

**BEACHWOOD CITY COUNCIL  
BUILDING AND GROUNDS COMMITTEE MEETING AGENDA  
TUESDAY, FEBRUARY 19, 2019, 5:30 PM  
at BEACHWOOD CITY HALL, CONFERENCE ROOM A,  
25325 Fairmount Boulevard, Beachwood, Ohio 44122**

Justin Berns  
Alec Isaacson  
Eric Synenberg

**Agenda Items**

1. Mayor's Report
2. Discussion regarding Signage - OHM Advisors
3. Discussion regarding Building Use - Amend BCO 927.02
4. Any other matters coming before the Building and Grounds Committee

# # #

CITY OF *Beachwood*  
INTEROFFICE MEMORANDUM

To: Justin Berns, Chair Buildings and Grounds Committee of Council  
Whitney Crook, Clerk of Council

From: Martin S. Horwitz, Mayor   
Tina M. Turick, Assistant Administrative Officer

Date: December 21, 2018

Re: Signage and Beautification Proposal

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You will recall, the Administration discussed with City Council earlier this year the idea/concept of a Signage/Wayfinding and a Street Beautification Project. At that time, we discussed the merits of utilizing the same team which we had previously contracted regarding the Town Center Project. Unfortunately, that product has been put on hold pending further discussion of the Police Department Project.

This is, however, a very talented team who is well versed in the area of Signage and Beautification. As such, we contacted OHM Advisors who is working with Guide Studios and asked them to submit a proposal. The proposal is attached for your review and information.

We look forward to further discussion with City Council regarding this project and ask that a committee meeting be scheduled early in 2019. Once a date is selected, please let me know so we can arrange for representatives from Guide Studios and OHM to be present.

If you have any questions regarding this proposal/project, please don't hesitate to call.

MH/TT

Enc.

Cc: Matt Hils, OHM Advisors  
Cathy Fromet, Guide Studios  
Brian Linick, Council President  
Diane Calta, Law Director  
William Griswold, Building Commissioner  
Larry Heiser, Finance Director

## Tina Turick

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**From:** Tina Turick  
**Sent:** Thursday, December 20, 2018 10:47 AM  
**To:** 'Matt Hils'  
**Subject:** RE: Signage and beautification proposal

Thank you so much – we really appreciate it. I will draft something before the weekend to get to City Council for consideration in Committee. I will copy you on same.

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**From:** Matt Hils [<mailto:Matt.Hils@ohm-advisors.com>]  
**Sent:** Thursday, December 20, 2018 10:21 AM  
**To:** Tina Turick  
**Cc:** Cathy Fromet  
**Subject:** Signage and beautification proposal

Good Morning Tina,

Here is our updated proposal.

Happy Holidays!

Matt

**MATT HILS, PLA, ASLA**  
PROJECT MANAGER

**OHM Advisors®**  
D (216) 865-1336 C (216) 346-2637 O (216) 865-1335

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**Award Winning By Design:** Engineering News-Record (ENR)'s Top 500 Design Firms, 2018 | Crain's Detroit Business Cool Places to Work, 2018 | Metro Detroit's Best and Brightest Companies to Work For, 2018 | The Zweig Group Hot Firm List, 2018 | Columbus CEO Magazine's Top Workplaces in Central Ohio Award, 2016 | Zweig Group Best Firms To Work For, 2016

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December 20, 2018

Mayor Martin Horwitz  
City of Beachwood  
25325 Fairmount Boulevard  
Beachwood, OH 44122

**RE: City-wide Signage and Beautification Concept Development**  
Proposal #18273

Dear Mayor:

The City of Beachwood has earned a reputation as a five-star community. It is only right that the City's physical identity and brand be clear and beautiful to all citizens who drive through or work, live, and play in Beachwood.

### **Project Description**

Based on our July 16 meeting with you, Tina Turick, and Bill Griswold, we understand the City would like to examine ways to:

- Strengthen its brand presence throughout the city.
- Improve wayfinding throughout the city.
- Beautify primary gateways into the city and primary vehicular corridors through the city.

### **Services & Deliverables**

OHM Advisors (OHM) will lead the project team, and be responsible for gateway concepts and corridor beautification concepts. Our subconsultant, Guide Studio, will be responsible for wayfinding and signage program design. We will provide the following services and deliverables:

#### Task #1: Wayfinding Analysis and Strategy (Week #1 – Week #4)

Wayfinding Strategy is a long-term plan for the development and implementation of a sign system for a complex environment. Your Wayfinding Strategy will provide your community with a clear understanding on what type of sign system and approach is required to address your wayfinding issues. At the end of this phase, the City of Beachwood will understand what type of program — down to the actual sign types you require, where we recommend signs are placed, a content and nomenclature matrix to begin developing messaging for the sign system, quantities for each recommended sign type and a preliminary project budget to further develop the program and get it fabricated and installed. We will provide the following:

- **Existing Plans, Studies, Research, Data, and Brand:** Review and evaluation of existing research, studies, and strategic plans procured or developed for your organization by others.
- **Wayfinding Analysis Discovery/Site Visit:** Meeting and site visit (Meeting #1) with the client team to understand the overall issues, navigation composition and character of the place, as well as challenges and future plans. A Wayfinding Analysis Survey will be developed and sent out to members of the community (Stakeholders identified by the City) as part of the comprehensive Discovery Process.
- **Deliverable: Wayfinding Analysis Report:**
  - Travel path(s), arrival and decision point study
  - Sign Type Hierarchy that outlines and defines the recommended sign types for the wayfinding system.For a Community Identity and Wayfinding program, the sign types we will focus on may include:



Gateway, Vehicular Directional(s), and Facility Identification. The primary signage target audience will be motorized users.

- Preliminary Sign Location Plan
- Nomenclature Matrix: terminology and message criteria for sign program
- Preliminary Sign Program Budget, based on determined sign types, quantities and similar project fabrication and installation costs. This budget is organized into recommended priorities for the implementation of the new sign system for immediate improvement for your wayfinding experience.
- Presentation of key recommendations to be considered for the improvement of experience or the support of placemaking (Meeting #2).

Task #2: Signage Program Design & Implementation (Week #5 – Week #8)

- **Conceptual Design:** This initial design step will address functional and aesthetic goals for a city-wide sign program. We will select three (3) sign types from the sign type recommendations made in the Wayfinding Analysis and present up to two (2) conceptual design themes for the proposed sign program based on the brand identity and character study conducted in Task 1 (Meeting #3). Conceptual Design presentation typically includes hand sketches, support imagery and notations to describe the concepts. Client team will select a conceptual direction to move forward and provide consolidated feedback to inform the next phase of development.
- **Deliverable: Sign Concept and Implementation Plan:** Update budget based on selected concept design. Develop a budget phasing plan for implementing signage throughout the city.

Task #3: Gateway Concept Development (Week #5 – Week #10)

Tied directly to wayfinding and signage are larger-scale gateway treatments. We will identify key intersections that should be considered for gateway concept development, and provide the following, for up to three of the intersections, at the City's choosing:

- Create a base plan for each gateway, including parcel ownership, from Cuyahoga County GIS data.
- Develop up to two enhancement concepts for each gateway. Any improvements inside the ODOT Right of Way will conform to ODOT's standard requirements. Concepts could include signage, landscape improvements, bridge enhancements, and lighting, and will consist of plan graphics and character imagery.
- Meet with and present concepts to the city (Meeting #2). Develop consensus on preferred concept.
- Refine concept for each gateway and create final deliverables.
- **Deliverables:**
  - Color illustrative gateway concept plan
  - Character imagery, to convey design intent
  - Schematic-level cost estimate

Task #4: Corridor Beautification Concept Development (Week #5 – Week #10)

The Richmond and Fairmount corridors travel border-to-border through the city, and lead to the city's current administrative center and the future Heart of Beachwood. It is important to examine the best enhancements that will speak the city's brand, and lead visitors to the city's core.

- Develop up to two concepts for each corridor. The concepts will coordinate with existing ROW and utilities, as provided in electronic format from the city.
- Streetscape concepts will be represented with a representative color plan segment and section sketches.
- OHM will meet with and present the concept options to the City's project team, with the goal of building consensus around a preferred option (Meeting #2).
- Based on the feedback, OHM will finalize the preferred concept, update the plan and section, and develop a schematic-level cost estimate.
- **Deliverables:** Corridor plan typical segment and section, and cost estimate.



**Clarifications:**

1. All deliverables will be in PDF format.
2. Gateway, corridor beautification, and signage design and construction documentation are not included in the scope of work, but may be added at any time for additional fee.
3. Public meeting preparation and participation, or presentation(s) to City Council may be required to complete the project. If requested, we can prepare materials for and participate in any public meetings or City Council presentations, at the hourly rates listed below.

**Schedule:**

OHM Advisors will begin the above scope of work within fourteen (14) days of receiving a signed authorization to proceed. All work shall follow the schedule indicated with each Task above.

**Fee:**

We will perform the tasks listed above for the following lump sum fees, including all expenses:

| Task                                                 | Fee              |
|------------------------------------------------------|------------------|
| Task #1: Wayfinding Analysis and Strategy            | \$7,000          |
| Task #2: Signage Program Design & Implementation     | \$7,500          |
| Task #3: Gateway Concept Development                 | \$7,500          |
| Task #4: Corridor Beautification Concept Development | \$7,500          |
| <b>Total</b>                                         | <b>\$ 29,500</b> |

**Hourly Rates:**

- 1) Landscape Architect III: \$125
- 2) Landscape Architect II: \$105
- 3) Landscape Architect I: \$95
- 4) Wayfinding Strategist: \$130
- 5) Environmental Graphic Design Consultant: \$120



### Authorization

If you find this proposal to be acceptable, please provide OHM with authorization to proceed by signing below and returning a copy of the signed proposal.

We are excited for the opportunity to work with you on this project! Please do not hesitate to contact me directly at 216-346-2637, should you have any questions or need additional information.

Sincerely,  
OHM Advisors

Matt Hils, Project Manager  
matt.hils@ohm-advisors.com  
D: 330.913.1057 C: 216.346.2637

Russ Critelli, PE, PMP, Principal  
Russ.critelli@ohm-advisors.com  
D: 216.865.1339 C: 216.704.4025

Authorization to Proceed  
City of Beachwood

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title



### Standard Terms & Conditions

1. THE AGREEMENT – These standard Terms and Conditions and the attached Proposal or Scope of Services, upon their acceptance by the Owner, shall constitute the entire Agreement between OHM Advisors, registered in the State of Ohio, and the Owner. The Agreement shall supersede all prior negotiations or agreements, whether written or oral, with respect to the subject matter herein. The Agreement may be amended only by mutual agreement between OHM Advisors and the Owner and said amendments must be in written form.
2. SERVICES TO BE PROVIDED – OHM Advisors will perform the services as set for the in the attached proposal or scope of services which is hereby made a part of the Agreement.
3. SERVICES TO BE PROVIDED BY OWNER –  
The Owner shall at no cost to OHM Advisors:
  - a. Provided OHM Advisors' personnel with access to the work site to allow timely performance of the work required under this Agreement.
  - b. Provide to OHM Advisors within a reasonable time frame, any and all data and information as may be required by OHM Advisors to perform the services under this Agreement.
  - c. Designate a person to act as Owners representative who shall have the authority to transmit instructions, receive information, and define Owner policies and decisions as they relate to services under this Agreement.
4. PERIOD OF SERVICE – The services called for in this Agreement shall be completed within the time frame stipulated in the Proposal or Scope of Services, or if not stipulated shall be completed within a time frame which may reasonably be required for completion of the work. OHM Advisors shall not be liable for any loss or damage due to failure or delay in rendering any service called for under this agreement resulting from any cause beyond OHM Advisors' reasonable control.
5. COMPENSATION – The Owner shall pay OHM Advisors for services performed in accordance with the method of payment as stated in the Proposal or Scope of Services. Method of compensation may be lump sum, hourly: based on a rate schedule, percentage of the construction cost, or cost plus a fixed fee. The Owner shall pay OHM Advisors for reimbursable expenses for sub consultant services, equipment rental or other special project related terms at a rate of 1.15 times the invoice amount.
6. TERMS OF PAYMENT – Invoice shall be submitted to the Owner not more often than monthly for services performed during the preceding period. Owner shall pay the full amount of the invoice within thirty days of the invoice date. If payment is not made within thirty days, the amount due to OHM Advisors shall include a charge at the rate of one percent per month from said thirtieth day.
7. LIMIT OF LIABILITY – OHM Advisors shall perform professional services under this Agreement in a manner consistent with the degree of care and skill in accordance with applicable professional standards of services of this type of work. To the fullest extent permitted by law and notwithstanding any other provision of this Agreement, the total liability in the aggregate, of OHM Advisors and it Officers, Directors, Partners, employees, agents, and sub consultants, and any of them to the Owner and anyone claiming by, through or under the Owner, for any and all claims, losses, costs or damages of any nature whatsoever arises out of, resulting from or in any way related to the project or the Agreement from any cause or causes, including but not limited to the negligence, professional errors or omissions, strict liability, breach of contract or warranty, express or implied, of OHM Advisors or OHM Advisors' Officer, Directors, employees, agents or sub consultants, or any of them shall not exceed the amount of \$25,000 or OHM Advisors' fee, whichever is greater.
8. ASSIGNMENT – Neither party to this Agreement shall transfer, sublet or assign any duties, rights under or interest in this Agreement without the prior written consent of the other party.

9. NO WAIVER – Failure of either party to enforce, at any time, the provisions of this Agreement shall not constitute a waiver of such provisions or the right of either party at any time to avail themselves of such remedies as either may have for any breach or breaches of such provisions.
10. GOVERNING LAW – The laws of the State of Ohio will govern the validity of this Agreement, its interpretation and performance.
11. DOCUMENTS OF SERVICE – The Owner acknowledge OHM Advisors’ reports, plans and construction documents as instruments of professional services. Nevertheless, the plans and specifications prepared under this Agreement shall become the property of the Owner upon completion of the work and payment in full of all monies due OHM Advisors, however OHM Advisors shall have the unlimited right to use such drawings, specifications and reports and the intellectual property therein. The Owner shall not reuse or make any modifications to the plans and specifications without prior written authorization by OHM Advisors. In accepting and utilizing any drawings or other data on any electronic media provided by OHM Advisors, the Owner agrees that they will perform acceptance tests or procedures on the data within 30 days of receipt of the file. Any defects the Owner discovers during this period will be reported to OHM Advisors and will be corrected as part of OHM Advisors’ basic Scope of Services.
12. TERMINATION – Either party may at any time terminate this Agreement upon giving the other party 7 calendar days’ prior written notice. The Owner shall within 45 days of termination, pay OHM Advisors for all services rendered and all costs incurred up to the date of termination in accordance with compensation provisions in this Agreement.
13. OHM ADVISORS’ RIGHT TO SUSPEND ITS SERVICES – In the event that the Owner fails to pay OHM Advisors the amount shown on any invoice within 60 days of the date of the invoice, OHM Advisors may after giving 7 days’ notice to the Owner, suspend its services until payment in full for all services and expenses is received.
14. OPINIONS OF PROBABLE COST – OHM Advisors’ preparation of Opinions of Probable Cost represent OHM Advisors’ best judgment as a design professional familiar with the industry. The Owner must recognize that OHM Advisors has no control over costs or the prices of labor, equipment or materials, or over the contractor’s method of pricing. OHM Advisors makes no warranty, expressed or implied, as to the accuracy of such opinions as compared to bid or actual cost.
15. JOB SITE SAFETY – Neither the professional activities of OHM Advisors, nor the presence of OHM Advisors or our employees and sub consultants at a construction site shall relieve the General Contractor or any other entity of their obligations, duties, and responsibilities including, but not limited to, construction means, methods sequences, techniques or procedures necessary for performing, superintending or coordinating all portions of the work of construction in accordance with the contract documents and the health or safety precautions required by any regulatory agency. OHM Advisors has no authority to exercise any control over any construction contractor or any other entity or their employees in connection with their work or any health or safety precautions. The Owner agrees that the General Contractor is solely responsible for jobsite safety and warrants that this intent shall be made clear in the Owners agreement with the General Contractor. The Owner also agrees that OHM Advisors shall be indemnified and shall be made additional insureds under the General Contractors general liability insurance policy.
16. DISPUTE RESOLUTION – In an effort to resolve any conflicts that arise during the design or construction of the project or following the completion of the project, the Owner and OHM Advisors agree that all disputes between them arising out of or relating to this Agreement shall be submitted to nonbinding mediation, unless the parties mutually agree otherwise.

## 927.01 STATEMENT OF POLICY.

(a) Recognizing that the City Hall and its grounds belong to the community, Council encourages the use of certain of the City's facilities, including rooms in the Community Center and Conference Rooms A and B in City Hall, by and for the benefit of residents, but such use shall not interfere in any Municipal operation of the community.

(b) The Council Chambers, Caucus Room, ~~Conference Rooms~~, offices and all other administrative areas of City Hall are reserved for use exclusively by city officials, boards, employees, agents and representative for City business.  
(Ord. 2015-70. Passed 5-18-15.)

## 927.02 PROCEDURES AND PRACTICES.

(a) Approval; Fee; Deposit.

(1) Without Charge. The Community Services Director is authorized to approve the use of available rooms in the Community Center and Conference Rooms A and B, without charge, by community groups as set forth herein. The community groups and activities authorized to use the Community Center and Conference Rooms A and B without charge as provided in this chapter are as follows:

- A. City of Beachwood sponsored activities;
- B. Beachwood Board of Education activities;
- C. Beachwood Arts Council;
- D. Beachwood Chamber of Commerce;
- E. Government Entities;
- F. Beachwood Homeowners' Associations;
- G. Beachwood Historical Society; and
- I. Established and recognized Beachwood resident organizations.

Any special requests (those outside of a standard meeting) may be subject to additional charges as determined by the Community Services Director and/or the Mayor. Beachwood resident organizations must provide proof that they are established or recognized by the Ohio Secretary of State, Internal Revenue Service or by charter of another established and recognized organization and a majority of all members are residents of Beachwood.

(2) Without a Room Rental Fee During Regular Hours. The Community Services Director is authorized to approve the use of available rooms in the Community Center and Conference Rooms A and B, without a room rental charge, by ~~community groups organizations~~ as set forth herein. The ~~organizationsecommunity groups and activities~~ authorized to use the Community Center and Conference Rooms A and B without a room rental charge during regular hours as provided herein are as follows:

- A. Civic or community groups with a majority of Beachwood residents or an office within the City limits;
- B. Non-Profit/Charitable organizations which have an office in Beachwood or provide services to a significant number of Beachwood residents.

(3) With a Rental Fee. The Community Services Director is authorized to approve the rental of available rooms in the Community Center and Conference Rooms A and B as set forth herein. The Community Center is available for rental to:

- A. Beachwood residents;
- B. Employees employed by the City of Beachwood;

- ~~CB.~~ Businesses/commercial institutions whose offices are located in Beachwood; and  
~~DC.~~ Civic or community groups with a majority of Beachwood residents ~~or an office within the City limits~~ during extended hours;  
~~ED.~~ Non-Profit/Charitable organizations which have an office in Beachwood or provide services to a significant number of Beachwood residents during extended hours.

(4) Discretionary Fees. If the event involves the sale of goods, services or tickets (other than tickets to cover the direct costs of the event such as refreshments), the group shall pay an hourly rate determined by the Community Services Director, to cover the cost to the City of making the Community Center and Conference Rooms A and B available for the event.

(b) Approving Requests and Resolving Conflicting Requests.

(1) Except for applications for the use of Conference Rooms A and B, ~~aA~~ formal application shall be filed with the Community Services Director at least thirty (30) days and not more than six (6) months before the requested use of the Center. Exceptions to this rule may be approved by the Community Services Director when special circumstances apply, if such scheduling does not interfere with the policies contained in this Chapter or with approved scheduling commitments already made by the City.

(2) The Mayor and/or Council reserves the right to cancel and/or re-schedule use of the Community Center and Conference Rooms A and B if a City function requires its use.

(c) Special Conditions.

(1) Applicants for the use of the Community Center and Conference Rooms A and B shall pay for or furnish any special supervisors needed, i.e., police protection, parking supervisors, etc., as determined by the Community Services Director or the Police Chief and approved by the Mayor.

(2) Applicants shall be responsible for any damage to the City property and for supervision of the use of the Community Center and Conference Rooms A and B. The Community Services Director may charge for janitorial services if extra clean-up costs have been incurred over and above those which might normally be expected, at the rate of per employee hour for such extra services.

(3) Except for the groups listed in subsection (a)(1) above and the use of Conference Rooms A & B, no groups or individuals may reserve space more than once per calendar quarter.

(4) Campaign events or activities or other political events associated with an individual running for office or a ballot issue are not permitted.

~~(45)~~ The sale, soliciting or advertising for sale of merchandise, circulars, tickets, prizes, rewards or other monetary rewards, or the collection of money or goods by any for profit entity shall not be permitted in the Community Center or Conference Rooms A and B.

~~(56)~~ Under no conditions may alcoholic beverages, smoking or illegal drugs be used in connection with any function held in or on any City building or on City grounds, nor shall guns or weapons of any type be permitted inside any City building or on City grounds.

~~(67)~~ All persons attending events in the Community Center or City Hall shall:

- A. Conduct themselves in an orderly manner;
- B. Be respectful of the rights of others;
- C. Protect City property from damage;
- D. Children shall not run or “rough house” in rented or common areas; and
- E. Follow the orders of any authorized official regarding the use and occupancy of City property. Occupancy may not exceed the stated room limits.

(d) Applications. Application forms for use of the Community Center and Conference Rooms A and B may be obtained from the Community Services Director. An approved application is only valid for the applicant; and is not transferable. Applicants must be 21 years of age or older and must be present at the function. Applicant(s) are responsible for the enforcement of all rental policies. The Community Services Director shall keep a calendar of approved uses of the Community Center and Conference Rooms A and B.

(e) Cancellation Policy.

(1) To receive a full refund (including security deposit), applicant(s) must cancel the event at least thirty (30) days in advance.

(2) There will be a 15% handling fee applied to cancellations which are less than thirty (30) days but more than seven (7) days prior to said event.

(3) There will be no refund for events cancelled less than seven (7) days prior to said event.

(f) Rental Fee; Schedule.

(1) Rental fees shall be established by Council; as said fees may be modified from time to time.

(2) Payment for room rental, security deposit, and any other fees associated with room usage (examples include, but are not limited to, coffee service, police security or parking lot attendant) is required at time of booking.

(g) Rules Governing Usage and Rental of Community Center Space. Additional rules for the use of the Community Center and Conference Rooms A and B may be promulgated by the Mayor and/or the Community Services Director.

(Ord. 2010-116. Passed 8-16-10.)

(h) Room Rental.

(1) Basic rental includes a specified room/space, set up of table and chairs and -a sound system (volume is controlled by City staff).

~~(2) Rental also includes usage of one kitchen, including use of sinks, countertops, ice machine, and refrigerator. Kitchen rental, if available, is not included in the basic room rental.~~

(3) Kitchen rental shall be based on availability and only one rental group may use the kitchen at a time.

(4) Rental does not include food/beverage services.

(5) No common areas (lobby or patio) are rentable.

(6) The entities and organizations listed in Section 927.02(a)(1) hereof of the Beachwood Codified Ordinances shall be permitted to use available rooms in the Community Center and Conference Rooms A and B without charge during regular or extended hours. ~~Other Civic Organizations, Community Groups, or~~ Non-Profit/Charitable Organizations with a majority of Beachwood residents, an office within the City limits or which provides services to a significant number of Beachwood residents, may rent space without charge during regular hours and may rent space during extended hours at 50% off the extended hour rate noted below.

(7) The fee schedule for use of specific rooms in the Community Center and City Hall is as set forth below.

| ROOM | CAPACITY<br>(tables/ chairs) | CAPACITY | REGULAR | EXTENDED | W/ KITCHEN |
|------|------------------------------|----------|---------|----------|------------|
|------|------------------------------|----------|---------|----------|------------|

|                    |           | (chairs<br>only) | HOURS             | HOURS **          |            |
|--------------------|-----------|------------------|-------------------|-------------------|------------|
| Fairmount          | 72        | 125              | \$ 90/hour        | \$100/hour        | \$50 extra |
| Richmond           | 72        | 125              | \$ 90/hour        | \$100/hour        | \$50 extra |
| Combined           | 144       | 250              | \$100/hour        | \$125/hour        | \$75 extra |
| Beechwood*         | 48        | 75               | \$ 50/hour        | \$ 60/hour        | \$30 extra |
| Chagrin*           | 56        | 75               | \$ 50/hour        | \$ 60/hour        | \$30 extra |
| Combined           | 104       | 150              | \$ 75/hour        | \$ 85/hour        | \$50 extra |
| Cedar*             | 20        | 35               | \$ 30/hour        | \$ 45/hour        | \$20 extra |
| Green*             | 20        | 25               | \$ 30/hour        | \$ 45/hour        | \$20 extra |
| Combined           | 40        | 60               | \$ 60/hour        | \$ 60/hour        | \$30 extra |
| *All 4 Spaces      | 144       | 210              | \$100/hour        | \$125/hour        | \$75 extra |
| <u>Conf Rm "A"</u> | <u>36</u> | <u>n/a</u>       | <u>\$ 30/hour</u> | <u>\$ 45/hour</u> | <u>n/a</u> |
| <u>Conf Rm "B"</u> | <u>16</u> | <u>n/a</u>       | <u>\$ 30/hour</u> | <u>\$ 45/hour</u> | <u>n/a</u> |

\*\* Extended Hours are before 9:00 A.M. and after 4:00 P.M. Monday through Friday and all day Saturday and Sunday.

(i) Security Deposit, Police Security/Parking Attendants and Other Fees.

(1) Except for the groups listed in subsection (a)(1), aA security deposit of two hundred dollars (\$200.00) is due at the time of booking. The cost of repairing any damage to the facility or its contents shall be charged directly to the permit holder in occupancy at the time of the damage. Such cost may be charged against the security deposit, but the permit holder's financial responsibility is not limited to the deposit. Any cost over and above the security deposit shall be the responsibility of the permit holder. Any remaining deposit will be refunded within thirty (30) days after the event.

(2) A police security/parking attendant fee may be assessed for special events depending on the nature of the event, attendance levels etc. If it is determined that a police security /parking attendant is necessary, the fee shall be paid at the time of booking.

(3) Coffee/Hot Tea Service may be provided for one dollar (\$1.00) per person extra/minimum charge of thirteen dollars (\$13.00). Ice is complimentary.

~~—(j)—The Community Services Director, with the approval of the Mayor or his designee, has the discretion to adjust the above rates under special circumstances.~~

(Ord. 2010-117. Passed 6-16-09.)

# Beachwood Community Center and Other City Facility Usage

## Rules and Regulations

Updated ~~May 2015~~ December 2018

### HOURS OF OPERATION

**Regular Hours:** Monday – Friday 9 am – 4 pm

**Extended Hours:** Outside of regular hours (Monday – Friday 9 am – 4 pm) with the following limitations:

- No earlier than 6:00 am
- No later than 11 pm. Note the building must be vacated by 11 pm.

Reservations must include set-up and take-down. If using any kind of catering or entertainment, please remember their set-up/take-down time must be included. If a third party is used as a coordinator of an event (i.e. party planner, caterer, etc.) all communication is to be done via the renter.

### PROOF OF RESIDENCY

Proof of residency is required at the time of booking. Please note: falsification of proof of residency will result in the forfeiture of all fees. *Two (2)* forms of proof must be presented for each rental. Examples include: current utility bill and current driver's license or state photo ID with address.

### ARRIVAL

Applicants ~~mustare to~~ be the first person on site and the last person to leave. A pre-inspection and post-inspection form must be completed and signed the day of use. Applicant is required to be present during the entire event or the event will be terminated and all fees forfeited.

### CATERERS

Applicant is responsible for the caterer. The caterer must adhere to all rules set forth ~~for use of~~by the Beachwood Community Center and other City Facilities.

### SUPERVISION

Children must be supervised at all times. All youth activities must have adult supervision. Adult supervisors are to be 21 years or older. The required ratio is 1 adult per 10 children. Most youth activities will require police security with an additional per hour charge.

### POLICE SECURITY

A police security/parking lot attendant fee may be assessed for special circumstances depending on the nature of the event, attendance levels etc. If it is determined that a police/parking lot attendant is necessary a fee of \$70/hr per officer shall be paid at the time of booking. Falsification of attendance may result in the forfeiture of all fees.

### ANIMALS

Special arrangements must be made with the Beachwood Community Center Rental Coordinator prior to an event for the use of live animals. Failure to comply will result in the termination of event and the forfeiture of all fees.

### GAMBLING

Ohio law prohibits the use of the Beachwood Community Center or any other City Facility for gambling purposes. If you have any questions as to whether your activity constitutes gambling, please contact the Beachwood Community Center Rental Coordinator at (216) 292-1970. For Profit fundraisers are not permitted.

### EQUIPMENT

Special equipment requests or additional furniture needs must be made at least two (2) weeks prior to the event and the City of Beachwood will invoice the applicant for the expenses. Arrangements may be made with the Beachwood Community Center Rental Coordinator if there is a specific vendor(s) you wish to be used; otherwise the City will choose the vendor.

### ATTENDANCE

All private events held at the Beachwood Community Center or any other City Facility must be by invitation only.

### SOUND SYSTEM

Sound System and microphones may be provided and appropriate volumes are to be controlled by Community Center Staff. Independent sound systems (*i.e.* DJ equipment) sound levels may not exceed the level deemed appropriate by the Beachwood Community Center Staff. If a DJ is used, please make sure your rental time includes the equipment set-up and take-down; otherwise loss of security deposit may result.

### **TABLES/CHAIRS/WINDOW SHADES**

Available furnishings include: chairs, 3' card tables, 6' rectangular tables and 60" round tables. Window shades will be adjusted per renter's request by Beachwood Community Center staff.

### **CLEANING**

All papers, garbage or rubbish in areas used are to be neatly cleaned up and placed in trash containers/bags provided. Tables and chairs should be clear of debris and wiped off. Improper clean-up may result in loss of security deposit.

### **DECORATIONS**

No tape, thumbtacks, nails, screw-in hooks, staples, sticky tape or other fasteners may be used on ANY surface or wall in the Community Center. Glitter, confetti, lighted candles, open flames, smoke or fog machines are not permitted. Helium balloons must be weighted.

### **FOOD**

No food preparation is permitted on site. All food and refreshments must remain inside the reserved areas. The Community Center Staff reserves the right to inspect all containers.

### **KITCHEN RENTAL**

Kitchen use is limited to one renter at a time; subject to previous rentals. Kitchen rental consists of counter space, refrigerator, sinks and ice machine. [Kitchen rental is unavailable to groups using Conference Rooms A and B.](#)

### **ROOM RENTAL INCLUDES/PAYMENT INFORMATION**

Specified room(s), room set-up, tables, chairs and sound system if requested (does not include common areas, lobby, patio space or food service.) Kitchen rental (if available) is a separate fee. Complete room rental payment, security deposit and police security/parking lot attendant fee (if applicable) **is required at time of booking.** ***Accepted forms of payments are:*** personal check, certified ~~cashiers~~~~cashier's~~ check and cash. We do not accept Credit Card payments for rentals. See room layout sheet for set-up requirements.

### **HOW TO RESERVE A ROOM AND RESTRICTIONS:**

- Complete a formal agreement at least 30 days before and not more than 6 months in advance, [excepting the use of Conference Rooms A and B which require a completed formal agreement at least 30 days before and not more than 1 year in advance.](#)
- Groups or individuals are limited to 1 time use per quarter or a maximum of 4 times a calendar year, [excepting Conference Rooms A and B which each may be used not more than 1 time per month or a maximum of 12 times in a calendar year.](#)
- The use of the facility must correspond with the applicant: A Beachwood business may not use the facility for a personal event nor may a Beachwood resident reserve for a ~~n~~Non-Beachwood Business event/function.
- ~~An a~~Application is non-transferable.
- ~~An a~~Applicant must be 21 years of age or older and must be present for the entire function.
- Applicants are responsible for enforcement of all rental [rules and regulations.policies](#)
- ~~The e~~Entire payment for reservation is due at the time of booking.
- The sale, solicitation or advertising for sale of merchandise, circulars, tickets, prizes, rewards or other monetary rewards or the collection of money or goods by any [for](#) profit entity are not be permitted.
  - ~~Political activities are prohibited in all common areas (lobby and hallways) and within 25 feet of all entrances to the Community Center. Political activities are permitted in reserved room only with the permission of the group/individual that is responsible for the reservation.~~
  - ~~Political activities include but are not limited to, campaign activities, solicitation of contributions, and collecting petition signature.~~
  - [Conference Rooms A and B are limited to serving beverages only. No food is permitted.](#)
- Alcoholic beverages, smoking, guns, weapons or illegal drugs in any City building or on City grounds are not permitted.
- Adult or inappropriate entertainment ~~is~~are not permitted.
- There will be no refund or credit for unused time for ~~A~~applicants that vacate the premises earlier than signed contract.
- Athletic events are not permitted (*i.e.* kicking or throwing balls).
- [The](#) City of Beachwood is not responsible for lost, stolen or damaged items.

**EXPECTED CONDUCT:**

- All persons attending events in the Beachwood Community Center and any other City Facility shall:
  - Conduct themselves in an orderly manner;.
  - Children should not run or “rough-house” in the rental area or common area;.
  - Be respectful of the rights of others;.
  - Protect City property from damage; and
  - Follow the orders of any authorized official regarding the use and occupancy of City property. Occupancy may not exceed stated room limits.

**SECURITY DEPOSITS:**

A security deposit of **\$200** is due at time of registration. The City of Beachwood reserves the right to keep the security deposit (partial or entire) for the following reasons:

- Facility damage including marks or scuffs to the walls.
- Improper clean-up.
- Falsification of application – including reserving for another non-Beachwood individual or Business (termination of event may occur).
- Event exceeds reserved time (additional fees may also apply).
- Exceeding the stated occupancy of a room.

Any violation of the above rules and regulations may result in the forfeiture of security deposit and possible termination of event. The City of Beachwood reserves the right to deny any future requests at the Community Center or other City Facility.

**CANCELLATION POLICY**

To receive a full refund (including security deposit):

- Applicant(s) must cancel the event at least thirty (30) days in advance.
- There will be a 15% handling fee applied to cancellations which are less than thirty (30) days but before seven (7) days prior to event.
- There will be NO refund for events cancelled less than seven (7) days prior to event.

**SPECIAL NOTE:**

The Mayor and Council reserve the right to cancel or re-schedule the use of the Beachwood Community Center or other City Facility if a City function requires its use. If we cannot reschedule the event, a full refund will be issued.

**DATE AVAILABILITY:**

Rental dates for the Beachwood Community Center and Conference Rooms A & B are subject to availability.

NOTE: These Rules and Regulations are subject to change.

**Page 4 – Beachwood Community Center and Other City Facility**  
**Usage Rules and Regulations**

**FEE SCHEDULE:**

| ROOM                               | OCCUPANCY<br>w/ TABLES<br>AND CHAIRS | OCCUPANCY<br>W/ CHAIRS<br>ONLY   | REGULAR<br>HOURS | EXTENDED<br>HOURS** | w/KITCHEN  |
|------------------------------------|--------------------------------------|----------------------------------|------------------|---------------------|------------|
| 1. Fairmount                       | 72                                   | 125                              | \$90 / hour      | \$100 / hour        | \$50 extra |
| 2. Richmond                        | 72                                   | 125                              | \$90 / hour      | \$100 / hour        | \$50 extra |
| 3. COMBINED                        | 144                                  | 250                              | \$100 / hour     | \$125 / hour        | \$75 extra |
|                                    |                                      |                                  |                  |                     |            |
| 4. Beechwood *                     | 48                                   | 75                               | \$50 / hour      | \$60 / hour         | \$30 extra |
| 5. Chagrin *                       | 56                                   | 75                               | \$50 / hour      | \$60 / hour         | \$30 extra |
| 6. COMBINED                        | 104                                  | 150                              | \$75 / hour      | \$85 / hour         | \$50 extra |
|                                    |                                      |                                  |                  |                     |            |
| 7. Cedar *                         | 20                                   | 35                               | \$30 / hour      | \$45 / hour         | \$20 extra |
| 8. Green *                         | 20                                   | 25                               | \$30 / hour      | \$45 / hour         | \$20 extra |
| 9. COMBINED                        | 40                                   | 60                               | \$60 / hour      | \$60 / hour         | \$30 extra |
|                                    |                                      |                                  |                  |                     |            |
| 10. * 4, 5, 7, 8 ROOMS<br>COMBINED | 144                                  | 210                              | \$100 / hour     | \$125 / hour        | \$75 extra |
| <u>11. Conference Room A</u>       | <u>36</u>                            | <u>n/a</u>                       | <u>\$30/hour</u> | <u>\$45/hour</u>    | <u>n/a</u> |
| <u>12. Conference Room B</u>       | <u>16</u>                            | <u>n/a</u>                       | <u>\$30/hour</u> | <u>\$45/hour</u>    | <u>n/a</u> |
| Coffee/Hot Tea Service             | \$13 per small<br>pot (~13 cups)     | \$26 per large pot<br>(~26 cups) |                  |                     |            |
| Security Deposit                   | \$200                                |                                  |                  |                     |            |
| Ice Complimentary                  |                                      |                                  |                  |                     |            |
|                                    |                                      |                                  |                  |                     |            |
|                                    |                                      |                                  |                  |                     |            |

**\*\* Extended hours:** Outside of regular hours (Monday – Friday 9 am – 4 pm) with the following limitations:

- No earlier than 6:00 am
- No later than 11 pm. Note the building must be vacated by 11 pm.

**SECURITY DEPOSIT:**

- A security deposit of \$200 is due at time of booking. The cost of repairing any damage to the facility or its contents shall be charged directly to the permit holder in occupancy at the time of the damage. Such cost shall be charged against the security deposit. Any cost over and above the security deposit shall be the responsibility of the permit holder. Any remaining deposit will be refunded within (30) days after the event. The City of Beachwood reserves the right to retain the entire security deposit for part thereof for any violation to the above stated rules and regulations.

**POLICE SECURITY:**

- A police security/parking lot attendant fee may be assessed for special circumstances depending on the nature of the event, attendance levels etc. If it is determined a police/parking lot attendant is necessary a fee of \$70/hr per officer shall be paid at the time of booking.

**WHO CAN RENT/USE A ROOM:**

**No Charge:**

- City of Beachwood sponsored activities
  - Beachwood Board of Education activities
  - [Beachwood Arts Council](#)
  - Beachwood Chamber of Commerce
  - Government Entities
  
  - [Beachwood Homeowners' Associations](#)
  - [Beachwood Historical Society](#)
  - [Established and recognized Beachwood resident organizations](#)
- [Non-Profit Organizations that directly provide services and/or programs to the City of Beachwood or its employees](#)

Any requests which do not constitute a regular meeting may be subject to additional charges as determined by the Community Services Director and/or the Mayor.

**No Room rental fee during regular hours (all other fees may apply):**

Regular hours are defined as Monday – Friday 9am – 4pm

- Civic or Community groups with a majority of Beachwood residents or an office within the City limits; must provide a copy of 501 C3 status. A membership Roster must be provided or regular rental rates apply.
- Non-Profit/Charitable organizations which have an office in Beachwood or provide services to a significant number of Beachwood residents; must provide a copy of 501 C3 status

During extended hours: These groups may rent at 50% off the extended hour rate listed above.

**Room rental fee (all other fees may apply):**

- Beachwood residents
- Businesses or Commercial institutions with offices located in the City of Beachwood

Updated: ~~May 13, 2015~~ December 1, 2018