



Priority Information

You as the RENTER/CONTRACT HOLDER must be the last person to exit the rental facility and must sign a release form before you leave. **Regardless of how late you rent a room at SAFS on our contract, when you leave the party is over.** If you rent the hall until 10 p.m., but **YOU LEAVE** at 9 p.m., the part **ENDS** at 9 p.m. Failure to sign the release form and be the last person to leave the rental facility will result in a forfeiture of your security deposit.

2017 Board of Directors

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Alcohol service ends 30 minutes prior to the conclusion of your party. If your party lasts until 10 p.m., alcohol service must end at 9:30 p.m. Alcohol is allowed only in the Main Event Hall, nowhere else on the property of Sylvania Area Family Services (SAFS). **A Certificate of Liability Insurance must be provided via email immediately upon booking your rental before the approval of alcohol in your rental will be allowable.**

Music, whether it is a live band, disc jockey, or private sound system, **must be inside** the Multi-purpose Room or Main Event Hall. **Music must end 15 minutes** prior to the end of your party.

Rental Tables & Chairs are NOT permitted in our facility. SAFS has 20 60" round tables for the Main Event Hall with 160 chairs. SAFS has 14 - 8' tables, and 14 - 6' tables that are available for the Multi-Purpose Room and for the Main Event Hall. The Multi-Purpose Room chairs for up to 70 people.

The use of glitter, colored powder, candles/open flames (exception is the use of sternos) **is prohibited due to the great difficulty in cleaning these items from the floor and chairs.** Any use of these decorations results in the forfeiture of your security deposit.

Rental Hours must be **finalized three weeks prior** to the date of your rental for SAFS personnel scheduling purposes. **Additional Rental Hours** over and above the contracted rental are \$55 per additional hour and **must be reserved at least one month prior** to your event. **No additional time can be purchased later than the scheduled closing hours at 11 p.m.**

SAFS Cancellation Policy state you must notify SAFS in **writing at least 90 days prior** to your reservation to receive a full refund. The person who originally rented our facility must sign the cancellation letter. **If you cancel within the 9-day period**

A SAFS Staff Member is the key holder to open and close the facility for your rental. **This employee has the final authority to enforce these and all other regulations of SAFS at your function.**

I have read all the regulations and agree to them.

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www.sa-fs.org

Signature

Date