



2023
RULES FOR USE OF MEETING ROOMS

1. The Barlow Community Center and City Hall Community Rooms are available for use by governmental organizations, Hudson community organizations, and Hudson businesses. Neither of these facilities are rented to individuals for private parties or events. All activities and events are to be conducted consistent with local standards. Facilities are accessible to the handicapped. (Ord. 1064).
2. Rooms may be rented for reoccurring events for a one-year duration only. **AT NO TIME WILL ANY GROUP BE PERMITTED TO RENT ANY SPACE AT EITHER FACILITY FOR MORE THAN SEVEN (7) CONSECUTIVE DAYS.** Each year the City will announce the “Open Registration Date” for all Users for the following calendar year. Rooms will be rented on a ‘first come-first served’ basis.
3. The Public Works Department may create/modify rules and regulations for the operation and leasing of the meeting rooms at any time. It is understood that the right of said User to use and occupy said premises is subject to cancellation by the City of Hudson without prior notice. Cancellations by the City can occur at any time due to an emergency. In other cases of cancellation by the City, every effort will be made to give User twelve (12) hours’ notice. In either event, the refund will not exceed the amount tendered.
4. DEPOSITS - All users must pay a deposit fee of \$50.00 PER ROOM upon securing any space. If it is determined that the space has been damaged, i.e., damaged/stained carpet or tile, damage to walls, ceilings or doors; that the space has been left in an unacceptable condition, i.e., carpet not vacuumed or floor not swept, debris left behind, tables and chairs not wiped clean and put away, trash not in proper receptacles; then the City shall use the deposit to correct the problem(s). The group(s) responsible will then be required to repay their deposits before they can use the room again. In the event the cost of repairs exceed the deposit amount, an invoice will be created for the difference. Deposits on rooms that have not been damaged will be returned within 30 days after use of room. (Ord. 1064)
5. Room fees are due BEFORE use of the facility. Payments can be made by credit card, check or cash. There is a 3% convenience fee assessed to each credit/debit card transaction. Credit cards can be accepted in our office, over the phone by calling 330-342-1750, or on-line at www.hudson.oh.us/176/Community-Rooms. All checks are made payable to City of Hudson.

ROOMS AVAILABLE	ROOM CAPACITY	RATES FOR NON-PROFIT/ COMMUNITY GROUPS	RATES FOR COMMERCIAL/ BUSINESS GROUPS
BARLOW COMMUNITY CENTER			
Conference	22	\$15/hour	\$25/hour
Memorial	49	\$20/hour	\$30/hour
Assembly	108	\$20/hour	\$30/hour
Theater (stage and auditorium only)	188	\$20/hour	\$35/hour

CITY HALL COMMUNITY ROOMS			
John Brown	57	\$20/hour	\$30/hour
David Hudson	63	\$20/hour	\$30/hour
Ellsworth	75	\$25/hour	\$35/hour
Training Room	54	\$20/hour	\$30/hour

6. There will be no charge for government-related organizations including the city, county and state government, the Hudson public school district or groups sponsored by the school district, Community Service Association, Senior Citizens Group, American Red Cross, and veterans' associations.
7. The Theater use at Barlow Community Center is only granted to the stage and auditorium areas. Hudson Players have first priority permission to use the stage. NO food or drink of any kind are permitted in the Theater. Any use for the backstage area including tools, dressing rooms, storage rooms, mechanical room, and light and sound booth is ONLY PERMITTED BY the Hudson Players. The City is NOT responsible for the above-mentioned areas. The piano is permitted for use. However, it is not allowed to be moved without prior permission from the Hudson Players. The cover must be put back on the piano when not in use. User groups are not permitted to use any set props established on the stage for a theater performance. The Public Works Administration will notify all users when a set will be on stage and limit users' ability to use the full stage. Should a user request to use any theater space or equipment owned by the Hudson Players, the user will be given the Hudson Players' contact information to work directly with the Hudson Players.
8. It is understood that a reservation is only for the times and room(s) requested. However, groups will be given a ½-hr. allowance before the reservation time and a ½-hr. after the reservation time at no charge. This time is to be used for set-up and clean-up.
9. The City does not provide all-hours janitorial service for the facility. Users must keep it clean for the next group. A vacuum and large trash receptacles are available in the coat room

at Barlow Community Center and a mop/broom, etc. is available in the utility closet at City Hall. Below is a detailed checklist for custodial duties which the user must do:

- **User sets up tables and chairs and puts them away after the event** (no more than 10 chairs should be stacked together)
 - Wipe down all tables, chairs, sinks and countertops
 - Clean up any spills
 - Vacuum all carpeted rooms and sweep and/or mop any non-carpeted rooms
 - Check area for debris; make sure all your refuse is put into trash receptacles provided. If you have excess trash that does not fit in the trash receptacles, either leave the trash bags outside of the building or if you are at Barlow Community Center, you can take the excess trash to the trash dumpsters across the street behind the fire station. Do not leave full trash bags inside the building.
 - All infant diapers **MUST** be taken off premises and not left behind in the public trash receptacles.
10. Children's programs involving the serving of food and/or painting and crafts of any kind shall be restricted to the Conference Room at Barlow Community Center or you may use any of the rooms at City Hall. Children and young people are to be supervised at all times by parents or leaders of the group using the facility.
 11. Alcoholic beverages, smoking, open flames and pets are not permitted in the building at any time. **Smoking is limited to parking lots ONLY.**
 12. Selling of merchandise or profit-making from merchandising is not permitted on the premises.
 13. Modification of any space or installation with decorations or visual props on walls or ceilings with tape and/or push pins or any other installation that would result in damage to interior finishes is strictly prohibited.
 14. For safety reasons at Barlow Community Center, the lobby lights are to be turned on whenever anyone is in the building. **The last group to leave the building is responsible for turning out all lights (including restrooms).**
 15. Heating/cooling controls are pre-set. Please follow the instructions posted near the thermostat. Please ask maintenance staff on duty or call the Public Works Dept. at 330-342-1750 if there is a problem during business hours.
 16. The User will hold the City of Hudson harmless at all times from any and all claims for damages which arise from use of the Barlow Community Center or the City Hall Community Rooms and also on account of injury to anyone using the facility and/or grounds in connection with the function sponsored and operated by the User and/or growing out of their use and occupancy of said facility/ grounds, or through any defect in said premises, including sidewalks adjoining the same and use or operation thereof.
 17. Neither the City of Hudson nor employees of the City can be held responsible for any items lost or stolen at the facility by the User or by person(s)/company providing services and/or equipment for the rental.

I have read the and understand the attached Rules for Use.

Applicant's Name

Signature

Organization/Group Name

Date