



Wickliffe Community/Senior Center Room Rental Guidelines

1. Must be a Wickliffe resident to rent rooms. Show I.D. or current utility bill at signing.
2. Wickliffe resident who rents room(s) must attend function from start to finish.
3. NO ALCOHOL, SMOKING OR PETS permitted in the facility.
4. "Gambling" or "for profit" parties are not permitted at the center.
5. Rates: \$30 per hour per room with 2 hour minimum, special 2 room rate for 4 hours - \$200; add kitchen at \$40 for the day for use of warming stove prep area. \$50 for each additional hour.
6. Renter must write 2 checks; one for rental time and one for security deposit (\$100). Security deposit along with full payment secures booking. Full payment will be deposited within 30 days of event. Renter will be responsible for any bank fees incurred due to returned check.
7. Security deposit check (\$100) will be returned to renter at the end of the function when clean up and departure time have been satisfied by the building monitor.
8. "Warming" kitchen – stove may be used for warming only. Convection ovens and steam table are not available during the rental. No kitchen equipment is provided (i.e. utensils, pans, tools, etc.).
9. "Rental" refrigerator and freezer are available at no charge. Sink usage for light clean-up is permitted. Refrain from using garbage disposal. Throw food remains into the garbage.
10. Guests must enter and leave through south (parking lot) and east (Worden Road) entrances.
11. The resident is responsible for seeing that all rules and regulations are followed.
12. Set up and clean up must be within the time of rental. Entrance to the building is based on rental time. Early entries are not possible. Renter must vacate the building by the end of rental time.
13. No decorations on the walls or ceiling.
14. Renters must clean off tables and remove large objects from the floor such as paper, utensils and remnants of food.
15. Renter must return room(s) and kitchen to pre-rental condition.
16. Renter must empty all garbage into the dumpster in the parking lot.
17. Renter is responsible for their own audio / visual equipment.
18. Room capacity is fifty persons set by fire department.
19. Room assignment is subject to change if there is more than one rental on the same day and time. Adding the rental of kitchen for \$40 for the event secures use of Café A.
20. Other rooms of the facility are not available during rental other than the restrooms and waiting areas. Outside patio and bocce courts are not included in the rental. These are considered park amenities and are open to the public.
21. Unruly behavior, profanity and abusive language by children or adults will not be tolerated.
22. The building monitor is in charge and has full authority to act definitively regarding any issue.
23. Rental days are Friday (5:00pm-9:00pm). Saturday and Sunday (Noon- 9:00pm).
24. The City of Wickliffe is not responsible for any damage to any property brought in by an individual or group, regardless of cause; nor shall the City be liable to any individual or group for any loss by theft.
25. If anything is damaged in the room during the rental, it must be reported immediately. The cost of repairing any damage to the facility or its contents shall be charged directly to the application holder. Such cost will be charged against the security deposit.
26. Failure to comply with any of the above rules may result in the immediate removal from the premise and forfeiture of rental fees and security deposit.



Wickliffe Community Senior Center Rental Rates

The City of Wickliffe is pleased to offer our residents the opportunity to host your next function at the Wickliffe Community Senior Center located at 900 Worden Road. This impressive and beautiful setting is the perfect facility to host a birthday party, baby shower, graduation party, family reunion or first communion celebration. Only Wickliffe residents can rent the facility and must be present during the event. (Proof of residency required-utility bill and driver's license at time of sign up.)

The flexibility of this center allows for single or multiple room rentals that can accommodate from fifty persons or a full facility rental for up to 200 guests. A “warming” kitchen may be added to your event which includes the use of a refrigerator, freezer, oven and wash-up sinks. All serving plates, cups, pots and pans, eating and serving utensils should be brought by the renter. Catered parties should consult our Booking Agent for further kitchen details.

The Center is rentable on Fridays from 5PM-9PM and Saturdays / Sundays from Noon – 9PM. (Rental period includes the necessary set up and clean up time before and after each event.)

Wickliffe based, non-profit, civic and community groups may meet free of charge weeknights from 5-9PM. Call for room availability. Rooms must be reserved in advance. No walk-ins.

Single Room: \$30 per hour with a minimum of two hours. (\$40 for Kitchen during party).

Double Room with Kitchen: \$240 for up to four hours. (\$50 for each additional hour).

Double Room without Kitchen: \$200 for up to four hours. (\$50 for each additional hour).

Entire Dining Room with or without Kitchen: \$880 up to 8 hours. (\$100 each additional hour).

The entire facility is smoke and alcohol free. Abuse of this policy may result in event termination and loss of deposit.

“Gambling” parties are not permitted. Daytime professional meetings available upon request.

A Security / Damage / Clean-Up Deposit of **\$100** will be required for each rental regardless of size of the party. Facility should be returned to “pre-event” condition. Full payment secures your date.

Contact our Booking Agent at **440-943-7120** to arrange a visit, discuss further details and determine a date for your function.

Neither the City of Wickliffe, nor the employees of the City of Wickliffe shall be held accountable for any items that are lost or stolen during meetings or rental parties. All persons associated with the rental usage of a meeting room shall indemnify and hold harmless the City of Wickliffe and all of its representatives from any claim or damages on account of personal injury or property damage from the use of any portion of the center or adjoining grounds.