



## **GEMINI CENTER RENTAL GENERAL INFORMATION**

### **FACILITY**

The Community Rooms can accommodate an audience of up to three hundred (300) people seated in rows or up to two-hundred and fifty (250) people seated banquet style. The Community Room can be subdivided into three (3) rooms. It is unlawful to exceed the maximum capacity limits. GC activities/programs have priority over any private rentals. All private rentals are first come, first serve. Proof of residency is required for renters to receive member/resident rate, and the renter must be present for the entire event. Facility rental does not include admission to the Gemini Center.

### **CATERING/KITCHEN USE**

Renters will use their own caterers. All on-site caterers will have certain responsibilities including but not limited to providing proof of insurance and a credit card number to be charged in the event of damages. It is the responsibility of the caterer/renter to provide all dishes, utensils, decorations, and linens. Youth ages 16 and under are not permitted in the kitchen, and youths 16 through 18 years of age must be accompanied by an adult. The renter will be required to complete an exit survey of the rental facility, staff, and caterer. Caterer must contact the Rental Coordinator 30 days prior to the event.

### **SMOKING**

The Gemini Center is a non-smoking facility. Smoking will only be permitted 20 feet from the front (main) entrance doors. All guests must dispose butts in the designated can outside.

### **RENTAL HOURS**

The rental hours of the Community Rooms follow the hours of operation of the Gemini Center. Rental hours can be extended until midnight on Friday and Saturday, however, extended staffing may charges apply. Renter access to room is limited to the times agreed to on the Rental Application.

### **SET-UP & CLEAN UP**

Gemini Center staff will set up tables and chairs prior to the rental time. Set-ups and tear-downs of personal effects such as linens, centerpieces, etc, are the responsibility of the renter. Renter is requested to leave the room in the condition in which you found it, wiping down tables & chairs, and bagging all trash. Cleaning supplies are provided. All personal property must be removed. No decorations may be attached to the walls, windows, doors, tables, chairs or light fixtures, and the use of tape, push pins, rice, confetti, "silly string", glitter and the like is prohibited. Smoking or open flames are not permitted. If necessary, damages will be assessed, and the credit card on file will be charged accordingly. All renters must check out with a building supervisor before leaving the building. If extra cleaning is necessary by Gemini staff, the renter will be charged at the rate of \$50.00 per room per hour. Room conditions will be documented by digital photos.

### **AUDIO/VISUAL EQUIPMENT**

Renters bringing their own AV devices (laptops, projectors, iPods) are required to bring their own cables. A sound and visual check must be done prior to the event.

## PARKING

Rentals that occur during operating hours with parties of 50 or more will be required to park in the back lot located off W. 213th Street until spaces are full; parking will then proceed to the front lot. Parking is not permitted at the library or offices next to the center, cars will be towed.

## DEPOSITS

One-half (1/2) of the room rental fee is due at contract signing, and a credit card (MC/Visa/Discover) must be provided as a security deposit. Should damages occur; the credit card on file will be charged. The balance of the room rental fee is due thirty (30) days prior to the event. Reservations are not considered final or confirmed until full payment of all fees is received by the Gemini Center.

## CANCELLATIONS

The Rental coordinator must be contacted directly for all cancellations. Any event that is scheduled for two or more rooms must be cancelled 60 days prior to rental date in order to receive a refund. Sectional rentals (one room) must be cancelled 30 days prior to rental date in order to receive a refund. Failure to contact rental coordinator will result in no refund.

Management reserves the right to cancel a rental if facility rental policies are violated.

I have read, understand, and agree to The Gemini Center Room rental policies and procedures. I understand that if my guests and I are unable to adhere to the policies and procedures of The Gemini Center, we will be asked to vacate the premises.

Neither the City of Fairview Park, nor the employees of the Fairview Park Recreation Department shall be held accountable for any items that are lost or stolen at the facility from the rental groups or members/companies providing services and equipment for the rental party. The member, company/group renting the room shall indemnify and hold harmless the City of Fairview Park, the Fairview Park Recreation Department, and all employees, agents at all times from any claims or damages on account of personal injury or property damage to anyone using the facility and/or grounds in connection with the function sponsored or operated by the rental applicant, and/or growing out of their use and occupancy of the said facility/grounds, or through any defect in said premises, including sidewalks adjoining the same and use or operation thereof.