



MENTOR SENIOR CENTER



RENTAL PACKAGE OPTIONS



MENTOR SENIOR CENTER GREAT ROOM

Accommodates up to 162 guests.
 Hourly rate \$100 Resident/\$125 Nonresident.
 Minimum # of hours (5).
 Security deposit \$400 no alcohol
 additional \$400 with alcohol
 The patio is available for your enjoyment,
 however no alcohol is permitted outside of
 the building.

**Full payment
 is required
 in
 order to reserve a
 facility. Facilities
 may be rented up
 to one (1) year in
 advance.**

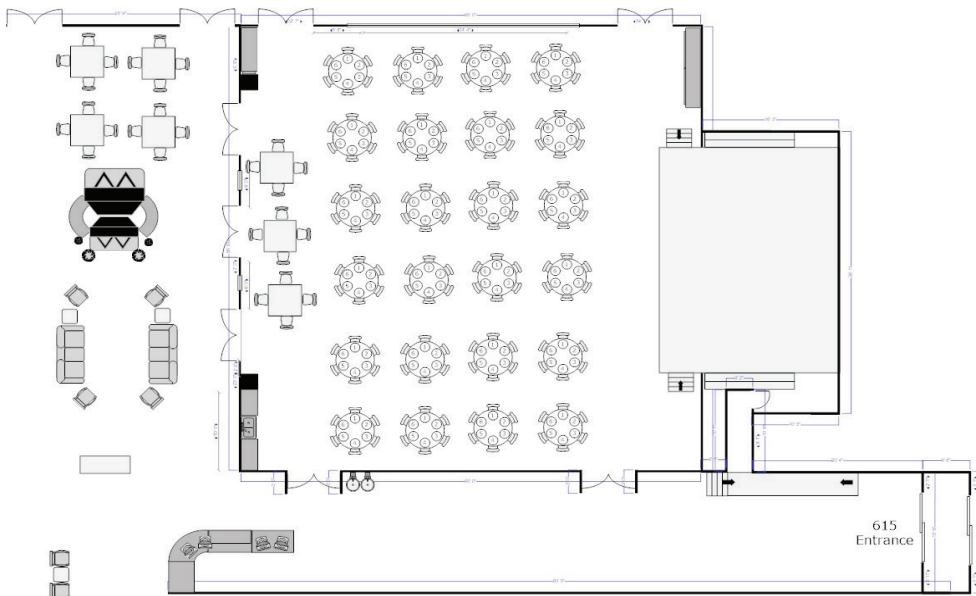
MENTOR SENIOR CENTER CARDINAL ROOM

Accommodates up to 64 guests.
 Hourly rate \$50 Resident/\$65 Nonresident.
 Minimum # of hours (4).
 Security deposit \$400 no alcohol
 additional \$400 with alcohol
 Rentals in the Cardinal Room must use the
 615 entrance.

MENTOR SENIOR CENTER

8484 Munson Road, Mentor, OH 44060 Phone: 440-974-5725 440-255-1100
www.mentorseniorcenter.com www.cityofmentor.com

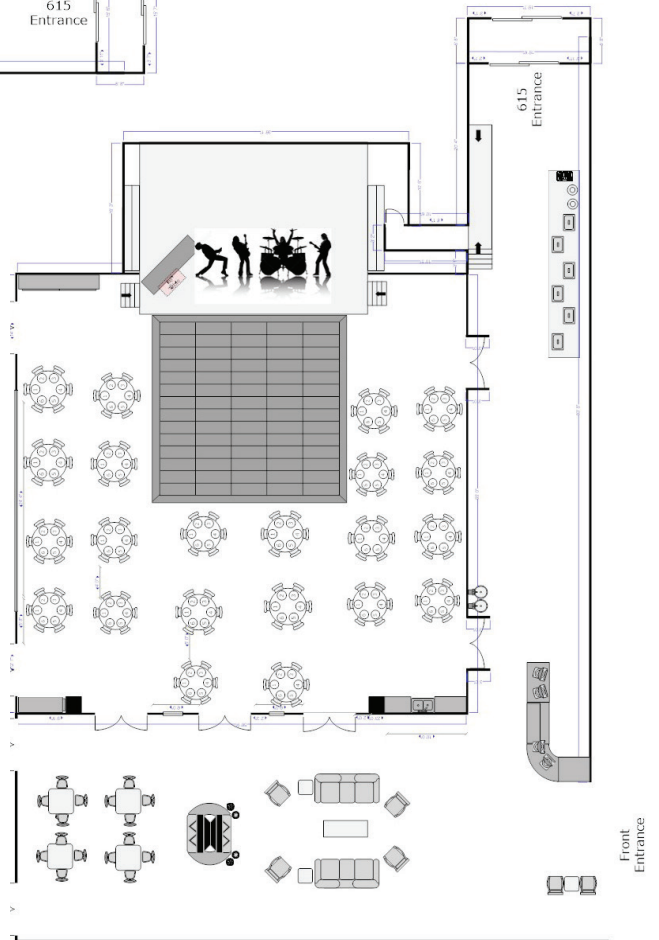




Great Room (5 hour minimum)
 Table size 48" round (6 chairs per table)
 162 capacity without dance floor
 138 capacity with a dance floor

Great Room rentals include the use of the lobby, stage and patio.

Front Entrance



Front Entrance



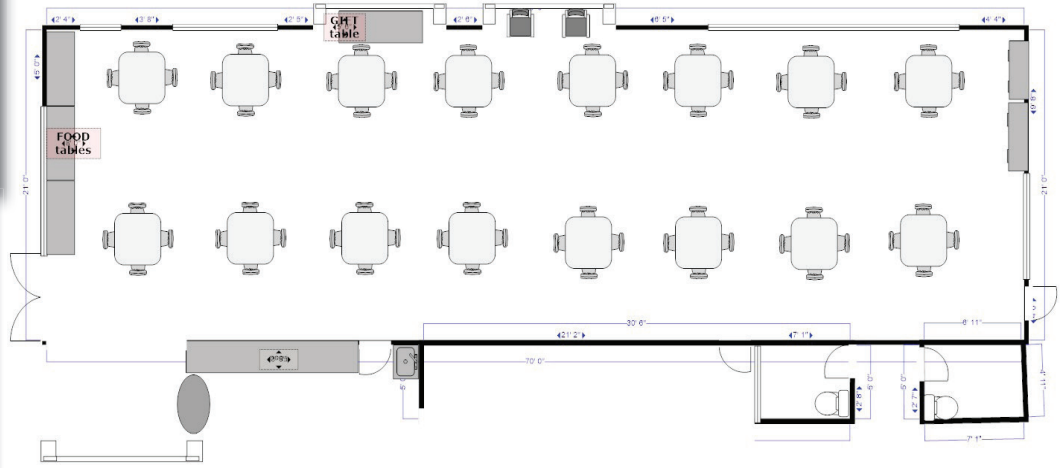
Audio Visual Equipment Rental Fees
 Projector: \$50
 Sound system: \$10
 Laptop: \$25

Make an appointment with Office Manager or Program Coordinator at least 2 business days prior to the rental to test the AV equipment compatibility. The "renter" can bring a laptop to use, (must have HDMI output to be compatible with projector), flash drive, CD or any other media.





Cardinal Room (4 hour minimum)
Table size 36"x36" square 64 capacity



History of Mentor Senior Center

Seniors began meeting to socialize and play games at Mentor Beach Park in 1973. As interest grew the city opened the first senior center at the Mentor Beach Park Facility. At that time, there were only a few members. Six years later, in 1978 the number had increased to 100 and the city purchased the former Ohio Bell building at the corner of Prospect and Hart Streets. This became the new home of the city's senior activities.

The ensuing years brought a steady rise in membership. This resulted in many additions being made to the original structure. By the time the 2,000th member was registered, it was clear that a much larger facility was needed. In 1991 the city purchased Godfrey's restaurant property on Center Street. The vision embraced was that of a facility to serve the emerging needs of Mentor's adult community well into the 21st century. On April 29, 1993, a formal ground breaking was held to mark the beginning of construction of our current building.

November 1, 1995 became the senior's first full day at the new facility. The new Mentor Senior Center gained in popularity and saw the addition of many new programs, many new staff and many new trips. On December 4, 2007 the Ribbon Cutting Ceremony was held to celebrate the latest expansion made necessary by the growing membership. The restaurant that occupied the space off of 615 closed and after reconfiguring the space, the major part of the renovation is now known as the Cardinal Room. In addition, the kitchen received a facelift and expansion. Membership soared, reaching 5005 in 2015.

In 2023 the city purchased the Veselko's property adjacent to the Senior Center to expand and enhance our parking to accommodate the growing number of members.

Mentor Beach Park Andrews Road
1973-1978



Mentor Senior Center
Hart and Prospect Streets
1978-1995



Mentor Senior Center 8484 Munson Road
1995-2023





**Director
RENEE OCHAYA**



**Program Coordinator
DAVE DURICKY**



**Rental Coordinator
LISA NICHOLS**

RENTAL HOURS

Minimum rental time is 4 hours for Cardinal Room, 5 hours for Great Room. This includes all time available to the renter for setup and cleanup. All activity must occur within the rental period. If serving alcohol, the police officer will be the last person to leave the building. All rentals must conclude by 11:30 p.m.

CANCELLATION & REFUNDS

A 25% cancellation fee is charged on cancellations received more than 30 days before the rental date. The refund on the balance of the fee will be made within four (4) weeks. If cancellation is made 30 days or less from the rental date, there will be no refund.

FACILITY DAMAGE

Damages that occur to the facility, furnishings, equipment or grounds as a direct result of the rental will be repaired or replaced by the City of Mentor at the expense of the applicant. Damages that exceed the amount of the security deposit will be billed to the applicant and collected by Mentor Court.

SETUP/CLEANUP/DELIVERIES

Full cleanup of the facility is required. All refuse is to be placed in trash bags, tied and disposed of in the outside disposal unit. No refuse is to be left in the facility.

All equipment supplied by rental companies and delivery items (e.g. cake, flowers, DJ, band) must be delivered and picked up the same day of your scheduled rental, during the building rental times as indicated on the Rental Agreement. Equipment may not be stored overnight.

KITCHEN FACILITIES

Renters will have access to a refrigerator, ice machine and prep sink. The oven and stove are available for reheating only. Dishwasher and convection oven are not available.

FIRE REGULATIONS & SAFETY

Open flame is prohibited; votive candles or candles in which the flame can not rise above the top of a glass enclosure are permitted. Sterno cans may be used for cooking purposes. Fire exits must not be blocked. No smoking is allowed inside the building or near any of the outside exterior doors.

FREQUENTLY ASKED QUESTIONS

How do I reserve a date?

To reserve your rental date you must book an appointment with the Office Manager. Rental fees, security deposit and other fees associated with your rental must be paid to process a rental contract and reserve your date. Provide proof of residency to receive the Mentor resident discount.

Can I add additional hours/alcohol fees to my rental after my initial booking?

Additional hours and the option to be able to serve alcohol can be done at least 45 days prior to the rental date, pending custodian availability. Additional time/alcohol permit can not be purchased the day of the rental. Please confirm with your caterer to be sure you have purchased and allotted enough time for full setup and tear down.

What are the guidelines for alcohol and do we need a permit?

Alcoholic beverages are only permitted with the purchase and issuance of a city Alcoholic Beverage Consumption Permit. The cost of the permit is \$35 plus an \$800 security deposit which is paid at the time of rental contract completion and is paid by the applicant.

An off-duty City of Mentor police officer must be hired to serve as security for the duration of the event; this means the officer must be present when the guests are being served alcohol and will need to remain on the premises until the building is cleaned and inspected by the facility attendant, and until all guests and rental party have vacated the premises.

Schedule the police officer approximately 6 weeks in advance of the rental by emailing MPD Records Supervisor, at Gorter@cityofmentor.com or by calling the Mentor Police Department at (440) 255-1100, ext. 5760. The officer must be paid in cash by the renter at the beginning of the rental. The fee is \$40 per hour, \$55 per hour on Holidays.

Who is responsible for setup and tear down. Are those hours included in my rental? Do you provide tables and chairs? What about decorations?

You the renter are responsible for set up and tear down of your rental and must include the time needed for setup and cleanup. A Senior Center facility attendant will be on hand to assist you with directions to dispose of garbage, provide cleaning supplies, carts for tables and chairs, etc. The standard room set up will be in place when renter arrives. For cleanup, all existing furniture must be returned to original placement. Renters may not hang or attach decorations or signs to the walls or woodwork. The use of tape, tacks, nails and table glitter is prohibited. No birdseed, rice, confetti, glitter, or sand is to be used on the grounds or inside the facility. Renter will provide their own extension cords, AV equipment, tape, scissors and decorating supplies.