



NATATORIUM RENTAL TERMS & CONDITIONS

RESERVATION POLICY: Reservations may be made up to one (1) year to the date in advance and at least three (3) weeks of event date. Availability will be contingent upon staff and room availability.

AVAILABILITY: Cuyahoga/Hopewell rooms are available from 6:00 a.m. to 9:00 p.m. Monday-Friday, 7:30 am -7:00 pm Saturday and 9:30 am-7:00 pm on Sundays.

CAPACITY/SET UP: **CUYAHOGA ROOM- BANQUET STYLE**

The Cuyahoga Room will be set up with (7) 72" round tables with a maximum capacity of 70 ppl (10 chairs per each table) along with 3 Banquet tables for food/gifts. This room is best suited for Baby/Bridal Showers, Parties, Graduations, etc.

HOPEWELL ROOM- SEMINAR STYLE

The Hopewell Room will have 20 Seminar tables with 3 chairs at each table (60 max. participants), 2 Banquet Tables for food and 1 Banquet table for the Presenter. This room is best suited for meetings/seminars. **Audio/Visual equipment is not available.**

If both rooms are rented together, the hall is to not exceed 150 guests (15 rounds/10 chairs at each table).

*Please note, capacity limits may change when adding buffets, gift table, etc.

SECURITY DEPOSIT: A refundable security deposit of \$200 will be collected at time of reservation. Provided there is no damage to the facility, breaches in policy and/or additional costs accrued, your security deposit will be refunded in full after the event. Please allow up to 7-10 Business days for credit card refunds (issued back to the original card used for payment) and up to 5 weeks for cash and check refunds (issued as a check).

PAYMENT: **To secure your date(s), full payment (via CASH, Check, VISA, Mastercard or Discover card) plus security deposit must be received at time of reservation.**

CANCELLATION POLICY: Reservations cancelled six (6) months or more prior to the event date: 90% refund; less than six months prior the event date: 50% refund; reservations cancelled within two weeks of the event may forfeit a refund.

RESPONSIBLE PERSON IN CHARGE (AGES 18+): The "Renter" will be financially responsible for the condition of the facility, conduct of participants and the activities of the group. Youth Events will require adult supervision and/or a Cuyahoga Falls Police Officer.

SMOKING POLICY: The Natatorium and surrounding campus are non-smoking facilities.

ALCOHOLIC BEVERAGES: For events where alcohol is being served, the "Renter" must secure a Cuyahoga Falls Police Officer for the duration of the event. The "Renter" must contact the Police Department at 330-971-8301 for details and scheduling at least six weeks prior to the event date. Any related fees are at the "Renter's" expense.

Alcoholic beverages are permitted inside The Natatorium Community Rooms only and cannot be consumed at any of the outdoor spaces.

CATERING/EVENT RENTALS Caterers are permitted access and use of the venue only during the rental period. Supplies may not be delivered, picked up or stored outside of the rental times.

EQUIPMENT:	A podium, audio cart and/or projector screen(s) are available at no additional cost if not being used by another renter. Extension Cords, Microphones, Audio equipment and/or other equipment/items are not available.
DECORATIONS:	Decorations are not permitted on walls, ceilings, doorways, windows etc. Balloons are permitted only if they are secured by weights. All non-battery operated candles must be contained. Glitter, silly string & confetti are prohibited.
DISORDERLY CONDUCT:	No person shall act or indulge in any disorderly conduct or participate in any lewd or improper acts while attending the event. If, in the City's sole discretion, there is a violation of any policy, rule, law or ordinance, or it is in the City's best interest, the City may terminate this agreement and close the facility and event at any time.
EXITS:	All exits are to be kept free and clear of any obstructions. This includes tables, chairs, equipment, displays, and any other such obstructions. Exit locations are clearly marked with an exit sign directly above them.
CLEAN UP:	All waste materials and refuse are to be bagged before the event is over. If additional trash bags are needed, please stop at the front desk. Chairs, tables, and other equipment are to be left as found. Tabletops and counters in the kitchen must be wiped clean. Spills on any surface must be cleaned. Any damage, excessive cleaning required, or excessive waste left may result in the loss of the deposit.

ROOMS/RATES/CAPACITY:

ROOM(S)	DAILY RATES	SEATING
Cuyahoga (Kitchen included) *This room is set up with Round tables only*	\$600 Daily	Up to 70 ppl.
Hopewell (Kitchen included) *This room is set up Seminar Style Only*	\$600 Daily	Up to 60 ppl.
Cuyahoga & Hopewell (Kitchens included)	\$1,200 Daily	Up to 150 ppl
Meeting Room (Jefferson or Lincoln)	\$25/hr.	Up to 8 ppl.
After Hours Event	\$1700/4 hrs.	
Refundable Security Deposit	\$200	

CONTACT: Questions about rooms, rates, amenities, availability? Call 330-971-8087 or visit www.fallsnat.com. Go to Amenities on the toolbar then Conference & Banquet Center.

*AVAILABILITY, RATES AND HOURS OF OPERATION ARE SUBJECT TO CHANGE

