

## Willoughby Hills Community Center Rental Fees

\*Effective 2.4.11

### O’Ryan Room \*\* (Capacity 160)

Resident	\$300
Non-Resident	\$450
Security Deposit	\$100

### Schaefer Room (Capacity 60)

Resident	\$70
Non-Resident	\$95
Security Deposit	\$50

### Lions Club Room (Capacity 100)

Resident	\$110
Non-Resident	\$175
Security Deposit	\$100

### Historical Room (Capacity 40)

Resident	\$60
Non-Resident	\$85
Security Deposit	\$50

### Building Hours

Monday – Thursday	8:00 am - 10:00 pm
Friday & Saturday	9:00 am - 12:00 am
Sunday	9:00 am - 9:00 pm

*(all events must end no later than 1 hour before close of building)*

- \* **To qualify for Resident rate, Contract holder must be a Willoughby Hills resident, provide valid drivers license number or current utility bill, and must be present at the event. Payment and all event details must be facilitated through contract holder only. Non-residents are not permitted to use a resident’s name for rental purposes.**

Rates include tables and chairs, and setup/take down of chairs by city employees. (Chairs & tables are provided by city). **Table Sizes: Long 8’ X 2.5’ takes 54” X 108” tablecloth; Round: 60” diameter, takes 84” tablecloth**

A Security deposit of \$100 is required when booking the O’Ryan and Lions rooms, and \$50 when booking the Schaefer and Historical rooms, regardless of size of the event. Facility should be returned to the “pre-event” conditions.

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 microwave and sink. *There is no refrigerator in the Schaefer and Historical rooms.*

An ice machine is provided for the convenience of renters of all rooms and is located in the kitchen of the O’Ryan Room, located on the main floor, across from the library.

All prices are based on a 7-hour rental period. These 7 hours include renter’s set-up, event, and clean-up. Additional hours may be purchased up to one week before event for all rooms at \$25.00 per hour.

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