



COMMUNITY CENTER

MASON COMMUNITY CENTER

RENTAL OPPORTUNITIES

Mason Community Center
6050 Mason-Montgomery Road
Mason, OH 45040
Phone: 513-229-8555



Thank you for your interest in rental opportunities at the Mason Community Center! Many areas of the facility are available for rent during operating and non-operating hours. Rental areas can be used for parties, special events, business meetings, and other activities.

Specific areas and features include:

Community (Meeting) Rooms

- Three rooms, each 1,400 square feet
- Each room seats up to 50 individuals
- Rooms may be combined to create a larger rental area
- Audio-visual resources available upon request



Glass Rooms

- Two rooms; each accommodates up to 35 individuals
- Adjacent to the leisure pool
- Access to refrigerator and sink

Athletic Courts - Gymnasium

- Hardwood floor; 12,000 sq. ft.
- Two regulation basketball/volleyball courts

Athletic Courts - Field House

- Synthetic, multi-purpose floor; 28,800 sq. ft.
- Four regulation basketball, volleyball, or tennis courts
- 1/9-mile, two-lane running track
- Limited portable bleacher seating

Leisure Pool

(Exclusive use of this area may be accommodated during after-hour rentals only)

- Water geysers, lazy river, water playground, tot slide, zero-depth entry, and water flume slide
- Three lap lanes
- Whirlpool

Competition Pool

(Exclusive use of this area may be accommodated during after-hour rentals only)

- 25 meters by 25 yards
- Two 1-meter diving boards
- Movable floor
- Lap lanes can be rented individually (4 maximum)

Special Areas & Lock-In Rentals

- Contact the Community Center Manager for availability, details, and fees.

Parties

- Weekend party packages are available. Pick up a Party brochure at the front desk for more information!

Facility Rental Request Forms

Any individual or organization interested in renting an area of the Mason Community Center can pick up a Facility Rental Request Form at the front desk of the facility. Completed request forms and the appropriate security deposit must be submitted at least two weeks prior to the anticipated event. Requests are typically reviewed within two business days and are subject to approval based on facility and staff availability, and appropriate use.

Specific policies include:

- Only adults (18 years and older) are permitted to request rental of the facility.
- Facilities will not be rented for any programs similar to Community Center programs or services.
- The reservation time period shall include all preparations, activities, cleanup, and restoration. Renter's access to the areas and/or facility will be limited to the time frame requested.
- Events requiring major setup (floor tarp, lighting, etc.) should be submitted at least one month prior to the anticipated event. A detailed description of the special event activity and setup should be included with the Facility Rental Request Form. Additional fees may be assessed.
- Organizations requesting a rental may be required to provide proof of liability insurance naming the Mason Community Center as "Additional Insured" for the event.
- Facility rental entitles access to rented area only.

All requests must be submitted with the required security deposit to be considered for scheduling.

Request forms can be submitted by one of the following methods:

- **Drop-Off:** *Facility Rental Request Forms* can be submitted at the Mason Community Center front desk during normal facility hours. Forms should be fully completed and submitted with the appropriate security deposit.
- **Fax:** Completed *Facility Rental Request Forms* with security deposit information (credit card: Master Card or VISA) can be faxed to the Mason Community Center at 513-229-8556, attention: Facility Rentals. (Please call 513-229-8555 to confirm the receipt of the fax.)
- **Mail:** Completed *Facility Rental Request Forms* with a security deposit check or credit card information (Master Card or VISA) can be mailed to:

Mason Community Center
ATTN: Facility Rentals
6050 Mason-Montgomery Road
Mason, OH 45040

Security Deposit

A security deposit in the amount of 25% or \$25, whichever is greater, is required for each rental request at the time the Facility Rental Request Form is submitted. Rental requests without a security deposit will not be considered.

Rental Agreement

Full payment of the rental fee is due within 72 hours of the approved rental request to finalize the Rental Agreement. Reservations cannot be guaranteed after 72 hours. The Rental Agreement outlines the rental terms, policies, procedures, and fees. For larger events that require a significant payment, scheduled payments may be arranged with the Community Center Manager.

Hourly Rental Fees

The chart below lists the areas of the facility that are available for rental. **Rentals are granted in 1-hour increments**, with a minimum of 1 hour unless otherwise specified. An individual's residency status at the time of completing a Facility Rental Request Form will determine the rental fee that is assessed. Rental fees for City of Mason businesses will be assessed at the Community Resident rate. Fees include basic setup and teardown; however, additional fees may be applied based on the nature of the rental (see Additional Fees and Special Requests).

Weekday Hourly Rates

Area	Community Resident (C-Res)	Non-Resident
1 Community Room	\$30	\$45
2 Community Rooms	\$55	\$85
3 Community Rooms	\$80	\$120
Glass Room (each)	\$25	\$40
Athletic Courts (each)	\$40	\$60
Entire Gymnasium	\$75	\$115
Entire Field House	\$150	\$225
Lap Lane*	\$25	\$40

Weekend Hourly Rates (Friday, 5 p.m. - Sunday)

Area	Community Resident (C-Res)	Non-Resident
1 Community Room	\$40	\$60
2 Community Rooms	\$65	\$100
3 Community Rooms	\$90	\$135
Glass Room (each)	\$30	\$45
Athletic Courts (each)	\$45	\$70
Entire Gymnasium	\$85	\$130
Entire Field House	\$170	\$255
Lap Lane*	\$25	\$40

*Lap lane rentals are assessed hourly by lane (maximum of 2 hours with a maximum request of 4 lanes); the maximum number of swimmers per lane is 6.

Rentals must end one hour before the facility closes.

Additional Rental Fees and Special Requests

- Rentals requiring additional MCC staff members will be assessed fees to cover the hourly wages and benefits of each staff member.
- Rental fees for the leisure and competition pool do not include fees for the lifeguards; therefore, additional fees for staffing in these areas may be required.

General Setup & Teardown/Cleanup

The Mason Community Center will provide staff for general setup and teardown of all rental events; however, if the setup or teardown requires additional MCC staff to be scheduled, the rental organizer will be responsible for the cost. The organizer is required to be on site to assist the crew with setup guidance and instruction. If additional equipment is needed for the rental event (tables, chairs, etc.), the rental organizer is responsible for making arrangements for rental of these items once they have been approved by facility management.

Security Requirements

Depending on the activity and size of the group, the Mason Community Center will determine and may supply additional security staff at cost to the rental organizer. Rental organizers are not permitted to bring in outside security staffing or resources. Security presence on site shall begin at least ½ hour prior to anticipated participant arrival until the time all participants have exited the facility following the activity. The amount of security required will be dictated by the attendance and activity, and at the discretion of facility management.

Fire Code Requirements

Depending on the size and type of rental activity, rental organizers may be required to submit detailed information and diagrams of facility setup and traffic flow patterns to the City of Mason Fire Department for approval. Additionally, fire department personnel may be required to be on site during the rental, or parts thereof, and all personnel costs associated with such requirement are the responsibility of the rental organizer.

Changes

Any changes to the Facility Rental Request Form or Rental Agreement must be submitted in writing. If the change is approved, it must be signed and dated by both the renter and the Community Center Manager. The Mason Community Center reserves the right to deny any change to the rental request or agreement.

Cancellations

Any cancellations to the rental request or agreement must be made a minimum of two weeks prior to the event in order to receive a full refund. Cancellations made less than two weeks prior to the event will forfeit the security deposit. All rental cancellations will be charged a \$10 administrative processing fee. More than two weeks notice (as outlined in the Rental Agreement) may be required for the cancellation of larger events.

Facility Rental Use Policies and Procedures

Rental organizers and guests must follow the established Mason Community Center Code of Conduct and facility use policies. Violations of such regulations or misrepresentation of use may be cause for immediate cancellation of the rental without a refund. In addition, these guidelines must be followed:

1. Rental organizer must bring a copy of the Rental Agreement and be present during the entire event, including setup and teardown.
2. Rental organizer must provide setup details and/or special requests on the Facility Rental Request Form. If no information is provided, the organizer is responsible for the safe and practical setup of the rented area.
3. Upon request, a guest list shall be provided to and available at the front desk, and/or a representative of the group shall be available to assist with admittance.
4. Guests of rental events may be admitted into the facility no sooner than 15 minutes prior to the start time of the rental.
5. It is the renter's responsibility to supervise all guests, including restricting guests to authorized areas only. The rental organizer is held liable for their group's actions, including any damages or losses caused during rental of the facility.
6. Certain groups may require entry/exit from a designated set of doors other than those at the main entrance. In these cases, the rental organizer will be responsible for instructing rental guests to the appropriate entry/exit. He/she will also monitor access through these doors to ensure there are no unauthorized entries.
7. Use will be restricted to the terms of the Rental Agreement including the area reserved, start and end times, intended activity, etc.
8. Rentals shall not infringe or restrict the use of the other facilities in the Mason Community Center.
9. No alcohol is permitted in the facility or on its grounds.
10. Smoking, use of other tobacco products, and open flames, including candles, are prohibited.
11. No electrical appliances are allowed without prior approval.
12. Appropriate guest dress is required while using the facility. Please adhere to the clothing guidelines established for facility use.
13. All furniture, equipment, decorations, and other needs shall be detailed in the Facility Rental

Request Form and approved in advance.

14. Decorations shall not be attached to the walls, ceilings, or sprinkler systems. Decorations shall not alter or damage any surfaces.
15. No rice, confetti, or straw shall be used in or around the facility.
16. Rental activities shall keep noise at a reasonable level, so as not to disturb or interfere with facility operations.
17. Only music suitable for a public facility will be permitted (by judgment of the manager on duty). The volume is subject to the control of the manager on duty.
18. Any material (posters, pamphlets, etc.) containing advertising must first be approved before distribution.

Food and Catering Policy

In an effort to meet the needs of our patrons, the Community Center has approved the following food and catering methods:

- Food and drinks may be provided and served by a licensed caterer. License number must be provided on the Rental Request Form.
- Patrons may bring in their own food and drinks. The Community Center does not accept responsibility for any dishes, cookware, etc. that are brought in.
- Patrons are encouraged to view the rental areas for electric accessibility. Please fill in the detailed area on the Rental Request Form.
- Food is restricted to certain areas of the facility. Spill-proof, unbreakable water bottles are the only exception.
- Accidental spills and stains should be reported immediately to the staff to arrange for cleanup.
- Exceptions to this policy must be approved by the Facility Manager prior to the rental event.

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