

**Willoughby Hills Community Center Rental Fees**

*\*Effective 5/8/19*

<b>O’Ryan Room (capacity 160)</b>		
	Resident	Non-Resident
Mon-Thurs	\$300.00	\$450.00
Fri-Sat	\$350.00	\$550.00
Sun	\$325.00	\$550.00
<b>Security Deposit = \$300.00 or \$500 with alcohol</b>		
<b>Lions Club Room (Capacity 100)</b>		
	Resident	Non-Resident
Mon-Thurs	\$110.00	\$175.00
Fri-Sat	\$150.00	\$250.00
Sun	\$125.00	\$250.00
<b>Security Deposit = \$100.00 or \$200 with alcohol</b>		

<b>Schaefer Room (Capacity 60)</b>		
	Resident	Non-Resident
Mon-Thurs	\$80.00	\$105.00
Fri-Sat	\$90.00	\$150.00
Sun	\$80.00	\$150.00
<b>Security Deposit = \$50.00 or \$100 with alcohol</b>		
<b>Historical Room (Capacity 40)</b>		
	Resident	Non-Resident
Mon-Thurs	\$70.00	\$ 95.00
Fri-Sat	\$80.00	\$125.00
Sun	\$70.00	\$125.00
<b>Security Deposit = \$50.00 or \$100 with alcohol</b>		

**Building Hours**

Monday -Thursday 9:00 a.m. – 10:00 p.m.

Friday & Saturday 9:00 a.m. – 12:00 a.m.

Sunday 9:00 a.m. – 9:00 p.m.

**\* To qualify for Resident rate, Contract Holder (Renter) must be a Willoughby Hills resident, provide valid driver’s license/state id & current utility bill. All Contract Holders are responsible for being in room for whole contract timeframe. Payment and all event details are facilitated through Contract Holder only. Non-residents are not permitted to use a resident’s name for rental purposes.**

Private rentals are offered in consecutive 7-hour periods within the building open times listed above. The 7 hours includes; Renter’s set up, party, and clean-up. Additional consecutive hours for set up may be purchased up to thirty (30) days prior to the event date.

Rates include tables and chairs, and setup/take down of chairs by city employees (chairs & tables are provided by city and rooms changes are not permitted day of event). Also included are cleaning supplies, ice and 12 cup coffee pot. 55 cup coffee pot can be signed out.

Renter is responsible for returning the room to “pre-event” conditions, following the Operating Policies, signing off with the Monitor and departing on time to qualify for the return of their Security Deposit.

Renters are not permitted to store materials in the facility. The City of Willoughby Hills is not responsible for lost or stolen items. Renters are asked to take appropriate precautions.

O’Ryan Room and Lions Club Room have full kitchens, with ovens/stoves/microwaves for warming and organizing of food. Kitchens have only appliances; no utensils, food or condiments. Full cooking is not permitted in either kitchen. Schaefer/Historical Rooms have a kitchenette with only a 2-burner stove top, microwave and sink. **There is no refrigeration, freezer or oven in the Schaefer/Historical Rooms.**

All Renters **must show valid driver’s license/state identification** at check in.

**Funeral Luncheons**

Willoughby Hills residents may rent the facility for a funeral luncheon for a flat fee of \$50.00 for a maximum 4 hour rental and no alcohol is permitted. The City will determine availability and room based upon day and number of guests.

***Please review Community Center Operating Policies for more information.***