

Village of Mantua, Ohio
ORDINANCE 2019-27

AN ORDINANCE AMENDING CHAPTER 951 OF THE CODIFIED ORDINANCES OF THE VILLAGE OF MANTUA REGARDING THE PARK LODGE.

WHEREAS, the Parks Committee has recommended formalizing rules and regulations relating to use of the Park Lodge; and

WHEREAS, this Council desires to amend the Codified Ordinances of the Village of Mantua in order to address this recommendation.

NOW THEREFORE, BE IT ORDAINED by the Council of the Village of Mantua, Ohio, two-thirds or more of the members elected thereto concurring, that:

SECTION 1: Section 951.05 of the Codified Ordinances of the Village of Mantua is hereby enacted as set forth in “Exhibit A”, attached hereto and incorporated herein by reference.

SECTION 2: It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of the Council, and that all deliberations of this Council and any of its committees that resulted in such formal actions were in meetings open to the public, in compliance with Section 121.22 of the Ohio Revised Code.

SECTION 3: This Ordinance shall be effective after passage by at least a majority of the members elected to the Mantua Village Council at the earliest period allowed by law.

PASSED IN COUNCIL this 3rd day of September, 2019.

1st Reading: June 18, 2019

Linda Clark, Mayor

2nd Reading: July 16, 2019

ATTEST:

3rd Reading: September 3, 2019

Effective: October 3, 2019

Jenny August, Clerk Treasurer

I hereby certify the above Ordinance was posted at the five (5) public notice locations in the Village of Mantua, Ohio on this the _____ day of September, 2019.

Jenny August, Clerk Treasurer

Approved as to Legal Form:

Michele Stuck, Solicitor

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“Exhibit A”

951.05 BUCHERT PARK LODGE

(a) All persons desiring to rent the Buchert Park Lodge shall submit an application form, designated by the Parks Committee, which shall be accompanied by the appropriate fee plus security deposit, no later than two weeks prior to the rental date.

(b) Fees:

	<u>Resident:</u>	<u>Non-Resident:</u>
Parties, Showers, Graduations, Fund Raisers, Etc.	\$100.00	\$150.00
Non-Profit Organizations, Meetings	\$ 15.00	\$ 30.00
Security Deposit (Required)	\$100.00	\$100.00

(c) Provided the Park Lodge is not in use by any other party, the renter shall be permitted to access the Lodge at no additional cost after 5:00 p.m. the evening before their event in order to set up.

(d) In addition to the Rules and Regulations set forth in Section 951.03, use of the Park Lodge is subject to the following rules:

- (1) Absolutely no tape, pins, staples, glue etc. may be used on walls or woodwork.
- (2) Remove all decorations and the fasteners from surfaces.
- (3) Wipe down and put all chairs away after use.
- (4) If tables were used, wipe down, fold and put on wall by markers.
- (5) Wash coffee pot and put away properly if used.
- (6) Clean refrigerator / freezer; remove all food.
- (7) Clean counter tops, stove, and kitchen area.
- (8) Damp mop all tile floors with cold water only including kitchen and both restrooms.
- (9) Remove garbage bags from all trash cans including restrooms and replace with new liners. All trash containers must be completely emptied.
- (10) Put all garbage bags in the dumpster on the east side of the building.
- (11) Turn off the gas log, if used, and close damper.
- (12) Be sure all doors are locked and all lights off before leaving.
- (13) Return key to Police Station at 4650 W. High St. no later than 2 hours after event.

(e) Security Deposit: Security Deposit checks will be cashed by the Village upon receipt. Any refund due will be issued within thirty (30) days after the event. Deductions from security deposits may include, but are not limited to, the following:

Floor not swept or mopped sufficiently	\$10.00 charge
Garbage not emptied, no new bags	\$10.00 charge
Chairs not put away	\$10.00 charge
Door and/or windows left open or unlocked	\$10.00 charge
Rest rooms not cleaned/trash not emptied	\$10.00 charge
Counters and/or tables not wiped clean	\$10.00 charge
Coffee pot not cleaned	\$10.00 charge
Decorations not removed	\$10.00 charge
Food left in refrigerator, oven, or on counters	\$10.00 charge

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Security Deposit will be forfeited if less than five business days notice is given of event cancellation or rescheduling.

“Exhibit B” on following page

VILLAGE OF MANTUA

4650 W. High Street
P.O. Box 775
Mantua, Ohio 44255-0775
Phone: 330-274-8776
Fax: 330-274-2884
Email: mantuagv@sbcglobal.net



MANTUA VILLAGE PARK FACILITIES RENTAL APPLICATION

THE PARK LODGE IS A SMOKE-FREE FACILITY ~ ALCOHOL OF ANY KIND IS PROHIBITED

MAXIMUM CAPACITY OF THE LODGE IS 90 PEOPLE

AMENITIES INCLUDE:

- EIGHT 8 FOOT TABLES
- APPROXIMATELY 90 CHAIRS
- GAS FIREPLACE
- AIR CONDITIONING
- TWO REST ROOMS
- 100 CUP COFFEE MAKER
- FULL "WARMING KITCHEN", INCLUDING RANGE, OVEN, & MICROWAVE, REFRIGERATOR / FREEZER

FEE SCHEDULE: This schedule represents only normal usage fees and may be amended if needed.

<u>PARK LODGE:</u>	<u>VILLAGE RESIDENT:</u>	<u>NON-RESIDENT:</u>
PARTIES, SHOWERS, GRADUATIONS, FUND RAISERS, ETC.	\$100.00	\$150.00
NON-PROFIT ORGANIZATIONS, MEETINGS	\$ 15.00	\$ 30.00
SECURITY DEPOSIT (Required)	\$100.00	\$100.00

<u>OTHER FACILITY:</u>	<u>VILLAGE RESIDENT:</u>	<u>NON-RESIDENT:</u>
PARK PAVILION #1 #2	\$20.00	\$40.00
BASEBALL FIELD	\$15.00	\$30.00
BASKETBALL COURT	\$10.00	\$20.00
VOLLEYBALL COURT	\$10.00	\$20.00

The following are cleaning instructions that must be followed as part of the rental agreement. Cleaning the Lodge following your event is the responsibility of each renter. Violation of any Lodge rules may result in forfeiture of part or all of your deposit. If you have any questions, please call the Village office at 330-274-8776 between 9:00 a.m. and 4:00 p.m., Monday through Friday. Evening or weekend calls should be directed to the Mantua Police Department at 330-274-2251.

1. **ABSOLUTELY no tape**, pins, staples, glue etc. can be used on walls or woodwork.
2. Remove all decorations and the fasteners from surfaces.
3. Wipe down and put all chairs away after use.
4. If tables were used, wipe down, fold and put on wall by markers.
5. Wash coffee pot and put away properly if used.
6. Clean refrigerator / freezer; please do not leave food!
7. Clean counter tops, stove, and kitchen area.
8. **Damp mop all tile floors with cold water only** including kitchen and both restrooms.
9. Remove garbage bags from all trash can including restrooms and replace with new liners. (New liners are under the sink). If the bathroom trash cans only contain a tissue or so, it may be combined into another trash can. **All trash containers must be completely emptied!**
10. Put all garbage bags in the dumpster on the east side of the building.
11. Turn off the gas log, if used, and close damper.
12. Be sure all doors are locked and all lights off before leaving.
13. Return key to Police Station at 4650 W. High St.
14. Please advise our office of any conditions that need our attention.

Deductions may be made from security deposits for damages/failure to clean including but not limited to:

Floor not swept or mopped sufficiently	\$10.00 charge
Garbage not emptied, no new bags	\$10.00 charge
Chairs not put away	\$10.00 charge
Door and/or windows left open or unlocked	\$10.00 charge
Rest rooms not cleaned/trash not emptied	\$10.00 charge
Counters and/or tables not wiped clean	\$10.00 charge
Coffee pot not cleaned	\$10.00 charge
Decorations not removed	\$10.00 charge
Food left in refrigerator, oven, or on counters	\$10.00 charge

Please read and fill out the form below and sign where indicated. Return the bottom half of this form, along with a copy of your driver's license and the \$100.00 deposit fee. The deposit check should be mailed in along with this form to hold your spot at the lodge. Your deposit check will be deposited in our bank account at Middlefield Bank when received, and a deposit refund check from Mantua Village will be issued to you within 30 days after your event based upon your cleaning the lodge.

Your rental fee check should be received by this office no later than two weeks prior to rental date. **You may put the deposit and rental in one combined check if you choose**, made out to the **Village of Mantua**. You can mail it with this contract to "Park Rentals" P.O. Box 775, Mantua, Ohio 44255, or drop it in our night drop box by our entrance door at 4650 W. High Street in the Village Administration building.

You must pick up the lodge key from the Police Station office. It is located in the Village Government Building (former Fire Station) 4650 W. High St. at the corner of High St. and S.R. 44. You will use the front door facing S.R. 44. Return the lodge key after use to the same office. **Please note: To prevent forfeiture of deposit, please cancel or reschedule five (5) days prior to your event.** Thank you!

The address at the Park Lodge is 4808 E. High Street, Mantua, Ohio 44255. If you are also renting a pavilion, a "RESERVED" sign with renter's name will be posted the night before for Pav. #1 or #2. For any problems that may arise with either the Park Lodge or a Pavilion, please contact the Mantua Police Department at 330-274-2251.

THANK YOU FOR RENTING THE PARK LODGE!

----- Cut here and return with Rental Fee and Deposit -----

APPLICATION / AGREEMENT FOR USE OF VILLAGE OF MANTUA PARK FACILITIES:

Name: _____ Organization Name (if different): _____

Address: _____

Best Phone Number to Reach you: _____ Email Address: _____

Date of Event: _____ Time of Event: from _____ to _____

Type of Event/Purpose: _____

Electric Required at Pavilion: YES _____ NO _____

By signing this application, I accept all obligations related to the use of the Village of Mantua Park facilities.

Signature: _____ Date: _____