



## Amberley Village Community Room Usage Guidelines

7149 Ridge Road  
Amberley Village, Ohio 45237  
(513) 531-8675

- Amenities:** Full kitchen, dry erase board, screen, restrooms
- Capacity:** 60 people auditorium style, 40 people table seating
- Deposit:** \$100 cash security deposit with form with application
- Rate:** See Permitted Usages; full amount due at time of reservation
- Rental Hours:** No later than 9:30 p.m. Sunday–Thursday  
No later than 10:00 p.m. Friday/Saturday
- Description:** The Community Room is located in the lower level of the Municipal Building accessible from the rear parking lot. After 4:00 p.m. and on weekends, staff is not on-site except for Police Dispatch on the ground level upstairs. The Community Room is only accessible by using the call box located outside the lower level doors and communicating to Police Dispatch. The double door access will be unlocked by Police Dispatch and will remain unlocked until Police Dispatch is advised that the event has concluded. During the event, attendees may enter and exit the building through the lower level.
- Priority:** Priority for the use of the Community Room is given to official Village business and Village use. The Community Room will be reserved, and may be revoked, in accordance with these guidelines. While every effort will be made not to withdraw or reschedule an existing reservation without providing an alternative meeting space, circumstances may require that previously reserved events be rescheduled to meet Village priorities. As much advance notice as possible will be given. Reservations made by the public are subject to cancellation if the use conflicts or interferes with a priority use.
- Resident Use:** Resident use of the Community Room shall be by reservation only. Reservations shall be considered on a first come, first served basis dependent on availability. Adult residents of Amberley Village may submit an application to reserve the room for use by groups of which they or their immediate family are members.
- The Community Room may be reserved up to six (6) months in advance. For example, a reservation can be made on April 25 for use of the Community Room up to October 25.

**No person or group may reserve the room more than once per calendar month.**

Permitted Usage: Amberley Village residents and community groups may use the Community Room. Priority for the use of the Community Room is given to official Village business and Village use. These guidelines are subject to revision, waiver and modification as circumstances arise.

Following is the order of priority for reserving the Community Room:

1. Village Sponsored Events are those programs that are affiliated with or endorsed by the Village. The Village may partner with organizations to provide services for Village residents and/or employees. Such events may include, for example, public hearings, resident outreach meetings, tours, open houses, public information meetings, neighborhood watch groups, etc. No fee is charged to use the Community Room for these purposes.
2. Community Group Events are programs sponsored by service organizations or agencies, including but not necessarily limited to non-profit entities, organizations providing human services, recreational, athletic, educational or social service activities that benefit the Village or the community and/or are charitable in nature. No soliciting of funds, exchange of money, business, sales, or fund raising activities shall be conducted. Said events may include, for example, blood drives, scouts, youth groups, homeowners associations, Cincinnati Public Schools, civic group meetings, etc. No fee is charged to use the Community Room as long as the resident that is a member of the group is present.
3. Resident Use Activities are programs that are conducted for the private and/or exclusive use of the requesting individual/organization but are not conducting business activity as defined in the Commercial Business below. Non-profit organizations intending to solicit funds or conduct fund raising activities would fall into this category. Examples would include weddings, receptions, parties, business meetings, political campaigns, training sessions, recitals, and private banquets. The rental fee is \$25 per hour with a 2 hour minimum. Village residents or businesses must be present during the event.
4. Commercial Business includes any for-profit or business-related activity such as selling or promoting products or services, recruiting or training employees or clients, that is not sponsored by the Village. Examples include private instruction or health screenings; Mary Kay, LuLaRoe, Pampered Chef or other receptions for product sale; employment interviews or screenings; and talent searches. The rental fee is \$25 per hour with a 2 hour minimum. Village residents or businesses must be present at the event.



Harmful conduct: The Village reserves the right to cancel or suspend any reservation of, or use of, the Community Room due to activity that constitutes a nuisance or is otherwise harmful to the attendees, the public, or Village employees.

Reservations: To reserve the Community Room, a written request form must be submitted at least 7 days in advance of the event. This can be done in person by using the reservation form which can be obtained from the Administration Office window or the Village website [www.amberleyvillage.org](http://www.amberleyvillage.org) and the “Community Room Reservation” link, or by sending an email to [communityroom@amberleyvillage.org](mailto:communityroom@amberleyvillage.org) with all of the information requested on the reservation form. The reservation allows access to the Community Room, adjacent kitchen and restrooms only.

Deposit return: Any charges for extra clean up or damage will be subtracted from the deposit. The individual and group renting the Community Room are responsible for all expenses not covered by the security deposit. The security deposit will be refunded to the permit holder within 10 days of the event less any charges for clean-up or damage.

Restrictions: There is no smoking in the building and violations will result in forfeiture of the deposit and future reservation privileges. The consumption of alcoholic beverages on Village property is strictly prohibited. Candles or open flames of any kind may not be used. No gambling, games of chance, bingo, casinos or wagering of any kind may be a part of any program, meeting or event. Animals, except licensed sight/hearing assistance providers, are prohibited unless approved in advance.

Decorations: The person and group renting the Community Room are responsible for assembling decorations. Duct tape, tacks and nails, or any other type of fastener that causes damage to the building, furniture, or equipment, are not allowed. Decorations may not be attached to sprinklers. Groups using the Community Room are not permitted to post signs outside or on the exterior of the municipal building.

Clean Up: The Community Room is to be left in the state of cleanliness it was in at the beginning of the event. The person and group renting the Community Room are responsible for cleaning tables and counters of all food and drink, removing all decorations, removing items placed in the refrigerator, putting trash in provided bagged containers, and cleaning and sweeping the floor. A vacuum, cordless sweeper, and cleaning supplies are available. Trash should be placed in bagged containers and can be left in the room.

Capacity: Attendance is limited by meeting room seating capacity. The capacity of the room is 60 people (auditorium style) or 40 people (table seating) and cannot be exceeded due to fire safety. At the discretion of the Village, a



police officer may be assigned to the room at a cost of \$40 per hour for a 2 hour minimum paid by the person or group using the room.

- Room Arrangement:** The Village will make every attempt to arrange the chairs and tables for the event. If tables and chairs are moved, the individual renting the Community Room is responsible for returning the furnishings to their previous arrangement. The Village is not responsible for providing meeting supplies (e.g., refreshments, easels, flip charts, erasable markers, copy services, etc.).
- Presentations:** The Community Room is equipped with a wall mounted screen and dry erase board. Groups who wish to use audio visual services should bring their own equipment to project onto the screen or wall. Due to the nature of the building, the Wi-Fi signal in the Community Room can be used but should not be relied upon.
- Closing:** Once the event has concluded and the room has been returned to its original condition, the person or group who reserved the room should turn off all lights in the Community Room and advise Police Dispatch the lower level doors can be locked. This can occur by using the call box located outside the lower level doors. Accidents and/or damage to the room must be reported to Police Dispatch prior to leaving the facility.
- Indemnification:** As a condition of using the Community Room, persons and groups using the Community Room shall indemnify, defend and hold harmless the Village, its officers, agents and employees from and against any and all losses, damages, claims, costs, suits, actions of any kind, arising and resulting and accruing from any act, omission or error of the person or group and their users, employees, agents representatives, guests, invitees, including but not limited to personal injuries or property damage, arising from the use of the Community Room.

Questions about room usage or guidelines should be directed to Amberley Village Administration at (513) 531-8675 or email [communityroom@amberlevillage.org](mailto:communityroom@amberlevillage.org).