



Robert A. Fiala
Mayor and Safety Director

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Parks & Recreation Department

Facility – Rental Information
David E. Anderson Willoughby Senior Center
36939 Ridge Rd Willoughby, Oh 44094

Rental Information:

- **Rates:** \$350 for the first 3 hours / \$300 for Willoughby residents for the first 3 hours
 - \$50 for each additional hour after the initial 3 hours

Please be sure to account for your set-up and cleanup time within your rental hours.

Room Setup & Layout:

I will work with you to plan the layout of tables and chairs in advance. Upon your arrival, the room will be set up according to the agreed layout.

Post-Rental:

At the conclusion of your event, we kindly ask that you remove any personal items. Our Buildings and Grounds staff will handle the breakdown of tables and chairs, as well as removing the garbage from the facility.

Available Rooms:

Activity Room #1: Capacity 25 people

Activity Room #2: Capacity 25 people

Activity Rooms #1 & #2 can be opened to one larger space.

Activity Room 3 (with stage) Capacity 23 people

Activity Rooms #3-7 can be combined; each space has an approximate capacity of 25 people

Use of Kitchen: \$50

This includes use of the stove, hotbox, refrigerator, coffee machine and ice machine.

Gym Rental: Court 4 in the Union Village Field House

- **Half Court \$30 | Full court \$60** (*additional charges may apply for weekend rental*)

This facility prohibits the use of alcohol, tobacco and vaping products on the premises.

Set-Up and clean up needs to be included in your rental time.

The City of Willoughby will handle setting up tables prior to your event, they will also handle removing tables and chairs after your event.

\$50 non-refundable deposit required to book. | The remaining balance is due the Monday prior to your event/rental.

Have Questions? Email dsarosy@willoughbyohio.com