

Frequently Asked Center Rental Questions

What is the procedure for renting a room and what does the renter need?

Check date availability, meet with center supervisor, fill out a rental application at least 30 days in advance (exception for Repass/Funeral dinners.) Liability insurance is not required for basic rentals (small birthday parties, baby showers, etc.) but may be required for the following reasons: (1) if a fee is being charged for the event/rental, (2) physical activity classes, (3) fundraisers, (4) supervisors discretion. If required, the renter will need to provide Commercial General Liability insurance on an occurrence coverage basis with limits not less than \$1,000,000 Bodily Injury and Property Damage each occurrence, \$1,000,000 Personal and Advertising Injury, \$1,000,000 Product/Completed Operations Annual Aggregate, and \$1,000,000 General Annual Aggregate. The City of Akron shall be named as additional insured on the renter's policy.

How much does it cost to rent a specific room? Rental fees range from \$35 per hour for a smaller room and \$50 per hour for a multipurpose room or gym. Repass/Funeral dinners are \$125 for the first 4 hrs and \$25 for each additional hour for the dining/multipurpose area. All rental times should include set-up and clean up time. Any overage will result in an additional charge.

If I have to cancel my rental, can I get my rental fees back? Yes, provided 48 hours of advance notice was given.

How many people does each room hold? Capacity varies from center to center, but maximum capacity is 125 people. The city reserves the right to require an Akron police officer based upon event size.

Does the city provide the police officer if I am required to have one? No. An off-duty police officer may be hired for your event by calling 330-375-2658.

Are the fees waived for non-profits? Or is there a discount given to non-profits/charitable entities? During normal business hours, these groups may meet free-of-charge upon the approval of the center supervisor and the Recreation administration. Rental fees will be charged to community non-profit groups under the following circumstances: (1) a fee is being charged for an event/program, (2) donations of any kind are being solicited, (3) fundraisers, (4) good/services are being sold, (5) the event or meeting is during non-business hours.

Can you rent the facilities on a holiday? Rentals are NOT available on Easter, Thanksgiving, or Christmas. Other holidays may be rented dependant upon staff availability.

What is the minimum number of hours one may rent a room? During business hours the minimum is 1 hour, during non-business hours the minimum is 3 hours.

How early/late can I rent? All rentals must be completed between 9 a.m. and 9 p.m. including set-up & clean up.

Do you have tables and chairs? Yes. **Are they included in the rental cost?** Yes.

Do you have a kitchen and is it included in the price? Most centers do have kitchens. As part of your rental fee and based upon availability they may be used as WARMING KITCHENS ONLY. NO cooking may take place.

When is the earliest time someone can deliver food for a re-pass/funeral dinner? The time would be at the discretion of the center's supervisor.

Can items be brought in earlier and stored in the refrigerator? This is at the discretion of the supervisor.

Can a caterer deliver food earlier in the day for an evening rental? No, caterer's delivery and set-up time should be included as part of the rental.

Is alcohol allowed? No. Alcohol is prohibited on all city properties.

Does the room have internet or Wi-Fi? The community centers do have Wi-Fi available.

Can we decorate the walls? No. All other decorations must be approved by the center's supervisor.

Can a political fundraiser be held in your facilities? Please refer all political rental/event questions to the center supervisor.