

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. The Board of Trustees reserves the right to adjust, change, or cancel any reservation at any time for any reason.
2. The Schuler Community Room doors will be opened and locked automatically.
3. Damages and/or excessive clean-up required and caused by the renter, their vendors, or their guests, shall be the responsibility of the renter, and the renter will forfeit the deposit and be charged for the cost of clean-up and/or repair.
4. Alcoholic beverages are permitted but may not be sold or included in the price of admission.
5. 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.
6. The person renting the facility must be present during the entire event.

7. No live bands or disc jockeys are permitted.
8. Nothing may be affixed to any wall, cabinet, window, or door.
9. The use of candles, double-back tape, staples, nails, glitter, confetti, and other similar materials is prohibited. Using any of these items will result in a forfeiture of the deposit.
10. No helium balloons are permitted.
11. All vendors and food trucks must be approved by the Parks Supervisor prior to the event. Food trucks must have proper licensing and permitting. Food Trucks are to serve only the renter/permit holder's event.
12. Please contact the Hamilton County Sheriff's non-emergency number at 513-825-2280 if you need assistance during your rental. **In the event of an emergency, dial 911.**
13. Failure to comply with any policies and procedures will result in denial of future reservation requests.

RELEASE OF LIABILITY: The renter agrees to defend, indemnify, release and hold harmless the Township, its agents, officers, attorneys, employees, departments, boards and commissions from any and all claims, causes of action, proceedings, liabilities, losses, damages, costs and expenses related to or arising, directly or indirectly out of the renters acts or omissions upon or related to its use of Township property.