



BLUE ASH RECREATION CENTER RENTAL ROOMS POLICIES AND PROCEDURES

The following information is provided to assist you in renting available rooms and spaces at the Blue Ash Recreation Center. Please let us know of any special needs when speaking with our staff so we can ensure a memorable experience.

Inquiries regarding Recreation Center rooms may be made by contacting our Recreation Staff at 513-745-6262. Reservations are limited to Blue Ash residents, Recreation Center members, Blue Ash based business employees and non-profits. All reservations must be made in person and during business hours (M-F, 9:30a-4:30p) by visiting the Welcome Desk at the Blue Ash Recreation Center and requires proof of affiliation.

GENERAL INFORMATION

- Rentals must comply with individual room occupancy limits at all times. Failure to do so may result in forfeiture of deposit, early termination of rental and/or denial of future reservations. Please refer to the attached room chart for maximum occupancy information.
- Rental includes 30 minutes before and after contracted facility usage for set-up and clean-up. Renter must vacate the room 30 minutes after ending time on contract.
- Recreation Center rentals are available for rent during building hours. Rentals may be extended after building hours per request and availability.
- Rental allows access to rented room and adjacent kitchen/restrooms only unless otherwise noted.
- No smoking in the building.
- Animals are not permitted within rental spaces.
- Rentals are limited to one rental per quarter.
- Rentals are limited to Blue Ash residents, Recreation Center members, Blue Ash based business employees and non-profits.
- Rentals must be made in person and during business hours (M-F, 9:30a-4:30p) and require proof of affiliation.
- Renter is responsible for set-up and tear-down of tables and chairs.
- Renter is responsible for clean-up including placing all trash in receptacles, wiping down chairs/tables, and sweeping floor (cleaning supplies provided in room closet).
- Renter is to check-in and check-out with a City of Blue Ash representative.
- Failure to comply with any Room Rental Policies will result in denial of future reservations.

FEES

- Please refer to the attached room chart for fee information (proof of current Blue Ash affiliation or non-profit verification is required).

AMENITIES

- All rental facilities are equipped with tables and chairs for maximum number of occupants.
- Please refer to the attached room chart for detailed room amenities and information.

ROOM CONTRACTS

All rentals at the Blue Ash Recreation Center require a signed contract. During contract proposal and review, all space/dates will be held as "pending". All pending dates will be released after 5 business days (from the date the contract/proposal was issued) if the signed contract is not received.

- Reservations may be made the first business day of November beginning at 9:00AM for the following year. Minimum **two-week notice** required to schedule rentals. Rentals scheduled after building hours are subject to staff availability and require a minimum one-month notice.

PAYMENTS

- A signed contract is due within 5 business days (from the date of the contract/proposal was issued) in order to finalize the reservation.
- Payment is due when reservation is finalized. **All payments are non-refundable.**

CANCELLATION & DATE CHANGE POLICY

In the event the renter cancels a reservation please note that the rental payment is non-refundable. It is possible to request a date change at no additional cost but date changes are dependent upon availability. All changes to the original contract must be approved through the Recreation Staff.

ROOM SET-UP

All Recreation Center rooms are furnished with enough stacking chairs and banquet style tables to accommodate maximum room occupancy. The renter is responsible for setting up the tables and chairs, cleaning the tables (product provided) and returning all items to the storage area. Table covering is required (not supplied). Wheeled carts are provided for moving food and/or supplies to the room from the parking lot.

ROOM DECORATIONS, MATERIALS AND DELIVERIES

Nothing may be hung, attached or suspended from any part of building. The use of candles, double back tape, staples, nails, glitter, confetti and other similar materials is prohibited. It is the renter's responsibility to ensure its vendors and contractors comply with all regulations and guidelines regarding use of the facilities and equipment. All vendors must be approved prior to the rental. Failure to comply with these guidelines will result in denial of future reservation requests. Damages and/or excessive clean-up required and caused by the renter, their vendors, or their guests, shall be the responsibility of the renter and the renter will be charged for the cost of clean-up and/or repair.

ROOM RENTAL, FOOD AND BEVERAGE SERVICE

- Outside food and/or drink is permitted. Consumption of alcohol in the Recreation Center rental rooms will require an Alcohol Permit (see below for more information on our Alcohol Policy).
- Cooking/grilling outside is not permitted.
- If your rental requires catering, please confirm that you are using one of our approved caterers. If you choose an outside caterer, we will require pre-arranged approval with our staff at least 30-days prior to your rental. This will ensure your caterer has a full understanding of our policies and has been approved by our insurance standards and guidelines.
- Food trucks are not permitted.

APPROVED CATERERS

- For a current list of approved caterers please contact our staff at 513-745-8550 or stop by our Welcome Desk. If you choose an outside caterer, we will require pre-arranged approval with our staff at least 30-days prior to your rental.

ALCOHOL POLICY

- If you plan to bring your own alcohol, this permit is free with your rental, but requires that you sign and agree to the terms of the permit on the contract and our policies.
- The alcohol permit offered through your rental covers “BYOB” usage, but not sales. If a caterer is providing alcohol for your rental they must obtain a separate alcohol permit.
- Any alcohol must be kept within the rental boundaries.
- Persons under 21 years of age are not permitted to consume alcoholic beverages.
- Any persons who appear to be intoxicated should not be served alcoholic beverages.
- Alcohol brought onto the premises without our knowledge will be confiscated (and not returned).

MISCELLANEOUS

- The City of Blue Ash is not responsible for any items left after a rental.
- Soliciting on City property is not permitted. Room rentals are for social events only and usage for promoting products/services or selling products/services is not permitted.
- The City’s likeness may not be used in any internal or external promotions. This includes but is not limited to City logos, employees, officials, agents and/or facilities.
- Excessive noise and amplified sound are not permitted.

RELEASE OF LIABILITY

The renter agrees to defend, indemnify, release and hold harmless the City, its agents, officers, attorneys, employees, departments, boards and commissions from any and all claims, causes of action, proceedings, liabilities, losses, damages, costs and expenses related to or arising, directly or indirectly out of the renters acts or omissions upon or related to its use of City property.

Thank you for choosing the Blue Ash Recreation Center.

LOWER LEVEL ROOM

Maximum Occupancy 80

Blue Ash Residents Recreation Center Members Blue Ash Based Businesses	Blue Ash Non-Profit Must show non-profit verification (for business use only)	Other Non-Profit Organizations
\$35/hr (up to 5 hours) \$200/day	Free	\$60/hr (up to 5 hours) \$360/day
*After hours rentals available by request and subject to availability.		

COOPER ROOM

Maximum Occupancy 20

Blue Ash Residents Recreation Center Members Blue Ash Based Businesses	Blue Ash Non-Profit Must show non-profit verification (for business use only)	Other Non-Profit Organizations
\$35/hr (up to 5 hours) \$200/day	Free \$25/hr (after hours)	\$60/hr (up to 5 hours) \$360/day
*Party Option Available: \$100 for 2 hour rental including admission to Pool, Gymnasiums & Game Room. *After hours rentals available by request and subject to availability.		

(additional room information continued on next page)

Hunt Room

Maximum Occupancy 15

Blue Ash Residents Recreation Center Members Blue Ash Based Businesses	Blue Ash Non-Profit Must show non-profit verification (for business use only)	Other Non-Profit Organizations
\$20/hr (up to 5 hours) \$100/day	Free \$25/hr (after hours)	\$45/hr (up to 5 hours) \$270/day

*After hours rentals available by request and subject to availability.

BLUE GYM

Maximum Occupancy 400+

Blue Ash Residents Recreation Center Members Blue Ash Based Businesses	Blue Ash Non-Profit Must show non-profit verification (for business use only)	Other Non-Profit Organizations
\$300 Deposit \$1,500/day	\$300 Deposit \$500/day	\$300 Deposit \$2000/day

***Available Saturdays only from Noon to Midnight.**

***Recreation Center can provide seating/tables for a maximum of 150.**

***Groups larger 150 need to acquire rented equipment from an outside source.**

***An additional \$1/person fee will be charged for groups larger than 400.**

***Seats approximately 1,200 people theater style plus 200 in bleachers.**

***Seats approximately 550 people banquet style (This allows for a dance floor).**