



## WOOSTER RECREATION ROOM RENTAL INFORMATION

	<u>Fee</u>
<b>Franklin Meadows Community Room*</b>	<b>Resident:</b> \$150.00 <b>Non-Resident:</b> \$175.00
<b>Franklin Meadows Community Room &amp; Kitchen*</b>	<b>Resident:</b> \$200.00 <b>Non-Resident:</b> \$240.00
<b>Additional Hour(s)</b>	<b>Resident:</b> \$37.50 ea. <b>Non-Resident:</b> \$43.75 ea.

\*Franklin Meadows Community Room weekend rentals only

### PAYMENT AND RENTAL GUIDELINES

- A \$50.00 non-refundable deposit is required at the time of reservation to secure the rental. The balance will be due 45 days prior to rental date. If remaining balance is not received by the date indicated on your paperwork we reserve the right to cancel your reservation and retain the deposit. If cancellation occurs, the following refund schedule will be applied:

<b>0-14 Days Notice</b>	<b>15-44 Days Notice</b>	<b>45+ Days Notice</b>
No money refunded.	50% of total fee paid will be refunded.	All money refunded except \$50.00

- Fees are based on a 4-hour rental (minimum).
- User will be charged for entire time of room usage. This includes time used for decorating, clean up, etc. There will be an additional charge of \$37.50 resident and \$43.75 non-resident per hour for each hour of use beyond the initial four. The time required for the rental must be indicated at the time of reservation.
- Reservations may be made by phone with a credit card, or in person at the Recreation office.
- Renter must be at least 18 years of age and present during the entire rental period.
- A building supervisor will be present during the entire rental period.
- Closing time is 11:00 p.m. Any exceptions must be approved by the Recreation Manager.
- Tables are 8 feet long and seat three comfortably on each side.
- Seating capacity  
Community Room - 125 with tables and chairs, 175 without tables and chairs.

The Franklin Meadows Community Room – 241 S. Bever St. Wooster, Ohio 44691