

# #1

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Thursday, October 23, 2025 8:53:24 AM  
**Last Modified:** Thursday, October 23, 2025 8:54:13 AM  
**Time Spent:** 00:00:49  
**IP Address:** 69.61.193.21

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Page 1

## Q1

What is your name and jurisdiction?

city deer park

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## Q2

**Yes**

Does your community have community rooms available for rental by employees?

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## Q3

**Employees Use It For Free**

If so, do your employees pay, receive a discounted rate, or use it for free?

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## Q4

**Yes**

Are there any limits on how often employees can reserve the community room?

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## Q5

Please share any relevant policies and procedures with [wjetter@deerpark-oh.gov](mailto:wjetter@deerpark-oh.gov) and [ZHuettt@C4LG.org](mailto:ZHuettt@C4LG.org).

were working on it,

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# #2

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Thursday, October 23, 2025 8:53:46 AM  
**Last Modified:** Thursday, October 23, 2025 8:54:34 AM  
**Time Spent:** 00:00:47  
**IP Address:** 69.61.155.106

Page 1

**Q1**

What is your name and jurisdiction?

Jerry Haddix, City of South Lebanon

**Q2**

No

Does your community have community rooms available for rental by employees?

**Q3**

Respondent skipped this question

If so, do your employees pay, receive a discounted rate, or use it for free?

**Q4**

Respondent skipped this question

Are there any limits on how often employees can reserve the community room?

**Q5**

Respondent skipped this question

Please share any relevant policies and procedures with wjetter@deerpark-oh.gov and ZHuett@C4LG.org.

# #3

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Thursday, October 23, 2025 8:52:42 AM  
**Last Modified:** Thursday, October 23, 2025 8:54:45 AM  
**Time Spent:** 00:02:03  
**IP Address:** 206.223.126.66

Page 1

**Q1**

What is your name and jurisdiction?

City of Springboro

**Q2** **Yes**

Does your community have community rooms available for rental by employees?

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**Q3** **Employees Receive A Discounted Rate**

If so, do your employees pay, receive a discounted rate, or use it for free?

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**Q4** **No**

Are there any limits on how often employees can reserve the community room?

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**Q5**

Please share any relevant policies and procedures with [wjetter@deerpark-oh.gov](mailto:wjetter@deerpark-oh.gov) and [ZHuettt@C4LG.org](mailto:ZHuettt@C4LG.org).

Technically - the rooms available for rent are not "community rooms" but are rooms at our city-owned golf course. We do have a true "community room" but it is available for non-profit groups only. And that rooms is free of charge.

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## #4

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Thursday, October 23, 2025 8:56:41 AM  
**Last Modified:** Thursday, October 23, 2025 8:58:58 AM  
**Time Spent:** 00:02:16  
**IP Address:** 216.196.158.50

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Page 1

**Q1**

What is your name and jurisdiction?

City of Mt. Healthy

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**Q2** **Yes**

Does your community have community rooms available for rental by employees?

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**Q3** **Employees Use It For Free**

If so, do your employees pay, receive a discounted rate, or use it for free?

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**Q4**

**Yes**

Are there any limits on how often employees can reserve the community room?

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**Q5**

Please share any relevant policies and procedures with [wjetter@deerpark-oh.gov](mailto:wjetter@deerpark-oh.gov) and [ZHuettt@C4LG.org](mailto:ZHuettt@C4LG.org).

We allow employees to rent the community room once a year at no charge. This would be for personal use.

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**#5**

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Thursday, October 23, 2025 9:33:58 AM  
**Last Modified:** Thursday, October 23, 2025 9:34:18 AM  
**Time Spent:** 00:00:20  
**IP Address:** 66.42.140.2

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Page 1

**Q1**

What is your name and jurisdiction?

Kelli Kline - City of Lebanon

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**Q2**

**No**

Does your community have community rooms available for rental by employees?

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**Q3**

**Respondent skipped this question**

If so, do your employees pay, receive a discounted rate, or use it for free?

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**Q4**

**Respondent skipped this question**

Are there any limits on how often employees can reserve the community room?

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**Q5**

**Respondent skipped this question**

Please share any relevant policies and procedures with [wjetter@deerpark-oh.gov](mailto:wjetter@deerpark-oh.gov) and [ZHuettt@C4LG.org](mailto:ZHuettt@C4LG.org).

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# #6

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Thursday, October 23, 2025 9:33:45 AM  
**Last Modified:** Thursday, October 23, 2025 9:36:25 AM  
**Time Spent:** 00:02:39  
**IP Address:** 66.42.178.78

Page 1

## Q1

What is your name and jurisdiction?

Beth Gunderson, Sycamore Township

## Q2

**Yes**

Does your community have community rooms available for rental by employees?

## Q3

**Employees Use It For Free**

If so, do your employees pay, receive a discounted rate, or use it for free?

## Q4

**No**

Are there any limits on how often employees can reserve the community room?

## Q5

**Respondent skipped this question**

Please share any relevant policies and procedures with [wjetter@deerpark-oh.gov](mailto:wjetter@deerpark-oh.gov) and [ZHuett@C4LG.org](mailto:ZHuett@C4LG.org).

# #7

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Thursday, October 23, 2025 10:11:07 AM  
**Last Modified:** Thursday, October 23, 2025 10:12:18 AM  
**Time Spent:** 00:01:10  
**IP Address:** 69.61.162.234

Page 1

**Q1**

What is your name and jurisdiction?

Claudia Carroll/Pierce Township

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**Q2**

**No**

Does your community have community rooms available for rental by employees?

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**Q3**

**Respondent skipped this question**

If so, do your employees pay, receive a discounted rate, or use it for free?

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**Q4**

**Respondent skipped this question**

Are there any limits on how often employees can reserve the community room?

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**Q5**

**Respondent skipped this question**

Please share any relevant policies and procedures with [wjetter@deerpark-oh.gov](mailto:wjetter@deerpark-oh.gov) and [ZHuett@C4LG.org](mailto:ZHuett@C4LG.org).

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**#8**

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Thursday, October 23, 2025 10:52:50 AM  
**Last Modified:** Thursday, October 23, 2025 10:57:00 AM  
**Time Spent:** 00:04:09  
**IP Address:** 66.42.226.2

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Page 1

**Q1**

What is your name and jurisdiction?

Village of Saint Bernard

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**Q2**

**No**

Does your community have community rooms available for rental by employees?

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**Q3** Respondent skipped this question

If so, do your employees pay, receive a discounted rate, or use it for free?

**Q4** Respondent skipped this question

Are there any limits on how often employees can reserve the community room?

**Q5** Respondent skipped this question

Please share any relevant policies and procedures with wjetter@deerpark-oh.gov and ZHuett@C4LG.org.

## #9

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Thursday, October 23, 2025 11:20:06 AM  
**Last Modified:** Thursday, October 23, 2025 11:20:26 AM  
**Time Spent:** 00:00:20  
**IP Address:** 216.68.226.226

Page 1

**Q1**

What is your name and jurisdiction?

West Chester Township

**Q2** No

Does your community have community rooms available for rental by employees?

**Q3** Respondent skipped this question

If so, do your employees pay, receive a discounted rate, or use it for free?

**Q4** Respondent skipped this question

Are there any limits on how often employees can reserve the community room?

**Q5** Respondent skipped this question

Please share any relevant policies and procedures with wjetter@deerpark-oh.gov and ZHuett@C4LG.org.

# #10

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Thursday, October 23, 2025 11:20:32 AM  
**Last Modified:** Thursday, October 23, 2025 11:21:01 AM  
**Time Spent:** 00:00:28  
**IP Address:** 66.161.246.158

Page 1

**Q1**  
What is your name and jurisdiction?

Lockland, Doug Wehmeyer

**Q2** **Yes**  
Does your community have community rooms available for rental by employees?

**Q3** **Employees Pay**  
If so, do your employees pay, receive a discounted rate, or use it for free?

**Q4** **No**  
Are there any limits on how often employees can reserve the community room?

**Q5** Respondent skipped this question

Please share any relevant policies and procedures with wjetter@deerpark-oh.gov and ZHuett@C4LG.org.

# #11

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Thursday, October 23, 2025 11:20:54 AM  
**Last Modified:** Thursday, October 23, 2025 11:22:09 AM  
**Time Spent:** 00:01:14  
**IP Address:** 74.219.125.154

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Page 1

## Q1

What is your name and jurisdiction?

Centerville-Washington Park District

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## Q2

**Yes**

Does your community have community rooms available for rental by employees?

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## Q3

**Employees Use It For Free**

If so, do your employees pay, receive a discounted rate, or use it for free?

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## Q4

**No**

Are there any limits on how often employees can reserve the community room?

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## Q5

Please share any relevant policies and procedures with [wjetter@deerpark-oh.gov](mailto:wjetter@deerpark-oh.gov) and [ZHuettt@C4LG.org](mailto:ZHuettt@C4LG.org).

Our employees can reserve fields, shelters or one indoor space one time per year for free, then they receive a 50% off discount for any subsequent reservations (within that calendar year).

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# #12

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Thursday, October 23, 2025 11:20:31 AM  
**Last Modified:** Thursday, October 23, 2025 11:36:18 AM  
**Time Spent:** 00:15:46  
**IP Address:** 74.83.185.158

Page 1

**Q1**

What is your name and jurisdiction?

Steve Braun, City of Cheviot

**Q2**

**Yes**

Does your community have community rooms available for rental by employees?

**Q3**

**Employees Receive A Discounted Rate**

If so, do your employees pay, receive a discounted rate, or use it for free?

**Q4**

**No**

Are there any limits on how often employees can reserve the community room?

**Q5**

Please share any relevant policies and procedures with [wjetter@deerpark-oh.gov](mailto:wjetter@deerpark-oh.gov) and [ZHuettt@C4LG.org](mailto:ZHuettt@C4LG.org).

While there is no limit, if an employee were renting an inordinate number of times, it would be addressed. Also, resident rates are less expensive than non-residents and all rentals are "first come, first serve" basis.

# #13

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Thursday, October 23, 2025 12:01:43 PM  
**Last Modified:** Thursday, October 23, 2025 12:22:41 PM  
**Time Spent:** 00:20:58  
**IP Address:** 66.161.159.90

Page 1

**Q1**

What is your name and jurisdiction?

Erin Policinski, Fairfield, OH

**Q2**

**Yes**

Does your community have community rooms available for rental by employees?

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**Q3**

**Employees Pay**

If so, do your employees pay, receive a discounted rate, or use it for free?

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**Q4**

**No**

Are there any limits on how often employees can reserve the community room?

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**Q5**

Please share any relevant policies and procedures with [wjetter@deerpark-oh.gov](mailto:wjetter@deerpark-oh.gov) and [ZHuettt@C4LG.org](mailto:ZHuettt@C4LG.org).

Fairfield Community Arts Center, its officers and employees, shall herein be referred to as the "City" and applicants for use of City facilities, their agents and/or representatives shall be referred to as "Client".

**BOOK THE ROOM** – A 50% deposit is required at the time the booking is confirmed and a Facility Rental Contract is issued. The balance of the rental fee is due no later than 30 days before the event. For reservations less than 30 days before the event, the entire rental fee is due at the time of reservation.

**HOLD THE DATE** –A tentative status request may be made for any available date and holds the date for up to two (2) weeks. All requests will be released after 14 days, without notice, unless the deposit is paid and a Facility Rental Contract is issued. Client is responsible for knowing the expiration date of their tentative hold.

**RENTAL FEES** – Weekend rentals are for a period of no longer than six hours, with additional hours for set-up and break down, unless otherwise specified in the Facility Rental Contract. Weekday rentals are based on number of hours. The client is responsible for all food, decoration, and entertainment and for rental and set-up of any furniture or equipment not owned by the City.

The Facility Rental Fee includes the following:

- Facility and Beverage Attendants on site during event as appropriate.
- Use of area specified on the Facility Rental Contract.
- Free parking (parking may be limited if other events are scheduled).
- Set-up and use of City-owned banquet (60-inch rounds) and buffet (8-foot) tables and chairs.
- Freestanding, event-related, directional welcome signs.

Additional fees may include:

- Clean-up and/or repair of facility beyond normal janitorial service. Fees assessed accordingly.
- \$175 per hour for events running longer than the scheduled time without notice.

The City requires credit card number on file before the event as a security deposit against anticipated damages or overtime charges.

**CANCELLATION POLICY** –All cancellations must be submitted in writing (email preferred) to the Parks and Recreation office. Email address: [parks@fairfieldoh.gov](mailto:parks@fairfieldoh.gov)

- Agreements canceled more than 31 days prior to the date reserved, will be refunded any monies paid to date, less a \$50 processing fee.
- Agreements canceled less than 30 days prior to the date reserved will receive a refund of ½ the facility rental fee (deposit).
- Agreements canceled less than 14 days before the reserved date will not receive a refund.
- Agreements canceled by the City the Client will receive a full refund.
- If the Client has not paid the entire rental fee 30 days before the event, the City may consider the event canceled and keep all deposits towards the total fee owed.

**TERMINATION** – The City reserves the right to terminate immediately at any time, any event which it deems dangerous, harmful, inappropriate, or in violation of any applicable laws or ordinances, or which has violated any of the City policies and procedures. The City will retain all monies paid and will not be liable to the Client's suppliers or vendors for any of the charges generated by, or any deposits made to, providers of services.

**SET-UP** – The Client is required to notify the Community Arts Center concerning set-up requirements, furniture, and equipment needs no later than 14 days prior to the event. A final guest count is needed at that time. Any equipment required by the Client that is not listed may be secured through an outside rental company at the Client's expense. If an outside company is used, City technical staff must supervise the set-up and teardown of rented equipment. Additional fees for technical assistance may be assessed.

**DECORATIONS** – In order to protect the facility, the City must approve all decorations before the event.

- All decorations and signs must be freestanding; taping, tacking, nailing, stapling or otherwise attaching signs or decorations to walls is NOT permitted.
- Large exterior hanging signs are NOT permitted on the walls of the Community Arts Center.
- Ground signs are NOT permitted anywhere on the City lawn or curb.

- Decorations are NOT permitted on the outside balcony railing or inside grand staircase railing.
  - Open flames are NOT permitted. Candles are permitted if they are enclosed within a holder made of non-flammable material such as a glass globe or hurricane sleeve. The container must be higher than the tip of the candle's flame.
  - Smoke effects, fog machines, explosives, or pyrotechnics are NOT permitted.
  - Metallic table scatters, especially stars which may snag in the carpet and cause damage to commercial cleaning equipment, are NOT permitted.
  - Glitter, rice, sand, confetti, sparklers, silly string and aerosol fun spray are NOT permitted.
  - Paper wish-lanterns are NOT permitted to be released from the Community Arts Center balcony or grounds.
- \*The Client is required to remove all decorations immediately following the event. Failure to do so will result in additional clean-up fees.

ART GALLERY – We cannot accommodate removing any artwork displayed on Art Gallery walls.

CATERING – Only fully licensed Caterers may supply food and non-alcoholic beverages at any City events. The City will consider approval of one-time caterers not currently on the Preferred Caterers list if they meet the proper requirements. Due to health reasons, self-catering is not permitted.

All Weekend events (Friday night, Saturday, and Sunday) in the Community Room must employ a caterer of choice with appropriate staff service for the event, including set up of all food, bussing of tables after the first meal service, and clean up. Drop offs are NOT permitted for Weekend events using the full Community Room.

BAR AND BEVERAGE SERVICE – The City will administer the liquor license for all events and serve as sole provider for any Alcohol Beverage Service. Deposit for the Beverage Service, with a preliminary guest list, is due 30 days before the event. The remaining balance is due two weeks before the event with a final guest list. Any Beverage Service paid after the two-week deadline must be secured with cash or credit card. Events which are fully non-alcoholic in nature may coordinate their needs with their Preferred Caterer. Fairfield Community Arts Center beverage service requires bartender rate.

The City will not knowingly dispense alcoholic beverages to anyone under the legal drinking age or to parties considered under the influence of alcohol. Therefore, all guests wishing to consume alcohol must present a valid I.D. In addition, Ohio State Law prohibits outside alcoholic beverages to be brought on or in the premises. The only alcohol permitted on the grounds is that served by the beverage attendant provided for your event. All unauthorized alcohol, if unopened, will be confiscated and stored for safekeeping until the end of the event. Open bottles or alcohol in a different container will be disposed of by management.

STAFFING AND LABOR – The rental fee includes all City labor required for the set-up of the City's furniture and equipment, normal janitorial service, and coordination of deliveries with outside vendors. In addition, a facility attendant will be on site for the duration of your event. Any additional labor can be determined at cost.

CLEAN-UP AND REMOVAL – The Client is responsible for event clean up and removal of all non-City-owned property from the premises within one hour after the end of the rental. With prior approval, Client may leave property in the FCAC storage area, to be picked up by 10 a.m. the following business day. Failure to adequately clean the event area or remove property as scheduled will result in additional fees being assessed. The City is not responsible for decorations or personal items left behind.

DAMAGES – The Client is responsible for all damages, expenses, and losses, including theft and property loss, caused by any person who attends, participates in, or provides goods and services connected with the use of the facility and all tangible property. Any such costs will be assessed and charged to the Client at the appropriate vendor's billed cost, plus 10%.

The Client may also be responsible for additional clean-up fees, which will be assessed on an as-needed basis based on the vendor's billed costs, plus 10%, and will be addressed in written form included with the damage invoice.

OUTSIDE VENDOR DELIVERIES – All deliveries and pick-ups related to the event must load through the Community Arts Center's loading and receiving area, unless special arrangements are made in advance.

The Client is required to provide a delivery and pick-up schedule to the City one week prior to the event. All items must be delivered the day of the event and must be picked up no later than 10 a.m. the following business day. Friday deliveries are acceptable with prior arrangement.

PARKING – The Community Arts Center's parking area holds up to 200 vehicles. Please note that there may be other events scheduled at the same time as your event. Parking may be limited.

SMOKING – In compliance with State Law and the Smoke Free Workplace Act, smoking is not permitted anywhere inside the FCAC or on attached premises, including the Community Room Balcony, or within 50 feet of any entrance. The balcony attached to the 2nd floor Community Room is a non-smoking area.

INDEMNITY AGREEMENT – Client expressly agrees to indemnify the City, Parks and Recreation Board, and the City's agents and/or employees harmless from: all liability, damage, loss cost of expense, including, but not limited to attorney fees, that the indemnities

may sustain or incur on account of any damage to or destruction of any property that the City may own or in which it may have interest; all liability, damage, loss cost of expense, including, but not limited to attorney fees, due to any damage to or destruction of any property belonging to any person, firm or corporation; and all liability, damage loss, cost of expense, including, but not limited to attorney fees, due to any damage resulting from injury to or death of any person or persons resulting from or in any way connected with the use by the permittee, its agents, or employees, to which the permit/permission pertains.

RENTAL DISCOUNTS –

Discount on room/space rental only, does not apply to beverage packages or a la carte rental items.

Fairfield Resident or Business 10%

Non-Profit club/organization 25%

# #14

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Thursday, October 23, 2025 1:16:14 PM  
**Last Modified:** Thursday, October 23, 2025 1:16:54 PM  
**Time Spent:** 00:00:39  
**IP Address:** 98.100.40.118

Page 1

## Q1

What is your name and jurisdiction?

Miami Township, Montgomery County

## Q2

**Yes**

Does your community have community rooms available for rental by employees?

## Q3

**Employees Use It For Free**

If so, do your employees pay, receive a discounted rate, or use it for free?

## Q4

**No**

Are there any limits on how often employees can reserve the community room?

## Q5

**Respondent skipped this question**

Please share any relevant policies and procedures with [wjetter@deerpark-oh.gov](mailto:wjetter@deerpark-oh.gov) and [ZHuettt@C4LG.org](mailto:ZHuettt@C4LG.org).

# #15

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Friday, October 24, 2025 8:31:16 AM  
**Last Modified:** Friday, October 24, 2025 8:31:50 AM  
**Time Spent:** 00:00:33  
**IP Address:** 172.109.242.130

Page 1

## Q1

What is your name and jurisdiction?

Jeff Weckbach, Colerain Township

## Q2

**Yes**

Does your community have community rooms available for rental by employees?

## Q3

**Employees Use It For Free**

If so, do your employees pay, receive a discounted rate, or use it for free?

## Q4

**Yes**

Are there any limits on how often employees can reserve the community room?

## Q5

**Respondent skipped this question**

Please share any relevant policies and procedures with [wjetter@deerpark-oh.gov](mailto:wjetter@deerpark-oh.gov) and [ZHuett@C4LG.org](mailto:ZHuett@C4LG.org).

# #16

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Friday, October 24, 2025 9:59:10 AM  
**Last Modified:** Friday, October 24, 2025 10:32:38 AM  
**Time Spent:** 00:33:28  
**IP Address:** 74.219.232.36

Page 1

**Q1**

What is your name and jurisdiction?

Anderson Township

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**Q2**

**Yes**

Does your community have community rooms available for rental by employees?

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**Q3**

**Employees Pay**

If so, do your employees pay, receive a discounted rate, or use it for free?

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**Q4**

**No**

Are there any limits on how often employees can reserve the community room?

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**Q5**

Please share any relevant policies and procedures with [wjetter@deerpark-oh.gov](mailto:wjetter@deerpark-oh.gov) and [ZHuettt@C4LG.org](mailto:ZHuettt@C4LG.org).

Employees pay for personal rentals. There is a discount for Anderson Township residents, which employees receive if they are also residents.

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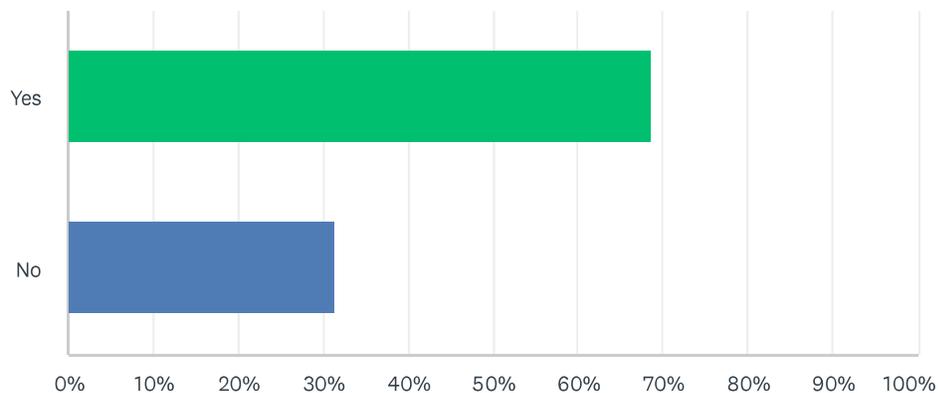
## Q1 What is your name and jurisdiction?

Answered: 16 Skipped: 0

#	RESPONSES	DATE
1	Anderson Township	10/24/2025 10:33 AM
2	Jeff Weckbach, Colerain Township	10/24/2025 8:32 AM
3	Miami Township, Montgomery County	10/23/2025 1:17 PM
4	Erin Policinski, Fairfield, OH	10/23/2025 12:23 PM
5	Steve Braun, City of Cheviot	10/23/2025 11:36 AM
6	Centerville-Washington Park District	10/23/2025 11:22 AM
7	Lockland, Doug Wehmeyer	10/23/2025 11:21 AM
8	West Chester Township	10/23/2025 11:20 AM
9	Village of Saint Bernard	10/23/2025 10:57 AM
10	Claudia Carroll/Pierce Township	10/23/2025 10:12 AM
11	Beth Gunderson, Sycamore Township	10/23/2025 9:36 AM
12	Kelli Kline - City of Lebanon	10/23/2025 9:34 AM
13	City of Mt. Healthy	10/23/2025 8:59 AM
14	City of Springboro	10/23/2025 8:55 AM
15	Jerry Haddix, City of South Lebanon	10/23/2025 8:55 AM
16	city deer park	10/23/2025 8:54 AM

## Q2 Does your community have community rooms available for rental by employees?

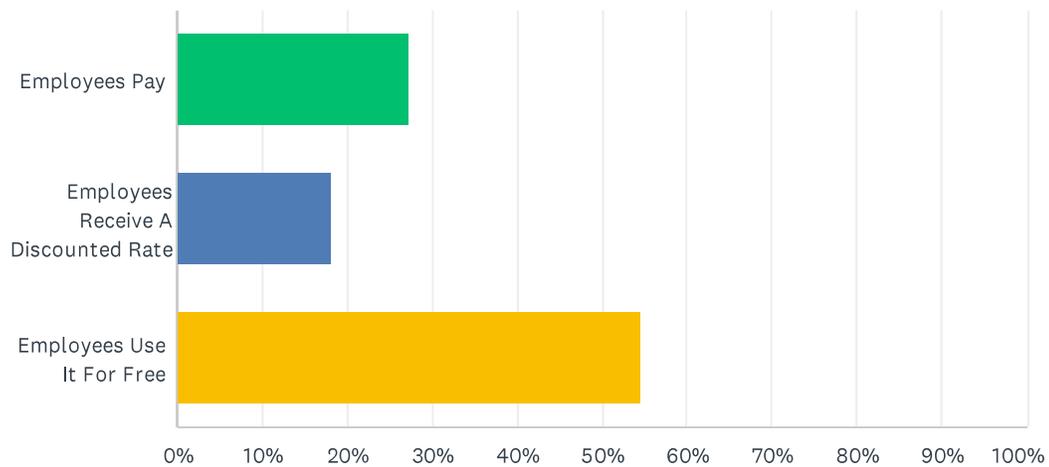
Answered: 16 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	68.75%	11
No	31.25%	5
TOTAL		16

### Q3 If so, do your employees pay, receive a discounted rate, or use it for free?

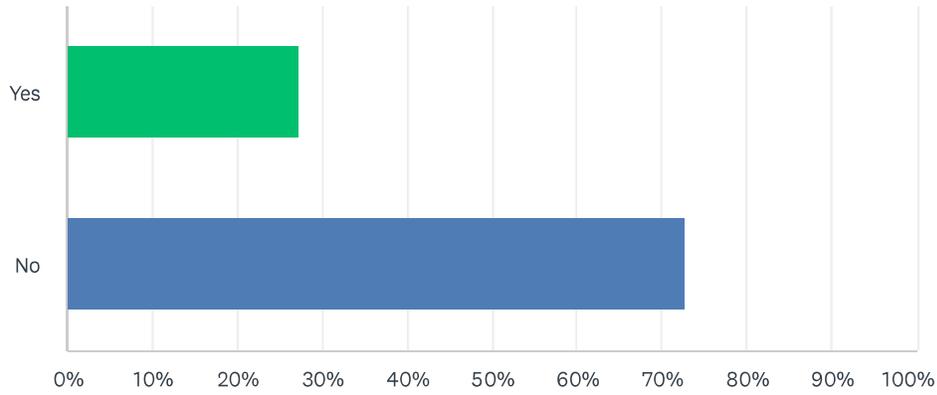
Answered: 11 Skipped: 5



ANSWER CHOICES	RESPONSES	
Employees Pay	27.27%	3
Employees Receive A Discounted Rate	18.18%	2
Employees Use It For Free	54.55%	6
TOTAL		11

### Q4 Are there any limits on how often employees can reserve the community room?

Answered: 11 Skipped: 5



ANSWER CHOICES	RESPONSES
Yes	27.27% 3
No	72.73% 8
TOTAL	11

### Q5 Please share any relevant policies and procedures with [wjetter@deerpark-oh.gov](mailto:wjetter@deerpark-oh.gov) and [ZHuettt@C4LG.org](mailto:ZHuettt@C4LG.org).

Answered: 7 Skipped: 9

#	RESPONSES	DATE
1	Employees pay for personal rentals. There is a discount for Anderson Township residents, which employees receive if they are also residents.	10/24/2025 10:33 AM
2	Fairfield Community Arts Center, its officers and employees, shall herein be referred to as the "City" and applicants for use of City facilities, their agents and/or representatives shall be referred to as "Client". BOOK THE ROOM – A 50% deposit is required at the time the booking is confirmed and a Facility Rental Contract is issued. The balance of the rental fee is due no later than 30 days before the event. For reservations less than 30 days before the event, the entire rental fee is due at the time of reservation. HOLD THE DATE –A tentative status request may be made for any available date and holds the date for up to two (2) weeks. All requests will be released after 14 days, without notice, unless the deposit is paid and a Facility Rental Contract is issued. Client is responsible for knowing the expiration date of their tentative hold. RENTAL FEES – Weekend rentals are for a period of no longer than six hours, with additional hours for set-up and break down, unless otherwise specified in the Facility Rental Contract. Weekday rentals are based on number of hours. The client is responsible for all food, decoration, and entertainment and for rental and set-up of any furniture or equipment not owned by the City. The Facility Rental Fee includes the following: · Facility and Beverage Attendants on site during event as appropriate. · Use of area specified on the Facility Rental Contract. · Free parking (parking may be limited if other events are scheduled). · Set-up and use of City-owned banquet (60-inch rounds) and buffet (8-foot) tables and chairs. · Freestanding, event-related, directional welcome signs. Additional fees may include: · Clean-up and/or repair of facility beyond normal janitorial service. Fees assessed accordingly. · \$175 per hour for events running longer than the scheduled time without notice. The City requires credit card number on file before the event as a security deposit against anticipated damages or overtime charges. CANCELLATION POLICY –All cancellations must be submitted in writing (email preferred) to the Parks and Recreation office. Email address: parks@fairfieldoh.gov · Agreements canceled more than 31 days prior to the date reserved, will be refunded any monies paid to date, less a \$50 processing fee. · Agreements canceled less than 30 days prior to the date reserved will receive a refund of ½ the facility rental fee (deposit). · Agreements canceled less than 14 days	10/23/2025 12:23 PM

before the reserved date will not receive a refund. · Agreements canceled by the City the Client will receive a full refund. · If the Client has not paid the entire rental fee 30 days before the event, the City may consider the event canceled and keep all deposits towards the total fee owed. **TERMINATION** – The City reserves the right to terminate immediately at any time, any event which it deems dangerous, harmful, inappropriate, or in violation of any applicable laws or ordinances, or which has violated any of the City policies and procedures. The City will retain all monies paid and will not be liable to the Client's suppliers or vendors for any of the charges generated by, or any deposits made to, providers of services. **SET-UP** – The Client is required to notify the Community Arts Center concerning set-up requirements, furniture, and equipment needs no later than 14 days prior to the event. A final guest count is needed at that time. Any equipment required by the Client that is not listed may be secured through an outside rental company at the Client's expense. If an outside company is used, City technical staff must supervise the set-up and teardown of rented equipment. Additional fees for technical assistance may be assessed. **DECORATIONS** – In order to protect the facility, the City must approve all decorations before the event. · All decorations and signs must be freestanding; taping, tacking, nailing, stapling or otherwise attaching signs or decorations to walls is NOT permitted. · Large exterior hanging signs are NOT permitted on the walls of the Community Arts Center. · Ground signs are NOT permitted anywhere on the City lawn or curb. · Decorations are NOT permitted on the outside balcony railing or inside grand staircase railing. · Open flames are NOT permitted. Candles are permitted if they are enclosed within a holder made of non-flammable material such as a glass globe or hurricane sleeve. The container must be higher than the tip of the candle's flame. · Smoke effects, fog machines, explosives, or pyrotechnics are NOT permitted. · Metallic table scatters, especially stars which may snag in the carpet and cause damage to commercial cleaning equipment, are NOT permitted. · Glitter, rice, sand, confetti, sparklers, silly string and aerosol fun spray are NOT permitted. · Paper wish-lanterns are NOT permitted to be released from the Community Arts Center balcony or grounds. \*The Client is required to remove all decorations immediately following the event. Failure to do so will result in additional clean-up fees. **ART GALLERY** – We cannot accommodate removing any artwork displayed on Art Gallery walls. **CATERING** – Only fully licensed Caterers may supply food and non-alcoholic beverages at any City events. The City will consider approval of one-time caterers not currently on the Preferred Caterers list if they meet the proper requirements. Due to health reasons, self-catering is not permitted. All Weekend events (Friday night, Saturday, and Sunday) in the Community Room must employ a caterer of choice with appropriate staff service for the event, including set up of all food, bussing of tables after the first meal service, and clean up. Drop offs are NOT permitted for Weekend events using the full Community Room. **BAR AND BEVERAGE SERVICE** – The City will administer the liquor license for all events and serve as sole provider for any Alcohol Beverage Service. Deposit for the Beverage Service, with a preliminary guest list, is due 30 days before the event. The remaining balance is due two weeks before the event with a final guest list. Any Beverage Service paid after the two-week deadline must be secured with cash or credit card. Events which are fully non-alcoholic in nature may coordinate their needs with their Preferred Caterer. Fairfield Community Arts Center beverage service requires bartender rate. The City will not knowingly dispense alcoholic beverages to anyone under the legal drinking age or to parties considered under the influence of alcohol. Therefore, all guests wishing to consume alcohol must present a valid I.D. In addition, Ohio State Law prohibits outside alcoholic beverages to be brought on or in the premises. The only alcohol permitted on the grounds is that served by the beverage attendant provided for your event. All unauthorized alcohol, if unopened, will be confiscated and stored for safekeeping until the end of the event. Open bottles or alcohol in a different container will be disposed of by management. **STAFFING AND LABOR** – The rental fee includes all City labor required for the set-up of the City's furniture and equipment, normal janitorial service, and coordination of deliveries with outside vendors. In addition, a facility attendant will be on site for the duration of your event. Any additional labor can be determined at cost. **CLEAN-UP AND REMOVAL** – The Client is responsible for event clean up and removal of all non-City-owned property from the premises within one hour after the end of the rental. With prior approval, Client may leave property in the FCAC storage area, to be picked up by 10 a.m. the following business day. Failure to adequately clean the event area or remove property as scheduled will result in additional fees being assessed. The City is not responsible for decorations or personal items left behind. **DAMAGES** – The Client is responsible for all damages, expenses, and losses, including theft and property loss, caused by any person who attends, participates in, or provides goods and services connected with the use of the facility and all tangible property. Any such costs will be assessed and charged to the Client at the appropriate vendor's billed cost, plus 10%. The Client may also be responsible for additional clean-up fees, which will be assessed on an as-needed basis based on the vendor's billed costs, plus 10%, and will be addressed in written

form included with the damage invoice. OUTSIDE VENDOR DELIVERIES – All deliveries and pick-ups related to the event must load through the Community Arts Center's loading and receiving area, unless special arrangements are made in advance. The Client is required to provide a delivery and pick-up schedule to the City one week prior to the event. All items must be delivered the day of the event and must be picked up no later than 10 a.m. the following business day. Friday deliveries are acceptable with prior arrangement. PARKING – The Community Arts Center's parking area holds up to 200 vehicles. Please note that there may be other events scheduled at the same time as your event. Parking may be limited. SMOKING – In compliance with State Law and the Smoke Free Workplace Act, smoking is not permitted anywhere inside the FCAC or on attached premises, including the Community Room Balcony, or within 50 feet of any entrance. The balcony attached to the 2nd floor Community Room is a non-smoking area. INDEMNITY AGREEMENT – Client expressly agrees to indemnify the City, Parks and Recreation Board, and the City's agents and/or employees harmless from: all liability, damage, loss cost of expense, including, but not limited to attorney fees, that the indemnities may sustain or incur on account of any damage to or destruction of any property that the City may own or in which it may have interest; all liability, damage, loss cost of expense, including, but not limited to attorney fees, due to any damage to or destruction of any property belonging to any person, firm or corporation; and all liability, damage loss, cost of expense, including, but not limited to attorney fees, due to any damage resulting from injury to or death of any person or persons resulting from or in any way connected with the use by the permittee, its agents, or employees, to which the permit/permission pertains. RENTAL DISCOUNTS – Discount on room/space rental only, does not apply to beverage packages or a la carte rental items. Fairfield Resident or Business 10% Non-Profit club/organization 25%

3	While there is no limit, if an employee were renting an inordinate number of times, it would be addressed. Also, resident rates are less expensive than non-residents and all rentals are "first come, first serve" basis.	10/23/2025 11:36 AM
4	Our employees can reserve fields, shelters or one indoor space one time per year for free, then they receive a 50% off discount for any subsequent reservations (within that calendar year).	10/23/2025 11:22 AM
5	We allow employees to rent the community room once a year at no charge. This would be for personal use.	10/23/2025 8:59 AM
6	Technically - the rooms available for rent are not "community rooms" but are rooms at our city-owned golf course. We do have a true "community room" but it is available for non-profit groups only. And that rooms is free of charge.	10/23/2025 8:55 AM
7	were working on it,	10/23/2025 8:54 AM