



## PARMA HEIGHTS COMMUNITY CENTER ROOM RENTAL

Rooms are located in the lower level of the Cassidy Theatre in the Greenbrier Commons

<u>ROOM(S)</u>	<u>CAPACITY</u>	<u>DEPOSIT</u> <i>(Refundable)</i>	<u>HOURLY RATE</u> <i>Two (2) hour minimum</i>
A	50	\$100	\$50
B	100	\$125	\$75
A&B	150	\$175	\$125

- The community rooms are rented to Parma Heights residents only. Proof of residency is required with the rental contract.
- Access to the kitchen including refrigerator, stove, microwave and sink, is included in the rental fee. You are permitted one (1) hour free-of- charge to set-up/decorate.
- Alcohol is permitted with approval. *A request to serve alcohol must be submitted to and approved by the Safety Director before a rental contract is signed.* If serving alcohol, you must hire an off-duty police officer through the Parma Heights Police Department for a fee of \$30/hour, paid directly to the officer. The officer must be present 30 minutes before and 30 minutes after the event. After your request to serve alcohol has been approved, schedule a police officer by calling 440.884.9606.
- A cancellation notice is required 72 hours prior to the start of your event or the rental fee will be retained. If all rental terms and conditions are met, your deposit check will be returned via U.S. mail after completion of the event.

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To arrange a time to view the rooms, please contact the Recreation Department between the hours of 8:30 a.m. - 4:30 p.m., Monday - Friday  
[recreation@parmaheightsoh.gov](mailto:recreation@parmaheightsoh.gov) or 440.884.9606