



City of Perrysburg
Department of Public Service
11980 Roachton Road
Perrysburg, Ohio 43551-2002
419-872-8020

REGULATIONS FOR USE OF THE SCHALLER MEMORIAL BUILDING

(Effective: January 1, 2010, updated 7.26.18)

The City of Perrysburg has adopted the following regulations governing the use of the Schaller Memorial Building. These regulations are not designed to discourage the use of the building or to lessen the pleasure of those using it, but rather to insure that all users will find it a pleasant building and will not be denied full enjoyment because of a few careless and thoughtless individuals:

1) RESERVATIONS

- a) Reservations are made through the Perrysburg Department of Public Service between the hours of 7:00 AM – 3:30 PM, Monday through Friday at the Department of Public Service, 11980 Roachton Road.
- b) Forms are provided for making reservations or you can download one from the City’s website at www.ci.perrysburg.oh.us. It must be completed and signed by the person in charge of and responsible for the group using the building and approved by the Director of Public Service.
- c) Organizations having regularly scheduled activities may arrange for use of the building on a monthly basis.
- d) Building rental to groups primarily involving minors is restricted to non-profit organizations only. A list of the names of adult chaperons must accompany the application.

2) RENTAL FEES

- a) All groups using the building shall pay a rental fee in accordance with the following **plus a \$50 security deposit:**

Days & Hours	City Residents or Community Social Groups	Non-Resident or non-Community Groups
Mon-Tues-Wed-Thurs-Fri 9:00 AM to 5:00 PM	\$ 100	\$ 150
Mon-Tues-Wed-Thurs 5:00 PM to 10:00 PM	\$ 25/hour	\$ 35/hour
Friday-Saturday 5:00 PM to 1:00 AM	\$250	\$300
Saturday-Sunday 9:00 AM to 4:00 PM	\$150	\$200

- b) Recognized not-for-profit civic and service organizations in the City may use the building for business meetings with no rental fee charged. Reservations must be made in accordance with the above. Determinations of rent-free use will be at the discretion of the Director of Public Service.
- c) The rental fee and security deposit must both be paid at the time of application in order to hold the reservation. A one-hour rate shall be forfeited if the reservation is cancelled. Cancellation during the four weeks prior to the desired date shall result in forfeiture of the entire rental fee (security deposit refunded).

3) HOURS OF OPERATION

- a) The Schaller Memorial Building will be available for rental daily between the hours of 9:00 AM and 1:00 AM. The City of Perrysburg reserves the right to require ANY GROUP to adjust its hours so that more than one group may use the building on any given date.

4) DEPOSIT TO GUARANTEE CONDITION OF BUILDING

- a) A security deposit in the amount of \$50 shall be required, except for herein noted, of every group using the building, to cover the cost of damage and/or excessive cleaning. Said security deposit must be made at the same time the reservation form is received along with the rental fee. **The security deposit will be returned in full if inspection reveals that the building was left in good condition.** If the building is not left in good condition, then the group using the building shall be liable for the balance and shall be denied further use of the facilities until the claim is satisfied. Responsible community groups making regular use of the facilities may request, in writing, permission to not make a security deposit, and if permission is so granted, the security deposit will be waived. Waiver of the security deposit shall NOT waive any of the foregoing requirements.
- b) **PLEASE KEEP CHILDREN OUT OF THE LANDSCAPING AROUND THE SCHALLER BUILDING. DAMAGE TO LANDSCAPING PLANTS MAY RESULT IN FORFEITURE OF SECURITY DEPOSIT.**

5) KEYS

- a) Keys may be picked up at the **Police Division** by the party signing the application, not more than one-half hour prior to the rental hours. It is the responsibility of the group using the building to lock all doors and windows when leaving the building and failure to do so may result in loss of building privileges. Keys **MUST** be returned to the Police Division **IMMEDIATELY** after the use of the building is completed. **NO ONE** will be permitted to retain a key, even though they may have permanent reservations.

6) CLEAN UP

- a) Each group using the building is expected to perform a reasonable clean-up before it leaves. Minimum clean up shall consist of:
 - i) Removal of all food and beverages from premises.
 - ii) Picking up and placing of all trash and debris in outside containers provided for this purpose.
 - iii) Cleaning up of any liquids or foods which may have been spilled on floors, counters, etc.
 - iv) Removal of all decorations, equipment, etc., unless permission is given to let it remain.

7) FOOD AND BEVERAGES

- a) Food and beverages may be served in the building. Users are asked to leave the food facilities as clean as they found them and to be particularly careful **NOT TO PERMIT GARBAGE TO ENTER THE DRAINS.**
- b) A refrigerator and freezer are available to rental groups. There is no cooking or oven for use.
- c) There are 16 electrical plugs in the kitchen area for food warming appliances.

8) BUILDING INSPECTION

- a) The building will be inspected by City personnel after each use and a written report made of its condition. Please note the condition of the building when you enter and if any unusual condition is evident, please contact the Department of Public Service during business hours (419-872-8020) or after hours contact the Police Division (419-872-8001) immediately; otherwise, your group will be held responsible.

9) CONDUCT

- a) Any conduct which infringes upon the rights of others, is potentially harmful to the facilities, is illegal, or is otherwise not in good taste, will not be tolerated. Failure to abide by these rules of conduct will be grounds for causing the building to be vacated and future use to be denied.

10) PARKING

- a) Parking is permitted in any area provided for this purpose except the paved area immediately to the rear of the Fire Station, and in front of the Fire Station, which is reserved for the use of the Fire Division. Guests are cautioned NOT to park in or across the Fire Division’s front driveway at ANYTIME.

11) DECORATIONS

- a) Decorations may be placed in the Schaller Memorial Building subject to the following provisions:
 - i) Decorations must be of the type of material and/or used in such a manner that they will not constitute a fire hazard. Determination by the Fire Division that decorations do constitute a fire hazard shall be cause for their immediate removal without appeal.
 - ii) Decorations shall not block a clear view of the fire EXIT signs or fire EXTINGUISHERS or block exits or windows.
 - iii) Decorations shall not be left up without written permission.
 - iv) Extra time for decorating must be by reservation.

12) EQUIPMENT

- a) The equipment of various organizations may be in the building at various times and be accessible to others using the facilities; however, unless you have permission from the owners of said equipment, you are not permitted use of said equipment.

13) TABLES AND CHAIRS

- a) Groups using the building may use the tables and chairs available in the building. Each group is responsible for setting up and taking down the tables and chairs. The tables are eight (8) foot long.

14) FRY COOKING

- a) In accordance with Fire Division regulations, NO FRY COOKING IS ALLOWED.

15) USE OF THE FIREPLACE IS NOT PERMITTED

16) CAPACITY IS LIMITED TO 130 PERSONS

Please realize that these rules and regulations are for the benefit of all users and request your compliance.

Mayor

Director of Public Service

Date

Date



**City of Perrysburg
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SCHALLER MEMORIAL BUILDING RESERVATION AND AGREEMENT

Name _____ Phone number _____

Address _____

Organization _____

Purpose of rental _____

Reservation date _____ Reservation hours from _____ to _____

The building user hereby acknowledges receipt of the use regulations for the building to be rented and agrees to comply with said regulations, which are hereby made a part of this agreement.

Building user's authorized signature (title is applicable) _____ Date _____

Agreement number _____

Rental fee \$ _____ Security deposit \$ _____

Approved _____
Director of Public Service _____ Date _____

Building condition after use inspected by _____

Date and time of inspection _____ Condition acceptable Yes _____ No _____

If not acceptable, reason _____

Security deposit refund approved _____ Account Number 110-1760-56070 _____

Director of Public Service _____ Date _____