

**AMBERLEY VILLAGE**  
**COMMUNITY ROOM RENTAL INFORMATION**

7149 Ridge Road  
Cincinnati, Ohio 45237  
(513) 531-2040

Capacity:	60 people auditorium style, 40 people table seating
Rate:	\$25 per hour, 2 hour (\$50) minimum; cash only *fee waived for non-profit status with submitted 501-(c)(3)
Amenities:	full kitchen, dry erase board, screen, restroom access
Deposit:	\$100 cash security deposit with form with application
Rental Hours:	no later than 9:30 pm Sunday-Thursday, 12am Friday/Saturday

Permitted Usage: The premises may be used for family celebrations or other private gatherings. Adult residents of Amberley Village may submit an application to reserve the room for use by groups of which they are members. Such groups must be non-profit {a copy of your 501-(c)(3) must be submitted with application}. Residents must be present at the event.

Non-Permitted Usage: The Community Room may not be rented for political meetings, religious services, or children's birthday parties with a child/parent ratio greater than 10/1.

Availability: Village business may take precedence in usage of the Community Room, the final decision shall be made by the Village Administration. It may be necessary for the Village to cancel a reservation date to handle Village business, but we will do everything possible to avoid such.

Reservations: To reserve the Community Room, file a request form in person a minimum of 7 days in advance of the event including a description of the group, anticipated attendance, and an agenda or topic(s) of the meeting or purpose for the celebration or gathering. Rental allows access to the rented room, adjacent kitchen, and restrooms only. Please note, continuous rentals (more than one quarterly) require Village Administration approval.

Deposit return: Any charges for extra clean up or for damage will be subtracted from the deposit. Permit holder is responsible for all expenses not covered by the security deposit. The security deposit will be refunded to the permit holder within one week of the event less any charges for clean-up or damage. The Village of Amberley, its officials, and/or its agents assume no responsibility for any loss or injuries incurred through use of the Community Room.

There is no smoking in the building. Violations will result in forfeiture of the deposit and future reservation privileges. The consumption of alcoholic beverages on Village property is strictly forbidden.

Decorations: Renter is responsible for assembling decorations. Duct tape, tacks, and nails are not allowed. Decorations may not be attached to sprinklers.

Clean-up: Premises are to be left in the state of cleanliness they were in at the beginning of the event. Permit holder is responsible for cleaning tables and counters of all food and drink, removing all decorations, removing items placed in the refrigerator, putting trash in provided containers, and cleaning the floor.

## APPLICATION TO USE AMBERLEY VILLAGE COMMUNITY ROOM

**\*\*Before completing this request form, please be sure to read the Amberley Village Community Room Rental Information.\*\***

Name of resident requesting reservation (please print): \_\_\_\_\_

Address: \_\_\_\_\_

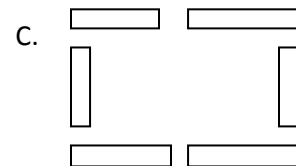
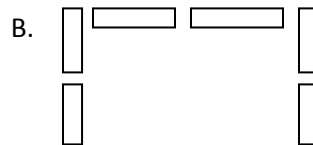
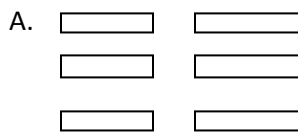
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Proposed Rental Date and Time: \_\_\_\_\_

Number Attending: \_\_\_\_\_

Identification of Group: \_\_\_\_\_

A letter describing your proposed activity, along with the name of your group, must be attached to this application. Please choose from one of the table /chair arrangements below.



D. Chairs only with or without head table (circle preference)

By signing this form, you are acknowledging that you understand the use and regulations of the Amberley Village Community Room

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I am herewith submitting a deposit of \$100.00 (cash) and the hourly rental fee (cash) to reserve the Community Room. I understand that charges for room usage, extra clean-up, and damages may be withheld from the deposit by Amberley Village.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

For Office Use Only:

Deposit fee received by: \_\_\_\_\_  
Name

\_\_\_\_\_  
Date

Rental fee received by: \_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\$ \_\_\_\_\_