



# Kent Recreation Center Rental Policies

Any individual or organization that intends to rent the Kent Recreation Center is required to request the rental at least 30 days and no sooner than 180 days prior to the requested rental date. All renters are to be provided this set of rental policies. By submitting payment, it is understood the renter agrees to the following:

## Policies

- Any signage, structures, or other materials brought in by the renter shall be completely removed by the end of the rental time.
- No food is permitted within the gymnasium. This includes any non-water drinks.
- No alcohol is permitted on Parks property, including inside and outside of the Kent Recreation Center.
- No glitter, confetti, tape, putty, adhesive, or related items are permitted in the Kent Recreation Center.
- No events held with the primary purpose of advertising a product, good, or service shall be permitted.
- One (1) adult is required to be present for every ten (10) minors in attendance.
- Kent Parks & Recreation retains the right to deny rental requests for any of the following reasons:
  - Kent Parks & Recreation are unable to staff the requested date and/or time.
  - The rental is expected to cause a disruption of the peace or result in reduced health, safety, and welfare of the public.
  - There is a conflict with another previously approved event or program utilizing the Kent Recreation Center.
- Kent Recreation Center rentals are limited to the following spaces:
  - Entrance way and lobby
  - Gymnasium
  - Bathrooms

## Payment

- Kent Recreation Center Rental Costs: \$75/hr for Residents - \$100/hr for Non-residents
- A minimum of three (3) hours is required for a Kent Recreation Center rental.
- Payment for the rental is required at least 14 days prior to the event after Kent Parks & Recreation has confirmed the rental request.
- Refund requests must be made at least seven (7) days prior to the scheduled rental date. After that time, all rental fees become non-refundable.
- Payment can be made via card, cash, or check. Cash and check are only accepted at our office (497 Middlebury Rd, Kent OH).
- Liability insurance may be required if Kent Parks & Recreation staff deem the proposed rental goes beyond the scope of basic facility usage.

## Hold Harmless Agreement

The applicant is responsible for completing the Hold Harmless Agreement included in the application. In the agreement, the user shall hold harmless, defend and indemnify the City of Kent, Ohio, its elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof against all claims, suits, actions, costs, attorney fees, expenses, damages judgments, or decrees, of every name and description, by reason of any person or persons or property being damaged or injured by the User/Contractor/Producer, or any of his Subcontractors, or any person employed under said User/Contractor/Producer, or under any of his Subcontractors, or in any capacity during the progress or arising or growing out of the event, whether by negligence or otherwise.

## Contact Information

Kent Parks & Recreation

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