

SCHULER COMMUNITY ROOM – TERMS OF RENTAL

11532 DEERFIELD RD.

1. Rental fees cover up to eight (8) consecutive hours.
2. The facility is to be cleaned and vacated by 11:00 p.m.
3. Pre-event setup must be done within the 8-hour rental period.
4. No activity may start before 8:00 a.m.
5. Person renting the facility must be at least 18 years old.

COMMUNITY ROOM FEE / DEPOSIT

1. A \$150 deposit is required for all community room rentals unless otherwise approved.
2. \$500 for a consecutive 8-hour rental, plus \$50 per extra hour over 8 hours.*
3. Reservations are made online at [Shelter Reservations/Field Availability - Sycamore Township](#)
4. Deposit may be refunded after inspection of the space and after the next Trustee meeting.
5. If a cancellation occurs at least 30 days before the rental date, your payment will be refunded in full. Cancellations made within 30 days of the rental date will not be refunded.

*PLEASE NOTE: THE SCHULER COMMUNITY ROOM IS NOT AVAILABLE FOR RENT ON ANY HOLIDAY.

Various Sycamore Township community and civic groups may use the community room for a reduced or eliminated fee on Tuesdays and Wednesdays subject to approval by the Township

- Scouts
- Civic groups
- Neighborhood associations
- Seniors
- School & youth groups
- Community groups
- Chamber of Commerce
- Charity groups
- Hamilton County poll workers & Sycamore Township public meetings (any available day)

GENERAL RULES

1. No live bands or disc jockeys are permitted.
2. Doors will be opened and locked automatically.
3. The Board of Trustees reserves the right to adjust, change, or cancel any reservation at any time for any reason.
4. An additional cleaning fee along with forfeiture of the deposit will be charged for stains or excess dirt and debris on the carpet, walls, bathrooms, etc.
5. Alcoholic beverages are permitted but may not be sold or included in the price of admission.
6. The person renting the community room must certify and is responsible to ensure that only persons who are of legal age will be permitted to consume alcoholic beverages.
7. The person renting the facility must be present during the entire event.
8. Nothing may be affixed to any wall, cabinet, window, or door.
9. No glitter, confetti, or similar items are permitted to be used at any time. Using any of these items will result in a forfeiture of the deposit.
10. No helium balloons are permitted.