

BROADVIEW HEIGHTS



PARKS & RECREATION

RESERVATIONS/APPROVAL: Renters must fill out a Facility Rental Contract at least two weeks prior to date requested. Applications are to be turned in to the front desk at the Recreation Center or emailed to Rmeyer@broadview-heights.org. You will be notified by phone when the application is approved. Payment for rentals can be made upon approval and is due at least one week prior to your scheduled rental. Rentals are subject to availability. Recreation Department activities have priority in scheduling over rentals. The Recreation Department reserves the right to reject any rental for any reason. *Gym and pool reservation subject to availability.

EQUIPMENT: Rentals include table and chair set-up by our staff except gym A or B & group exercise spaces.

SET UP/CLEAN UP: Renters are permitted 15 minutes prior to the rental start time for set-up and 15 minutes after the rental end time for clean-up. There is no setup and clean up time allotted for gym or group exercise room rentals. Clean up is the responsibility of the renter including: removal of all decorations, debris, food, etc. from the tables, chairs, counters, and floors. All items brought in by renter must be removed or discarded at the end of the rental period. The rented facility must be returned to the condition it was in prior to the rental or you may be held responsible for additional cleaning charges.

FOOD & BEVERAGES: You are welcome to bring in food and **NON-ALCOHOLIC** beverages.

HOURS OF OPERATION: Rentals may begin 30 minutes after opening and must finish 30 minutes prior to closing.

Regular Hours	
Monday-Friday	5AM-10PM
Saturday	8AM-8PM
Sunday	8AM-6PM

RATES: All rentals will be charged at the established rates. NO exceptions will be made. Standard room rates listed are per hour while party package rates are listed per two hours. There is a minimum of 2 rental hours per contract. You must show proof of residency to get the resident rate. For more information, please see our membership policy regarding proof of residency. Residency must be verified once per year.

Member Rate: For private events/personal use by Members.

Non-Member/Non-Profit: For private events/personal use by Non-Members or Non-Profit group events with a 501C3.

For Profit/Group Event Rate: For all group events in which the group does not have a 501C3.

AFTER HOUR RENTALS: After-hour rental rate is 1.5 times the regular rental rate and must be reserved at least 6 weeks in advance.

PAYMENT TERMS: Full payment can be made upon approval and is due at least one week prior to the rental or the reservation will be cancelled. Cash, check, money order, Visa, MasterCard, and Discover are accepted. Make checks payable to the City of Broadview Heights.

CANCELLATIONS/CHANGES: Must be made at least one week prior to the scheduled date of event. Cancellations made less than one week prior to the scheduled event will not be granted a refund. Any changes to the Facility Rental Contract must be approved at least one week prior to the rental.

* **SWIMMERS POLICY:** Children under age 7 must be accompanied in the water by an adult within arm's reach. Party will be swim tested to be allowed to swim in the deep end of pool.

* **BROADVIEW CENTER PAVILION:** The Broadview Center Pavilion rental will NOT have kitchen access. This space is to remain LOCKED at all times and is not rentable Memorial Day through Labor Day.

Broadview Heights Parks & Recreation Dept.

Facility Rental Contract

Name:	Today's Date:	
Address:	City:	Zip:
Cell Phone:	Home Phone:	Email:

Room(s) Requested (please circle)

Renters are limited to the area(s) listed on the approved Facility Rental Contract

**Rec Center Pavilion is NOT rentable Memorial Day through Labor Day due to the operation of our Splash Park.

Small Room (25)	Half Gym (500)	Pavilion (The Fields)
Medium Room (50)	Full Gym (1000)	Pavilion (Rec Center)
Large Room (100)	Auxiliary Gym (500)	Soccer/Baseball Field Un-Prepped
Group Exercise A or B	Auxiliary Gym with Setup (200)	Soccer/Baseball Field Prepped
Party Package: Circle Option	Small Room (25)	Medium Room (50)

Type of Function:	Pool Parties Only
Group/Organization:	Approximate # of Swimmers:
Date Requested:	# of Swimmers Under Age 7:
Approximate # of Attendees: _____ Start Time: _____ End Time: _____ <small>*You are only allowed in room 15 min. before and after your scheduled time. Excludes Gym Rentals.</small>	Read and initial: <div style="background-color: #e0e0e0; padding: 5px;">Children under age 7 must be accompanied in the water by adult 1:6 ratio. Initial: _____</div>

(Choose one) – includes table and chair set up (no tables and chairs permitted in Gym A, B or Group Exercise)

<input type="checkbox"/> Banquet - Tables with chairs	<input type="checkbox"/> Theater – Chairs only
<input type="checkbox"/> Classroom - Tables with Chairs facing forward	<input type="checkbox"/> Extra Tables w/o chairs

Additional Set-Up Information: _____

Waiver and Release: The undersigned does hereby waive, release, and hold harmless and indemnify the City of Broadview Heights and the Broadview Heights Parks and Recreation Department, their organizers, officers, employees, agents, and sponsors for any and all claims for damage of personal injury to me or loss of property that may be cause by any act or failure to act on the part of the City of Broadview Heights, the Broadview Heights Parks and Recreation Department, their organizers, officer, employees, agents and sponsors. The undersigned further assumes the risk of all dangerous conditions in and about the City of Broadview Heights, the Broadview Parks and Recreation Department property both real and personal and waive any and all specific notice of the existence of such dangerous conditions, if any. I have read and understand all of the rules and policies of the recreation center.

Liability: The individual who signs the Facility Rental Contract must be present for the duration of the event and will be liable for any and all damages.

Payment: Once approved, full payment is due 2 weeks prior to rental or the reservation will be cancelled.

Signature: _____ **Date:** _____

By signing this contract, the renter is responsible for adhering to all rules and policies of the Recreation Center. These rules are included in this rental packet, posted in the facility, as well as available upon request at the front desk.

Manager Approval

Recreation Manager: _____ Recreation Director: _____ Aquatics Manager: _____ Admin. Manager _____

Residency Status Confirmed (staff initial) _____

Rental Fee \$ _____ Due Date _____	Payment: Cash / Credit / Check # _____	Staff Initials _____
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Facility Rental Rates

	Hourly Rate			
	Member	Resident	Non-Resident	For-Profit
<u>Small Group</u> (up to 25 people) Meeting Room 1 or 2	\$25	\$35	\$45	\$55
<u>Medium Group</u> (up to 50 people) Meeting Room 1 & 2 Multipurpose Room A1, A2, B, or C Group Exercise Room A or B (no tables/chairs)	\$40	\$50	\$60	\$70
<u>Large Group</u> (up to 100 people) Multipurpose Room A1 & A2	\$50	\$60	\$70	\$80
<u>Auxiliary Gym Rental</u> up to 500 people OR up to 200 people with seating (additional \$50/flat setup fee)	\$50	\$60	\$70	\$80
<u>Gym A or B Rental</u> (up to 500 people)	\$50	\$60	\$70	\$80
<u>Gym A & B Rental</u> (up to 1000 people)	\$100	\$120	\$140	\$160
<u>Pavilion Rental</u> (Fees are per use, all day) The Fields Broadview Center	\$50	\$50	\$50	\$75
<u>Field Rental</u> (Fees are per use) Baseball or Soccer	Un-prepped - \$50			
	Prepped/For Profit - \$75			

Party Package Rates – 2 Hour Block

Package Rates include room, pool, and gym use for entire party when available

	Total Package Price			
	Member	Resident	Non-Resident	For-Profit
<u>Small Group</u> (up to 25 people) Meeting Room 1 or 2	\$110	\$150	\$180	\$250
<u>Medium Group</u> (up to 50 people) Meeting Room 1 & 2 Multipurpose Room A1, A2, B, or C	\$220	\$300	\$360	\$500

Broadview Heights Community & Recreation Center Rules

- All visitors must check in at the front desk.
- You must be a member of the recreation center, be participating in a program or rental, or have paid the daily drop in fee to use the recreation center.
- AGE REQUIREMENTS:
 - Children under the age of 13 must have an accompanying adult present within the building at all times.
 - Children under the age of 13 must have direct adult supervision in the natatorium, golf simulator, track or fitness center (age 12 only for fitness).
 - Patrons must be at least 15 to use the fitness center, with the exception of 12-14 year olds, who have completed the fitness orientation course. Children age 12 require adult supervision in the fitness center. No free weight use for those under 15 years old.
 - Patrons must be at least 15 years old to use the steam room, sauna and whirlpool spa.
 - Children under age 7 must be accompanied by an adult in the water and the adult must be within arms-reach of the child (with the exception of the zero-depth area).
 - Must be 42" or taller to ride the waterslide.
 - Child Watch is available for children ages 1 through 12.
- No food is permitted in the gymnasiums, the fitness center, on the track or in the natatorium. Only plastic or metal spill-proof water containers are permitted in these areas.
- No running or dribbling in the hallways or lobby areas.
- No skateboards, skates or hover boards permitted.
- Non toilet-trained children must wear a swim diaper in the natatorium.
- Memberships are non-refundable and non-transferable.
- Broadview Heights Parks & Recreation Department is not responsible for lost or stolen items. It is strongly recommended that you do not bring any valuables into the facility. Please store all personal items on the coat racks or in the storage cubbies/lockers provided (no locks permitted on lockers overnight).
- The following activities are not permitted and may result in suspension, expulsion or termination of membership/facility use, and/or criminal punishment: Fighting, profanity/foul language or clothing, disorderly conduct, bullying, threatening or aggressive behavior, spitting, use of alcohol, vaping or tobacco products, theft, property damage, littering, loitering (inside or outside of the facility), defrauding membership, public displays of affection, excessive horseplay, disregarding the staffs' enforcement of the rules.
- Additional rules are posted in each specific area of the facility. Failure to adhere to posted rules or direction from a staff member may result in suspension, expulsion or termination of membership and/or use of the facility. All of the facility rules are posted online and available at the front desk. We reserve the right to add, change or delete rules, which in our judgment, will help maintain a safe environment.
- In case of injuries or incidents, please notify a staff member.

NATATORIUM RULES

- You must be a member of the recreation center, be participating in a program or rental, or have paid the daily drop in fee to use this facility.
- Review posted rules for each amenity within the natatorium prior to use.
- Children under age 13 must be accompanied by an adult or guardian in the natatorium.
- Children under age 7 must be accompanied by an adult in the water and the adult must be within arms-reach of the child (with the exception of the zero-depth area).
- Proper swim attire is required. No Cotton.
- Shower before entering.
- Non toilet-trained children must wear a swim diaper.
- Persons with communicable diseases or infectious conditions such as open sores, eye infections, skin conditions, nasal/ear discharge, or person wearing any type of bandage shall not be permitted to use the pool.
- Plastic or metal spill-proof water containers are permitted - no glass allowed. No food is permitted. Clean up and report spills to staff.
- No running, excessive horseplay, spitting or polluting permitted in or around the pool.
- No jumping into the lazy river.
- Diving permitted in the 10 ft. area only. No flips.
- No hanging on the lap lanes, basketball hoops or volleyball nets.
- No play toys or flotation devices permitted.

- US Coast Guard Approved Life Jackets are permitted (except on slides or in lap lanes). An adult must be within arm's reach of anyone utilizing a lifejacket.
- Rest breaks will be called at the discretion of the aquatics staff.
- Use of specific areas of the pool may be restricted due to staffing levels and/or aquatic programming.
- Broadview Heights Parks & Recreation Department is not responsible for lost or stolen items. It is strongly recommended that you do not bring any valuables into the facility. Please store all personal items in the lockers provided (no locks permitted on lockers overnight).
- The following activities are not permitted and may result in suspension, expulsion or termination of membership/facility use, and/or criminal punishment: Fighting, profanity/foul language or clothing, disorderly conduct, bullying, threatening or aggressive behavior, spitting, use of alcohol, vaping or tobacco products, theft, property damage, littering, loitering (inside or outside of the facility), defrauding membership, public displays of affection, excessive horseplay, disregarding the staffs' enforcement of the rules.
- Failure to follow the rules could result in serious injury to yourself and others.
- Lifeguards are responsible for enforcing rules that in their judgment will help maintain a safe environment.
- The staff reserves the right to ask any patron displaying inappropriate behavior to leave the facility.
- Report any issues, injuries or incidents to the staff.
- The Natatorium closes prior to the scheduled facility closing. Please check the current pool schedule for hours of operation.

SAUNA/STEAM ROOM RULES

- Patrons must be at least 15 years old to enter.
- Proper swim or fitness attire is required – no street clothes.
- Shoes should be left outside the room. Flip-flops are permitted.
- Use of a towel is recommended.
- Shower before entering.
- Pregnant women, elderly persons, and persons suffering from conditions such as heart disease, diabetes, high or low blood pressure, or respiratory conditions should not enter without prior medical consultation and permission from a doctor.
- Persons with communicable diseases or infectious conditions such as open sores, eye infections, skin conditions, nasal/ear discharge, or person wearing any type of bandage shall not be permitted.
- Do not use while under the influence of alcohol, tranquilizers, or any other drugs that may alter blood pressure or while using any medication which cautions against hot and/or humid conditions.
- Allow yourself at least 5 minutes after exercising to cool down before entering sauna or steam room.
- Observe reasonable time limits 10-15 minutes then leave and cool down before returning. Long exposure may result in a nausea, dizziness, or fainting.
- Not permitted: Food, beverages, gum, any paper materials, spitting, leaving clothes in sauna to dry, public displays of affection, changing clothing, shaving or personal manicuring, fragrances or medicated ointments.
- Do not put water on the rocks in the sauna. This will damage the heating unit and may shut down the sauna.
- Lifeguards are responsible for enforcing rules that in their judgment will help maintain a safe environment.
- The staff reserves the right to ask any patron displaying inappropriate behavior to leave the facility.

WHIRLPOOL SPA RULES

- Patrons must be at least 15 years old to enter.
- Proper swim attire is required.
- Shower before entering.
- Pregnant women, elderly persons, and persons suffering from conditions such as heart disease, diabetes, high or low blood pressure, or respiratory conditions should not enter without prior medical consultation and permission from a doctor.
- Persons with communicable diseases or infectious conditions such as open sores, eye infections, skin conditions, nasal/ear discharge, or person wearing any type of bandage shall not be permitted.
- Do not use while under the influence of alcohol, tranquilizers, or any other drugs that may alter blood pressure or while using any medication which cautions against hot and humid conditions.
- Observe reasonable time limits of 10-15 minutes then leave the water and cool down before returning.
- Long exposure may result in a nausea, dizziness, or fainting.

- Do not use at water temperatures greater than 104° F (40° Celsius).
- NOT PERMITTED: Food, beverages, spitting, public displays of affection.
- Lifeguards are responsible for enforcing rules that in their judgment will help maintain a safe environment.
- The staff reserves the right to ask any patron displaying inappropriate behavior to leave the facility.

WATER SLIDE RULES

- The slide can be used only during scheduled open times and when lifeguard is on-duty.
- Riders must be 42" or taller to ride.
- Adult supervision is recommended.
- Slide lying on back, feet first only. No head-first sliding.
- Wait for the signal from the lifeguard before entering the slide flume.
- No running, standing, kneeling, rotating, tumbling or stopping in the slide flume.
- Only one person at a time. Forming "chains" is prohibited.
- Keep both hands and feet inside the slide flume at all times.
- Leave the slide flume promptly after stopping. No standing in the flume runout area.
- No diving from the slide flume.
- Riders are not permitted to play or rough house on slide tower stairs.
- No life jackets, loose clothing, goggles, masks, glasses, snorkels or swim shoes are permitted.
- Do not use this slide under the influence of alcohol or drugs.
- Pregnant women and people with heart or back conditions should not use the slide.
- Weight limit: 300lbs. (based on ASTM standards).
- Rider assumes all risk of injury due to misuse of the slide.
- Follow the instructions of the lifeguard. Failure to follow the slide rules could result in serious injury to yourself and others.
- Lifeguards are responsible for enforcing rules that in their judgment will help maintain a safe environment.
- The staff reserves the right to ask any patron displaying inappropriate behavior to leave the facility.

AQUA CLIMB RULES

- The Aqua Climb can be used only during scheduled open times and when lifeguard is on-duty.
- Only one climber at a time on the Aqua Climb.
- Experienced swimmers only. Anyone wishing to use the Aqua Climb must pass a test by the lifeguard. Participants will be required to swim the full length of the pool 25 meters – front crawl without stopping and tread water for one minute.
- Only one swimmer at a time in the drop zone.
- No diving or flips. Feet first entries only.
- No horseplay on the Aqua Climb.
- Flotation devices are not permitted.
- Patrons must obey the directions from the lifeguard on duty.
- The Aqua Climb will be closed at times due to other events in the lap pool.
- Failure to follow these rules could result in serious injury to yourself and others.
- Lifeguards are responsible for enforcing rules that in their judgment will help maintain a safe environment.
- The staff reserves the right to ask any patron displaying inappropriate behavior to leave the facility.

RULES FOR FAMILY CHANGING CABANAS

- For use by: families with young children, adults with opposite gender children and people with special needs.
- Please be courteous and limit your time to 15 minutes.
- Personal belongings should be stored in the lockers outside the family changing cabanas.
- Non-toilet trained children must wear a swim diaper in the natatorium.

GYMNASIUM RULES

- You must be a member of the recreation center, be participating in a program or rental, or have paid the daily drop in fee to use this facility.
- Children under the age of 13 must have an accompanying adult present within the building.
- Proper athletic attire including shirt, shorts/pants, and clean, dry, non-marking athletic shoes must be worn.
- During wet weather please bring clean, dry shoes to change into prior to entering the gym.

- Plastic or metal spill-proof water containers are permitted - no glass allowed. No food is permitted. Clean up and report spills to staff.
- Please report any faulty equipment to a staff member immediately.
- Dunking or hanging on the basketball rims is strictly prohibited.
- Do not hang on the volleyball nets.
- No kicking or sitting on basketballs or volleyballs.
- Inappropriate use of equipment is not permitted.
- No personal radios are permitted without headphones.
- Please dispose of all trash in the proper bins.
- Broadview Heights Parks & Recreation Department is not responsible for lost or stolen items. It is strongly recommended that you do not bring any valuables into the facility. Please store all personal items on the coat racks or in the storage cubbies/lockers provided (no locks permitted on lockers overnight).
- The following activities are not permitted and may result in suspension, expulsion or termination of membership/facility use, and/or criminal punishment: Fighting, profanity/foul language or clothing, disorderly conduct, bullying, threatening or aggressive behavior, spitting, use of alcohol, vaping or tobacco products, theft, property damage, littering, loitering (inside or outside of the facility), defrauding membership, public displays of affection, excessive horseplay, disregarding the staffs' enforcement of the rules.
- NO organized practices except for programs or rentals.
- When an activity has ended, please leave the gym floor promptly so the next scheduled activity can begin.
- Good sportsmanship is expected for all activities.
- The Broadview Heights Parks & Recreation Department reserves the right to eject anyone not following the rules of the facility.
- Report any issues, injuries or incidents to the front desk staff.

AUXILIARY GYMNASIUM RULES

- You must be a member of the recreation center, be participating in a program or rental, or have paid the daily drop in fee to use this facility.
- Children under the age of 13 must have an accompanying adult present within the building.
- Proper athletic attire including shirt, shorts/pants, and clean, dry, non-marking athletic shoes must be worn.
- During wet weather please bring clean, dry shoes to change into prior to entering the gym.
- Plastic or metal spill-proof water containers are permitted - no glass allowed. No food is permitted. Clean up and report spills to staff.
- Please report any faulty equipment to a staff member immediately.
- Dunking or hanging on the basketball rims is strictly prohibited.
- Do not hang on the volleyball nets.
- No kicking or sitting on basketballs or volleyballs.
- Inappropriate use of equipment is not permitted.
- No personal radios are permitted without headphones.
- Please dispose of all trash in the proper bins.
- Broadview Heights Parks & Recreation Department is not responsible for lost or stolen items. It is strongly recommended that you do not bring any valuables into the facility. Please store all personal items on the coat racks or in the storage cubbies/lockers provided (no locks permitted on lockers overnight).
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- NO organized practices except for programs or rentals.
- When an activity has ended, please leave the gym floor promptly so the next scheduled activity can begin.
- Good sportsmanship is expected for all activities.
- The Broadview Heights Parks & Recreation Department reserves the right to eject anyone not following the rules of the facility.
- Report any issues, injuries or incidents to the front desk staff.