hour Rentals**

Willoughby Hills Business – Willoughby Hills business renting for self-interest that is primarily social in nature or business oriented.

Non-Willoughby Hills Business – Renter whose business is outside the limits of the City of Willoughby Hills renting for self interest that is primarily social in nature or business oriented.

(3) **City/Civic Organizations – 4 Hour Rentals**

Willoughby Hills City Organization – A group of individuals who are part of the City’s organizational structure. These events are categorized by “Meeting Only” or “Fundraiser Event”

Willoughby Hills City Sanctioned Civic Organization – A group of individuals whose purpose is educational, cultural or civic in nature and have been recognized by the Willoughby Hills Recreation Commission by serving to benefit the City of Willoughby Hills. Homeowner’s and Tenant Associations located within the City are automatically included in this category.

Willoughby Hills City Non-Sanctioned Civic Organization – A group of individuals whose purpose is educational, cultural or civic in nature, but do not directly serve to benefit the City of Willoughby Hills and therefore have not been sanctioned by the Recreation Commission. Inclusion in this category shall be determination by the Mayor and/or his designee.

(4) **Other – 4 Hour Rentals**

Willoughby Hills Based School or Church Organization – A school located in or designated to serve the City of Willoughby Hills, or a church organization that is housed within the limits of the City of Willoughby Hills.

Non-Willoughby Hills Based School or Church Organization – A school or church located outside the limits of the City of Willoughby Hills.

Instructional Class – A course of instruction for sports or craft whereby an instructor earns income to share his or her knowledge of their sport or craft.

Other – An individual or group of individuals who are not associated with any civic group, school or church, but who want to rent the facility for a short meeting or gathering, not including a party or shower.

- (g) **Rental Rates** for the use of the Willoughby Hills Community Center for **Private Party Rentals** (Seven-hour rental) and for **Business Rental** and **Civic Organizations** (Four-hour rental):

LOCATION	<u>PRIVATE PARTY RENTALS</u>		<u>BUSINESS RENTAL</u>		<u>CIVIC ORGANIZATIONS</u>	
	<u>7 – hour rental</u>		<u>4-hour rental</u>		<u>Meetings Only – 4-hour rental</u>	
	WH Resident	Non-WH Resident	WH Business	Non-WH Business	WH Sanctioned	Non-Sanctioned
O’Ryan Room						
Monday-Thursday	\$ 300.00	\$ 450.00	\$ 50.00	\$ 200.00	0	\$ 100.00
Friday-Saturday	\$ 350.00	\$ 500.00	\$ 175.00	\$ 250.00	0*	\$ 125.00*
Sunday	\$ 325.00	\$ 475.00	\$ 150.00	\$ 225.00	0*	\$ 100.00*
Security Deposit	\$ 100.00	\$ 100.00				
Lions Room						
Monday-Thursday	\$ 110.00	\$ 175.00	\$ 50.00	\$ 100.00	0	\$ 50.00
Friday-Saturday	\$ 125.00	\$ 200.00	\$ 100.00	\$ 150.00	0*	\$ 75.00*
Sunday	\$ 125.00	\$ 200.00	\$ 60.00	\$ 125.00	0*	\$ 60.00*
Security Deposit	\$ 100.00	\$ 100.00				
Schaefer Room						
Monday-Thursday	\$ 80.00	\$ 105.00	\$ 40.00	\$ 50.00	0	\$ 45.00
Friday-Saturday	\$ 90.00	\$ 110.00	\$ 45.00	\$ 60.00	0*	\$ 55.00*
Sunday	\$ 80.00	\$ 110.00	\$ 40.00	\$ 55.00	0*	\$ 50.00*
Security Deposit	\$ 50.00	\$ 50.00				
Historical Room						
Monday-Thursday	\$ 70.00	\$ 95.00	\$ 35.00	\$ 45.00	0	\$ 40.00
Friday-Saturday	\$ 80.00	\$ 100.00	\$ 40.00	\$ 60.00	0*	\$ 50.00*
Sunday	\$ 70.00	\$ 100.00	\$ 35.00	\$ 45.00	0*	\$ 40.00*
Security Deposit	\$ 50.00	\$ 50.00				

Recurring renters (more than one paid rental per year) may receive a discount of up to 20% at the discretion of the Mayor or his designee.

* = Rate only available from September through March. For the months of May through August, standard 7-hour rates apply.

Funeral receptions \$50, based on availability

- (h) **Rental Rates** for the use of the Willoughby Hills Community Center for **Other/Miscellaneous** (Four Hour Rentals) which include **WH Based School/Church, Non-WH Based School/Church, Instructional Class for Profit, Miscellaneous WH Resident, and Miscellaneous Non-WH Resident:**

MISCELLANEOUS – 4 Hour Rentals						
LOCATION	WH Based School/Church	Non-WH Based School/Church	Instructional Class for Profit	Miscellaneous WH Resident	Miscellaneous Non-WH Resident	Hourly Rate For Classes
O’Ryan Room						
Monday-Thursday	0	\$ 100.00	\$ 60.00	\$ 50.00	\$ 70.00	\$ 30.00
Friday-Saturday	0*	\$ 125.00*	n/a	\$ 75.00*	\$ 100.00*	n/a
Sunday	0*	\$ 70.00*	n/a	\$ 50.00*	\$ 70.00*	n/a
Security Deposit						
Lions Room						
Monday-Thursday	0	\$ 50.00	\$ 60.00	\$ 50.00	\$ 70.00	\$ 20.00
Friday-Saturday	0*	\$ 75.00*	n/a	\$ 60.00*	\$ 80.00*	n/a
Sunday	0*	\$ 60.00*	n/a	\$ 50.00*	\$ 70.00*	n/a
Security Deposit						
Schaefer Room						
Monday-Thursday	0	\$ 45.00	\$ 40.00	\$ 40.00	\$ 60.00	\$ 15.00
Friday-Saturday	0*	\$ 55.00*	n/a	\$ 50.00*	\$ 70.00*	n/a
Sunday	0*	\$ 50.00*	n/a	\$ 40.00*	\$ 60.00*	n/a
Security Deposit						
Historical Room						
Monday-Thursday	0	\$ 40.00	\$ 40.00	\$ 40.00	\$ 60.00	\$ 15.00
Friday-Saturday	0*	\$ 50.00*	n/a	\$ 50.00*	\$ 70.00*	n/a
Sunday	0*	\$ 40.00*	n/a	\$ 40.00*	\$ 60.00*	n/a
Security Deposit						

Recurring renters (more than one paid rental per year) may receive a discount of up to 20% at the discretion of the Mayor or his designee.

* = Rate only available from September through March. For the months of May through August, standard 7-hour rates apply.

Funeral receptions \$50, based on availability

- (i) **Service included:**
Rates include tables and chairs and setup/take down by City employees Also included are cleaning supplies and one (1) coffee pot (if desired)
- (j) **Available Rental Hours.**
Monday-Thursday 8:00am to 10:00pm
Friday-Saturday 9:00am to 12:00Midnight
Sunday 9:00am to 9:00pm
- (k) **Procedures**
- (1) Renters will be required to complete a rental agreement.
 - (2) Renters must designate a contact person that will assume responsibility for the facility.
 - (3) Security Deposits must be paid in advance. Facility must be returned to “pre-event” conditions.
 - (4) Rooms must be reserved in advance. Although room availability can be initially determined by checking the booking calendar on the City’s Community Center webpage, renters must contact the Recreation Department at 440-975-3540 or email recreation@willoughbyhills-oh.gov to confirm room availability and secure the booking.
 - (5) Payment can be made in advance quarterly, semi-annually or annually. The specific room used will be determined by the Recreation Department based upon size of group and room availability.
 - (6) Rental agreements will be reviewed upon expiration and renters will be advised if room usage will be continued. City of Willoughby Hills reserves the right to modify or terminate rental agreement at any time.
 - (7) All groups must submit a Meeting Room Request form and Group Information form to the Recreation Department.
 - (8) Users that require additional set up, cleanup, room usage may be charged additional fees.
- (l) **Storage of Supplies.** Rental groups or individuals are not permitted to store materials in the facility. Items left behind are subject to storage fees or confiscation. The City is not responsible for lost or stolen items and renters must take appropriate precautions.

- (m) **Funeral Luncheons.** Willoughby Hills' residents may rent the facility for a funeral luncheon for a flat fee of \$50.00. The City will determine room based upon number of guests and room availability.
- (n) **Room Availability.** Unless specified in advance and in writing, the use of identical rooms for multiple rentals is not guaranteed. The Recreation Department will attempt to provide the best possible facility to accommodate all requests. City functions and sanctioned groups may take precedence over private rentals. Some rooms may be subject to blackout dates due to preparation for upcoming events.
- (o) **Cleaning and Catering Service.** The Council authorizes the Mayor to provide renters of the facility either catering services or post-event cleaning services at an additional cost, as desired. Rates will be subject to review by Council".

SECTION 2. All Ordinances or parts thereof in conflict with the provisions of this Ordinance be, and they are hereby, repealed as of the effective date of this Ordinance.

SECTION 3. The actions of this Council concerning and relating to the passage of this legislation were conducted in lawful meetings of this Council and that all deliberations of this Council and any of its committees that resulted in such formal action were in compliance with all legal requirements including Chapter 107 of the Codified Ordinances of the City of Willoughby Hills.

SECTION 4. This Ordinance constitutes an emergency measure in that the same provides for the immediate preservation of the public peace, safety and welfare of the inhabitants of the City of Willoughby Hills, insofar as it provides for the usual operation of a municipal department; to wit: standard schedule for the use of public property, along with a fair and just fee structure to be effective January 1, 2013; wherefore this Ordinance shall be in full force and effect from and after its adoption and approval by the Mayor.

PASSED: December 13, 2012

David A. Reichelt
David A. Reichelt
President of Council

Submitted to the Mayor for his approval
on this 13 day of December, 2012

Approved by the Mayor

December 13, 2012

ATTEST:

Victoria Ann Savage, CMC
Victoria Ann Savage, CMC
Clerk of Council

Robert M. Weger
Robert M. Weger
Mayor