

Avon Lake Recreation Department  
150 Avon Belden Road, Avon Lake, Ohio 44012  
Phone: (440) 930-4130  
www.avonlake.org



### FACILITY RENTAL APPLICATION

Applicant Information (please print neatly):

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
*Applicant must be 21 years of age*

Address: \_\_\_\_\_  
*Street City Zip*

Phone Number ( home / cell): \_\_\_\_\_ Email: \_\_\_\_\_

**Avon Lake residents must provide 2 forms of identification as proof of residency to receive resident rate.**

|   |                  |                        |
|---|------------------|------------------------|
| Staff Use Only - Avon Lake Resident Verification: |                  |                        |
| 1. Document type: _____                           | Issued by: _____ | Expiration Date: _____ |
| 2. Document type: _____                           | Issued by: _____ | Expiration Date: _____ |

Facility Requested: Lake House (seating capacity 85): \_\_\_\_\_ Folger Home (seating capacity 48): \_\_\_\_\_

Date Requested: First Choice: \_\_\_\_/\_\_\_\_/\_\_\_\_ Second Choice: \_\_\_\_/\_\_\_\_/\_\_\_\_

Event Purpose (Ex. wedding shower, baby shower, graduation, etc.) \_\_\_\_\_

Approximate number of people attending: \_\_\_\_\_

Rental Hours: Start time: \_\_\_\_\_ End time: \_\_\_\_\_ Actual Event Hours: Start time: \_\_\_\_\_ End time: \_\_\_\_\_  
*Please Note: Rental hours must include any setup and cleanup time needed*

Will food be served: YES NO

*Please Note: All food trucks and/or mobile food units must be registered with the City of Avon Lake Fire Department (440-933-8305).*

Will alcohol be served? YES NO Times alcohol will be served: Start time: \_\_\_\_\_ End time: \_\_\_\_\_

*Please Note: Police security must be on duty anytime alcohol is being consumed. Payment is cash only and payable directly to the police officer. Current rates: \$45 per hour/3 hour minimum, holidays \$55 per hour/3 hour minimum. Rates are subject to change without notice.*

Will admission fees be charged: YES NO

Will event involve fundraising: YES NO

Music/entertainment or other special equipment: \_\_\_\_\_

By signing below, applicant affirms all information above is accurate and applicant has received and agrees to the City of Avon Lake Rental Rules and Regulations. Note the following:

- Facility is not accessible before or after time indicated on permit. Rental hours must include all time needed in facility including setup and cleanup.
- Permit holder must be present for duration of event.
- The applicant shall comply and cause all guest to comply with all applicable city, state, and federal statutes, laws, ordinances, rules, and regulations; including but not limited to, those pertaining to occupancy, fire, safety, and alcohol use.
- The applicant is responsible for the conduct of all guests.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_